

VOLUNTEER ROLES

Executives & Directors

- Chair & President (Executive Director)
- Past Chair & Past President (Executive Director)
- Vice Chair & Vice President, Operations (Executive Director)
- Vice Chair & Vice President, Compliance (Executive Director)
- Treasurer (Director)
- Secretary (Director)
- Evaluations & Team Formation (Director)
- Community Liaison (Director)
- Volunteer Recruitment (Director)
- Ad Hoc Members (Non-Director)

Administration

- Events Coordinator
- Covid & Health Check Advisor
- Team Equipment, Jersey & Supplies Coordinators
- Goalie Equipment Coordinator (overseen by Goalie Evaluation Coordinators) • Team Photos Coordinator
- Georgie Bamber Tournament of Champions Lead
- Volunteer Recognition Coordinator

Communications

- Communications Lead
- Communication Support (Website & IT)
- Communication Support (Social Media)

Evaluations

- Evaluations & Team Formation Leads
- Age Group Evaluations Leads (for each age group – U7 / U9 / U11 / U13 / U15 / U18) • Age Group Administrative Coordinators (for each age group – U7 / U9 / U11 / U13 / U15 / U18) • Goalie Evaluations Coordinators (for each age group – U11 / U13 / U15 / U18)

Programs & Development

- Coach Selection & Development Mentors
- Player Development Program Coordinators
- Junior Program Lead (U7 / U9 / U11)
- Senior Program Lead (U13 / U15 / U18)

Game & Conduct

- Game & Conduct Lead
- Game & Conduct Committee Members

Throughout the volunteer recruiting process the NWW's will continue to refine these below noted roles and descriptions.

New volunteers will be connected with continuing and/or previous volunteers in a timely manner to ensure a clear understanding for everyone and smooth integration/transition.

Volunteer position numbers noted within the role descriptions are the desired number of total volunteers (both continuing and new volunteers) to effectively cover off the requirements of each role.

Executives & Directors

Develops and oversees objectives and activities related to governance, and overall direction of the organization. Provides counsel to the Chair regarding interpretation of NWW policies, terms of reference and objectives. Provides counsel and direction to the Chair on time sensitive matters related to internal issues or incidents, as well as public relations and media. Executive & Director activities and applicable policies include but are not necessarily limited to Strategic Direction, Policy Development and External Relations. Director level positions require at least one year of experience volunteering at the NWW Association level.

Chair & President – 1 Executive Director position

Role, Responsibilities & Accountability includes:

- Chair of NWW is its “Chief Executive Officer” and the primary spokesperson for the NWW.
- Chair has primary responsibility for all interactions with Hockey Calgary and Hockey Alberta.
- Chair presides over the NWW Board and Executive meetings.
- Chair oversees NWW policies, terms of reference and development of strategy and high-level objectives of the NWW hockey program.
- Chair interprets, guides and counsels NWW volunteers to ensure they are prepared to make responsible decisions relevant to their respective functions.
- Chair establishes and maintains high ethical standards in addition to fostering a community minded culture of trust, integrity, respect and accountability throughout the NWW organization.

Desired Skill Set includes:

- Experience working with children, parents and families to create a positive inclusive environment.
- Experience in effectively motivating and managing large groups of diverse people.
- Experience in governance and ensuring effective oversight of policies and procedures.

Time Commitment expectations:

- 2+ evenings a month throughout the year.
- 2 - 4 organizational pre-season planning days (preferably in Spring / early Summer).
- 2 - 4 hours per day during most of September as evaluation occur and teams are formed.

Past Chair & Past President – 1 Executive Director position

Role, Responsibilities & Accountability includes:

- Provide counsel and guidance to other Executives & Directors.
- Ensure an orderly transition of prior responsibilities.
- Support organizational activities as needed.

Desired Skill Set includes:

- Previously held the Chair role.

Time Commitment expectations:

- 1 evenings a month throughout the year.
- 2 - 4 organizational pre-season planning days (preferably in Spring / early Summer).
- 1 - 2 hours per day during most of September as evaluation occur and teams are formed.

Vice Chair & Vice President, Operations – 1 Executive Director position

Role, Responsibilities & Accountability includes:

- Vice Chair, Operations, is responsible for all aspects of season start up including evaluations, team formation, coach selection and development programs.
- Vice Chairs shall act as Chair in the absence of the Chair.
- Vice Chairs work closely with the Chair to directly and indirectly support the responsibilities of the Chair.

The Chair, at their discretion, may delegate portions of their responsibilities directly to Vice-Chairs. Desired

Skill Set includes:

• Experience working with children, parents and families to create a positive inclusive environment. • Experience in effectively motivating and managing large groups of diverse people. • Experience in strategy, governance and ensuring effective oversight of policies and procedures. Time Commitment

expectations:

- 2+ evenings a month throughout the year.
- 2 - 4 organizational pre-season planning days (preferably in Spring / early Summer).
- 2 - 4 hours per day during most of September as evaluation occur and teams are formed.
- Variable demand level throughout the season as required.

