

Volunteer Job Descriptions

Metro Minor Ball Hockey Association is run by its many dedicated volunteers. We are always in need for more helpers to keep the club effective and vibrant. Volunteering doesn't always require a long term commitment, sometimes we need extra helpers for a couple of hours.

Please email us at volunteer@metroballhockey.ca with your name and your player's division if there is a job that you'd be interested in helping with. No experience is necessary and teenagers are welcome to help out too.

Below is a brief description of the jobs. Many of the roles can be shared with another person.

- **Game Schedulers (2 per season)**
 - prepare the team game schedule for the season
 - liaison with other schedulers from West Coast Minor Ball Hockey Association members regarding their interlocking requirements
 - attend the West Coast Minor Ball Hockey Association interlocking meeting to arrange all interlocking games
 - adjust team game schedule as needed
- **Referee Schedulers (2 per season)**
 - prepare the referee schedule for the season
 - liaison with the Referee in chief to handle any issues
 - adjust schedule as needed
- **Equipment Manager and Assistant Equipment Manager**
 - keep up to date inventory of jerseys and equipment
 - arrange and distribute team bins
 - assist coaches and/or players regarding jersey and equipment issues
 - arrange return of team bins
 - responsible for replacement of equipment and jerseys as needed
- **Webmaster and Social Media Coordinator**
 - review website and develop Facebook content and update as needed
 - post content as requested by the league
 - assist the league with computer needs such as recording scores
- **WCC Tournament Coordinator**
 - assist in the selection process of the coaches
 - act as the liaison between the tournament organizers and the coaches
 - provide assistance to coaches in regards to their teams
 - assist with tryouts/practices etc. as needed by the coaches
- **Risk Management Coordinator**
 - develop update and maintain a Safety Program
 - ensure that all teams have at least one person assigned to be responsible for team safety
 - ensure that all teams are aware of Canadian Ball Hockey Association ("CBHA") injury report forms and understand when and how to complete them
 - establish a protocol for handling all injury report forms
 - investigate all safety concerns reported by a team safety person
- **Tyke Coordinator**
 - arrange the Tyke program for the season
 - communicate with the Tyke parents regarding format program and schedule
 - coordinate and oversee assistant coaches during all Tyke sessions

- **Division Leads (1-3 people per division)**
 - with assistance from the upper or lower division lead, responsible for the day to day operation of their respective division
 - managing between 5-10 teams depending on division
 - securing coaches and assistants for each team
 - responsible for relaying information between players, parents and coaches/managers
 - liaison between the executive and players/parents and coaches/managers
 - maintain the list of call up players for the season
 - assist with formulating teams at draft night or creating teams following draft rules
 - create schedule for assessments and attend sessions to sign in players
 - deal with any issues that may arise

- **Photo Day Coordinator (1-2 per season)**
 - schedule the photographer for Photo Day
 - book the venue to be used for Photo Day
 - prepare and organize the Photo Day team schedule
 - communicate the schedule to the Division leads
 - attend Photo Day to help coordinate the teams and players
 - organize and distribute photo packages for the Coaches

- **Head Coaches (on average 50 per season)**
 - attend coaches meeting organized by the league
 - submit Respect in Sport certification and Criminal Record Checks to league
 - run practices and attend games
 - complete an evaluation of all players on your team at the end of the season
 - communicate with parents where required and
 - develop players skills and enforce fair play for all players

- **Assistant Coaches (1-3 per team)**
 - attend coaches meeting organized by the league
 - submit Respect in Sport certification and Criminal Record Checks to league
 - assist the Coach with practices and games as needed
 - assist the Coach with completing player evaluations at the end of the season
 - assist the Coach with developing player skills and ensure all players have fun and enjoy equal playing time

- **Team Manager (1-2 per team)**
 - distribute regular season schedule to parents
 - coordinate distribution of team jerseys
 - coordinate for team photo night and collect and distribute photos once printed
 - assign parent volunteer duties for the team snack schedule (if doing) and scorekeeper/ timekeeper schedule
 - fill in game sheets prior to each game and obtain coach's signature
 - maintain communication with coaches and parents and league

- **General Volunteers**

We need people we can call on to perform a variety of small jobs. Duties may include assisting during evaluation sessions player development sessions assist with distributing t-shirts and photos etc. Email volunteer@metroballhockey.ca if you have any questions or are able to help out. Thanks for reading this and have a great season.