



BGHC Rep Team Volunteer Position and Role Descriptions

TEAM MANAGER(S) [1 OR 2 INDIVIDUALS]

Please refer to the Resources page of the website for other 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. Communicate with Referee in chief to ensure Officials and Timekeepers are assigned for all home games
7. Ensure all team events are on the BGHC website to ensure Insurance coverage.
8. Register team for any tournaments entered during the season and pass on payment details to team Treasurer for timely payment of entry fee.
9. Work with other teams in their assigned loop around the end of September beginning of October to complete the OWHA southern schedule.
10. Signatory on team bank account.
11. 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 Resources page of the website for specific financial 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 management of all team finances.
4. Prepare all disbursements and ensure all appropriate team officials have approved, if necessary
5. Provide cash at rink for on-ice officials and timekeepers for all 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

PARENT REP [1 person]

Please refer to the Resources page of the website for document with specific guidance.

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 person]

1. Team liaison 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

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. Work with Manager for 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 U13 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 needed. For U13 and below the BGHC suggests that the “team staff” be dressing room monitors/moms that are inside the dressing room. For u15 and u18, 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.