Vice Chair & Vice President, Compliance – 1 Executive Director position

Role, Responsibilities & Accountability includes:

- Vice President, Compliance, is responsible for all aspects of game and conduct, compliance and governance.
- Vice Chairs shall act as Chair in the absence of the Chair.
- Vice Chairs work closely with the Chair to directly and indirectly support the responsibilities of the Chair. •

The Chair, at their discretion, may delegate portions of their responsibilities directly to Vice-Chairs. Desired

Skill Set includes:

• Experience working with children, parents and families to create a positive inclusive environment. • Experience in effectively motivating and managing large groups of diverse people. • Experience in strategy, governance and ensuring effective oversight of policies and procedures. Time Commitment

expectations:

- 2+ evenings a month throughout the year.
- 2 - 4 organizational pre-season planning days (preferably in Spring / early Summer).
- Frequent access required throughout September evaluation period.
- Variable demand level throughout the season as required.

Treasurer - 1 Director position

Role, Responsibilities & Accountability includes:

The Treasurer has primary responsible for all financial transactions, financial accounts, budgets, and financial audit procedures. Responsibilities include but are not limited to:

- Coordinate with the Administrator to develop and maintain reporting systems for all revenues and expenditures so these items can be accurately recorded in the Association's financial records. • Coordinate with the Administrator and the external auditors to prepare financial statements for the Board which contain all the Association's revenues, expenditures, assets and liabilities.
- Work with the President to ensure all payments are properly authorized before payment is issued and recorded.
- Oversight and coordination of all banking transactions, safety deposit boxes, cash assets, bonds and other assets.
- Coordinate with the Administrator to prepare the annual financial budget for approval by the Board. • The annual budget must be closely adhered to with substantive changes approved by the Board in advance. • Coordinate with the President and the Volunteer Coordinator to apply and maintain ALGC licenses for casino fundraisers or other approved methods of raising funds.
- Works closely and in coordination with NWW Administrator to address these responsibilities.

Desired Skill Set includes:

- Fully qualified CPA or CPA students with experience as a financial professional and/or as an auditor. • Experience with not-for-profit sport organizations.
- Team player with strong communication and relationship-building skills. Strategic thinking skills, innovative and creative approaches to problem solving.

- Experience with oversight, governance (previous corporate or non-profit Board experience) and working with and supporting communities.

Time Commitment expectations:

- 2 evenings a month throughout the year.
- 1- 2 organizational pre-season planning days (preferably in Spring / early Summer).
- Higher potential demands in Spring for annual budgeting and Fall for audit coordination.

Secretary - 1 Director position

Role, Responsibilities & Accountability includes:

The Secretary has primary responsible for all legal matters and provides oversight of communications and information technology (“IT”). Responsibilities include but are not limited to:

- Ensuring NWW maintains legal and regulatory compliance as well as best practices. • Providing support and counsel to Executives and Directors.
- Oversight of individuals that are responsible for communications and IT matters.

Desired Skill Set includes:

- A currently practicing Lawyer.
- Experience with not-for-profit sport organizations.
- Team player with strong communication and relationship-building skills. Strategic thinking skills, innovative and creative approaches to problem solving.
- Experience with oversight, governance (previous corporate or non-profit Board experience) and working with and supporting communities

Time Commitment expectations:

- 2 evenings a month throughout the year.
- 1- 2 organizational pre-season planning days (preferably in Spring / early Summer).
- Variable demands throughout the season as required.

Evaluations & Team Formation - 1 Director position

Role, Responsibilities & Accountability includes:

Develop and oversee all activities related to the evaluation of participants, including creation of teams, in accordance with established NWW policies and terms of reference. Activities include but are not limited to: • Training and Oversight of all Age Group Evaluation Leads and Administrative Coordinators. • Training and Oversight of Parent Volunteer Evaluators and External Evaluators (if any). • Updating Evaluations Manual and / or Policies and ensuring compliance.

- Support in addressing any Grievances and responses.
- Establishing Affiliations for all teams.
- Establishing an effective Novice to Atom transition program (consistent with Hockey Canada Atom Pathway framework) for all NWW players moving to full ice U11 (Atom) from half ice U9 (Novice).

Desired Skill Set includes:

- Strong hockey knowledge, analytical abilities and spreadsheet skills.
- Strong communication skills and experience in providing process training to others.
- Management and oversight experience.

Time Commitment expectations:

- 2 evenings a month throughout the year.
- 2 – 4 evenings in late Spring / early Summer to ensure all processes, policies, terms or reference and resources are in place for the September evaluations.
- 2 – 4 evenings in August to provide training and instructions for all age group evaluation leads and administrative coordinators.
- Frequent attendance at evaluation ice times for all age groups throughout the evaluation period in September. Most weekday evenings and much of the weekend during September will have responsibilities. • Review and consideration of evaluation data in a timely manner. Will require 4+ hours per day for most of the

month of September.

