



Team Volunteer Roles

- This document outlines volunteer roles that contribute to fulfilling the **Team** component of the Northwest Warriors Volunteer Bond.
 - Every team relies on parent volunteers to function smoothly throughout the season.
 - Once teams are formed, typically the Team Manager and/or Head Coach convenes a parent meeting to discuss and assign volunteer roles.
 - Families are expected to contribute to each of their children's teams, to ensure responsibilities are shared fairly across the group. Roles may be shared or divided depending on team size and needs.
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Tracking & Validation

- Team role participation is validated (**Yes/No**) by the Head Coach, Team Manager, and Team Bond Coordinator.
 - There is no hour tracking - **participation is what counts**.
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Roles

Head Coach

- Leads all practices and games, focusing on skill development, fair play, and team cohesion.
- Oversees player development and mentors the team in alignment with NWW and Hockey Calgary guidelines.
- Maintains clear communication with parents and Assistant Coaches.
- Selected through the NWW coaching application process and, as a prerequisite, must complete Association volunteer hours by serving as an Evaluator in September.

Assistant Coach(es)

- Supports the Head Coach during practices and games to deliver effective skill development and team support.
- Helps reinforce team values, fair play, and a positive bench environment.
- Assists with planning drills, managing game-day logistics, and individual player feedback.
- Assigned by Head Coach and NWW and, as a prerequisite, must complete Association volunteer hours by serving as an Evaluator in September.

Team Manager

- Plays a key role in managing the team's off-ice operations. Because of the time commitment and responsibility involved, this role fulfills both Association AND Team volunteer requirements.
- Primary Liaison: Acts as the main point of contact between coaches, parents, the association, and league officials, facilitating clear and consistent communication.
- Roster and Documentation Management: Prepares and maintains the official team roster, ensuring all player information is accurate. Collects and securely stores essential documents, including Fair Play Codes, Coach & Player Pledges, and Medical Forms.
- Game Sheet and Score Reporting: Manages and submits game sheets promptly, ensuring timely entry of scores and game details into the Hockey Calgary website, typically within 24 hours post-game.
- Exhibition Game Coordination: Organizes exhibition games by coordinating with opposing teams, securing necessary sanctions, and arranging for officials and ice time.
- Volunteer Coordination: Assigns and oversees team volunteer roles, ensuring all responsibilities are fulfilled and aligning with the association's volunteer requirements.

Treasurer

- Bank Account Administration: Set up and manage a dedicated team bank account. Personal bank accounts should not be used for team finances.
- Budget Development & Approval: Collaborate with the Head Coach and Team Manager to draft a comprehensive team budget that's presented to parents for approval.
- Financial Management & Reporting: Oversee the collection, banking, and disbursement of team funds. Maintain accurate records of all transactions, provide regular financial updates to parents, and ensure all expenses are documented with receipts.
- End-of-Season Reconciliation: At the conclusion of the season, prepare a final financial report detailing all income and expenditures. Any remaining funds should be returned to parents proportionally, donated to a designated charity, or handled as per team consensus.

Team Bond Coordinator

- Supports team families by monitoring the status of compliance with the Association and Team components of the Bond Policy.

Social Coordinator(s)

- Plans team-building events, such as team dinners, holiday parties, and year-end celebrations.
- Works with the Team Manager and Treasurer to coordinate logistics and ensure events align with team budget and policies.
- Often shared across more than one parent.

Tournament Coordinator(s)

- Researches and registers the team for Away tournaments, and supports travel planning, accommodations, and schedules.
- Coordinates the logistics of hosting Home tournaments, including registration, scheduling, volunteers, and team communications.

- Collaborates with the Team Manager and Treasurer to manage tournament budgets and ensure timely communication with families.

Fundraising Coordinator(s)

- Plans and manages team fundraising initiatives to support expenses such as extra ice time, tournaments, team gear, and development opportunities.
- Coordinates fundraising activities (e.g., bottle drives, raffles, sponsorships) in alignment with team and association policies.
- Works with the Team Manager and Treasurer to ensure funds are tracked, reported, and used as intended.

Jersey Parent(s)

- Responsible for transporting and caring for team jerseys, ensuring they are brought to and collected after every Home and Away game.
- Coordinates with the Team Manager to manage any repairs.

Scorekeeper(s)

- Accurately records all scoring and penalty information on the game sheet at Away game as provided by the referee.
- As an off-ice official, must remain neutral and conduct duties with sportsmanship and respect.
- Usually rotates through a pool of parents.

Timekeeper(s)

- Operates the score clock at Away games, starting and stopping it according to the referee's whistle, and ensuring accurate timekeeping throughout the game.
- As an off-ice official, must remain neutral and conduct duties with sportsmanship and respect.
- Usually rotates through a pool of parents.

Penalty Box Attendant(s)

- Opening and closing the penalty box doors for penalized players.
- Monitoring penalty times and coordinating with the timekeeper and scorekeeper to ensure accurate tracking.
- As an off-ice official, must remain neutral and conduct duties with sportsmanship and respect.
- Usually rotates through a large pool of parents.

Music Coordinator(s)

- Plays music during warmups, stoppages, and intermissions at Home games.
- May be combined with the Timekeeper role, depending on capacity
- If the role is conducted within the off-ice official's area (not using Bluetooth), must remain neutral and conduct duties with sportsmanship and respect.
- Usually rotates through a pool of parents.

Other Optional Team Roles

- **Statistics:** Track individual or team stats throughout the season
- **Photographer / Videographer:** Capture and share team photos or game footage
- **Other Ideas:** If you have a skill or idea to contribute, speak with the Head Coach or Team Manager to explore additional ways to support the team