



BGHC
Rep Team Volunteer Position and Role Descriptions

Team Manager(s) (1 or 2 individuals)

Please refer to the Rep Resources page of the website for specifics and resources.

1. Liaison between the Head Coach and the team in all matters, including:
 - a. Reminders of weekly practice, external development and game schedules
 - b. Conveying team rules and expectations
 - c. General communication to the team members
2. Assist Head Coach in setting team budget
3. Assist Head Coach in scheduling any team specific development AND INFORM THE BGHC ICE SCHEDULER AT LEAST 2 WEEKS IN ADVANCE OF DATES, TIMES AND LOCATIONS – THIS IS ABSOLUTELY VITAL TO ENSURE PROPER INSURANCE IS IN PLACE.
4. Assist Head Coach in scheduling pre-season exhibition games
5. Team contact for correspondence to and from the Director of Rep Operations, Director of Player and Coach Development and Treasurer with respect to league matters
6. Team contact with the BGHC Ice Scheduler with respect to
 - a. ice scheduling issues, added ice and returns of ice
 - b. scheduled Exhibition Games and related request for Referees
 - c. Note that referees are automatically scheduled once the Lower Lakes regular season games are scheduled. The same applies for any playoff or play down games scheduled
7. Inform team Treasurer of cash required at rink to pay referees for Exhibition Games
8. Team contact with respect to jersey and sock orders as well as team picture day schedule and ordering of sponsor plaques
9. Register team for any tournaments entered during the season and pass on payment details to team Treasurer for timely payment of entry fee
10. Attend at Lower Lakes scheduling meeting to schedule the team's 22 regular season Lower Lakes games
11. Signatory on team bank account
12. Oversee volunteers dealing with hotel bookings and social functions for the team (see below)



BGHC

Rep Team Volunteer Position and Role Descriptions

Treasurer (1 person)

Please refer to the Rep Resources page of the website for specifics and resources.

1. Signatory on team bank account
2. Assist in preparation of team budget and communicate budget to team in May, October, January and end of season
3. General administration of all team finances
4. Prepare all cheques for payment and obtain proper signatures
5. Provide cash at rink as instructed by team manager for any Exhibition Games

Trainers (3-5)

1. Distribute and collect player health questionnaires and maintain on hand at all times for all games and practices
2. Prepare and maintain a trainer kit with all appropriate
3. Determine means of dealing with water bottles for games, but at a minimum ensure that players are cleaning these bottles and keeping them sanitary
4. Regularly check equipment to ensure all girls are safe before going on the ice

Webmaster (1)

Create and maintain the team website through Sport Ngin as provided by the BGHC.

Parent Rep (1)

Please refer to the Rep Resources page of the website for specifics and resources.

1. Liaison between coaching staff and parents in the event of issues at the team level.
2. Liaison between team and BGHC in the event a team issue needs to be elevated to the BGHC.

Food Drive Co-Ordinator (1)

1. Team liason for the annual Gift-of-Giving Back food drive held in early November.
2. Distribute information to team as sent by the BGHC overall co-ordinator.
3. Organize team food drives/fundraisers and other events related to procuring food.



BGHC

Rep Team Volunteer Position and Role Descriptions

Team Statistician

Please refer to the Rep Resources page of the website for specifics and resources.

1. Enter all home game scores into the on-line standings system used by the Lower Lakes (ITSportsNet)
2. Access and print team labels for use on all game sheets during the season
3. Input scheduled playoff and playdown games as applicable into either ITS or Lower Lakes system as instructed
4. Prepare all games sheet for all home games for the season
5. Bring game sheet labels to all away games to put on game sheets prepared by opponent

Timekeepers (3 or 4)

For all home games each team needs to provide a timekeeper/score keeper who will manage the clock and fill out the game sheet. Generally 2 people per game. ***NOTE: This may be changing for 2016-2017 as teams may be given the option to request paid timekeepers from the BGHC. More information will follow on this.***

Social (2 or 3)

1. Co-ordinate 3 main team social functions as follows:
 - a. Summer get-together (informal)
 - b. Christmas party – team building activity and meal (gift exchange between girls)
 - c. Year-end party - team activity and meal
2. Co-ordinate team dinners as appropriate during out-of-town tournaments
3. Make hotel bookings for out of town tournaments

Note: Any details related to the above should be communicated to the Team Manager who will communicate to the team. This keeps communication limited to one individual which seems to work best rather than having several people sending out team emails.

Dressing Rooms Moms (Den Moms) (3-4) – for PeeWee and Below

1. Provide two-deep in the dressing room at all times.
2. Supervise dressing room prior to and after games and practices to ensure respectful behaviour.

NOTE: These individuals require a Police Check and a Respect-In-Sport certificate. This is the responsibility of the team to ensure these certificates are in place.

OWHA Policy is that there must be 2 team officials within a reasonable space outside the door of the dressing room and the dressing room door must be ajar such that any issues can be heard and handled if



BGHC

Rep Team Volunteer Position and Role Descriptions

needed. For PeeWee and below the BGHC suggests that the “team staff” be dressing room monitors/moms that are inside the dressing room. For Bantam and Midget, it can be at the discretion of the team staff whether there need to be 2 staff inside the dressing room or simply outside the room near the door. The key is to always be 2 deep and never have just 1 staff inside the room with the players.