



KHC Off Ice Volunteers - Team Roles and Responsibilities

The following manual is meant to help outline the roles and responsibilities of each off-ice volunteer position for each team. The following is a guideline that parents can read over to understand their generic roles and responsibilities.

Team Level Roles that fulfill KHC Volunteer Bond Requirements

- Head Coach
- Assistant Coaches (Goalie Coach)
- Manager
- Assistant Manager/Treasurer
- Team Tournament Rep for KHC Joust in the South

* Please note that all Head Coaches, Assistant Coaches and Assistant Goalie Coaches must complete at least 10 hours evaluating in September*

Team Level Roles that do not fulfill KHC Bond Requirements

- Fundraising Coordinator
- Assistant Fundraising Coordinator
- Tournament Coordinator - unless this is for a KHC assigned tournament
- Social Events Coordinator

Team Role Descriptions

Team Manager

The team manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Knights Hockey Club and Hockey Calgary League Chairs. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities the manager is normally responsible for overseeing. **This role fulfills your volunteer bond completely.**

The team manager is the liaison between the team and the KHC age group coordinator for any issues or concerns that cannot be managed within the team.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice development which provides the players with rewarding hockey experiences. The KHC Managers Manual helps and directs our managers in operating a KHC team.



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Assistant Team Manager/Treasurer

The team treasurer will look after the administration and tracking of all finances for each team. For specific duties of the team treasurer are outlined in the Team Managers Manual. This person should have a basic understanding of accounting. Budgets are to be loaded and updated on your team snap. Any responsibilities as assigned by the Team Manager. **This role fulfills your volunteer bond completely.**

Tournament Coordinators - Team Specific Tournaments – Not KHC assigned

The tournament coordinators are responsible for researching appropriate tournaments for his or her team, by working with their head coach, manager and team membership. Tournaments can be extremely hard to get into therefore the tournament coordinator will have to act fast. The tournament coordinator will work closely with the head coach and manager to ensure they register for tournaments that will be competitive for the team. They will also work in conjunction with the treasurer and manager to ensure that payments and any required info is sent to the tournament hosts in timely fashion. **This role DOES NOT fulfill your volunteer bond.**

Off Ice Equipment Coordinators (Timbits- Novice)

The off-ice equipment coordinators for the Timbits age group will look after ensuring the dividers and Timbits nets get put on and off the ice for every Timbits ice time. Please return back properly and in an orderly fashion. These volunteers will need to be available 15 minutes prior and 15 minutes after each ice time. **This role counts towards your bond on an hour by hour basis – 1 game – 1/2 hour – 20 games – complete bond**

Time Keeper, Score Keeper and Penalty Box

For community hockey, each team must supply two off ice officials for all games. Home team will be responsible for the timekeeper and home penalty box; the Visiting team will be responsible for the scorekeeper and visitor penalty box. All off ice officials are responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants. As neutral off ice officials assisting the referee in proper conduct of the game, they are significant contributors to the management of the game. Should their behavior warrant disciplinary action they may be relieved of their duties by the referee or other Hockey Calgary official.

Time Keeper- The time keeper looks after the operation of the score clock.

Score Keeper- The score keeper is responsible for updating the game sheet with all the pertinent details from the game.



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Penalty Box Gate Volunteer- The gate persons will be responsible for opening and closing the gates for penalties.

This role counts towards your bond on an hour by hour basis - 1 game = 1 hour , 7 games = ½ bond and 15 games = complete bond