Community Liaison - 1 Director position

Participants in the NWW hockey program are the youth of families that live within the geographical boundaries of the NWW Hockey Association. Participants' Families must maintain membership with their respective Community Association in order to participate in the NWW hockey program. Community Associations with arenas within the NWW geographical boundaries include Scenic Acres, Silver Springs, Varsity, Brentwood, Triwood and West Hillhurst.

Role, Responsibilities & Accountability includes:

- Provide perspective and feedback from NWW Community Associations.
- Be a liaison between NWW hockey program and NWW Community Association.
- Ensure smooth communications between NWW hockey program and NWW Community Association particularly regarding Arena facility matters.

Desired Skill Set includes:

- A strong commitment to community and working collaboratively with neighboring Community Associations. •

An appreciation for children's sports and activities including, but not limited to, hockey. Time Commitment expectations:

- 2 evenings a month throughout the year.
- May need to respond to email and / or phone contact on an irregular basis throughout the year.

Volunteer Recruitment – 1 Director position

Role, Responsibilities & Accountability includes:

- Invite and pursue volunteers for the NWW hockey association. This will include parents, relatives, alumni and other community minded individuals.
- Provide information to assist people in understanding the roles within the NWW, skill sets required and time commitments such that they can make an informed decision regarding volunteering.
- Ensure inquiries regarding volunteering are followed up on a timely manner.
- Support organizing the recruiting of volunteer resources if and when new needs are identified.

Desired Skill Set includes:

- Strong communication and organizational skills.
- Ability to connect with many individuals and age groups within the NWW association. •

General knowledge of the structure and requirements of community hockey programs. Time

Commitment expectations:

- 2 evenings a month throughout the year.
- 2 – 4 pre-season evenings to understand NWW association roles and requirements and to draft messaging to solicit interest in volunteer programs.
- Availability to respond and follow up on volunteer inquiries in a timely manner.
- Organize all volunteer applications received for the effective review, consideration and approval by the NWW Executives.

Ad Hoc Members – Multiple Non-Director positions

Role, Responsibilities & Accountability includes:

- Become familiar with NWW Board activities to provide a strong basis to join the Board of Directors in the following season.
- Attend and participate in all NWW Board Meetings as a non-voting member.
- May volunteer to take on certain tasks discussed at NWW Board Meetings.

Desired Skill Set includes:

- Prior experience volunteering within NWW hockey at the team and/or association level. •

General knowledge of the structure and requirements of community hockey programs. Time

Commitment expectations:

- 1 - 2 evenings a month throughout the year.

Administration

Events Coordinator – 1 to 3 positions

Role, Responsibilities & Accountability includes:

- Invite and pursue volunteers to coordinate NWW hockey association events including, but not limited to, those listed below within Administration below. Crowd source the required resources to complete these events.
- Provide information to assist volunteers in understanding the specific events as well as the objectives and expectations.
- Provide feedback to NWW regarding events and opportunities to make changes in the future.

Desired Skill Set includes:

- Strong communication and organizational skills.
- Ability to connect with many individuals and age groups within the NWW association. •

General knowledge of the structure and requirements of events within the NWW association. Time

Commitment expectations:

- Variable depending on the events and timing.
- Ability to respond in a timely manner as events are finalized.

Covid & Health Check Advisor – 1 position

Health and safety protocols, including COVID related requirements, are expected to be significantly less than those experienced in the past seasons, but the NWW must be well prepared for the potential that health and safety protocols change prior to and during the hockey season.

Role, Responsibilities & Accountability includes:

- Advise the NWW organization regarding current and potentially changing health and safety protocols. • Work with the Board and Administrator to develop appropriate policies and procedures to ensure adherence to all required health and safety protocols.
- Be an informed resource for inquiries regarding Health and Safety matters.

Desired Skill Set includes:

- Medical background and knowledge regarding Health and Safety matters.
- Knowledge regarding past COVID protocols and potential future changes that may affect the NWW.

Time Commitment expectations:

- Variable depending on future circumstances.
- Ability to respond in a timely manner to time sensitive issues that may arise.

Team Equipment, Jersey & Supplies Coordinators – 2 positions

Role, Responsibilities & Accountability includes:

- Provide overall management of NWW Jerseys and Team Equipment including pucks, puck bags, first-aid kits, jersey bags. For Novice teams, the equipment also includes 1 or 2 sets of complete goaltender gear to be distributed in conjunction with the Goalie Equipment Coordinator.
- Ensure sufficient inventory of all items exists well in advance of season and, if necessary, make a request to association to supplement the inventory well in advance of beginning of season.
- Ensure an efficient distribution of team Jerseys and Equipment as soon as possible after teams are formed in September.
- Ensure efficient collection of team Jerseys and Equipment within a reasonable time following the conclusion

of the season. On return, the quantity and condition of all items must be recorded and any deficiencies noted for financial charge to the team responsible.

- Ensure all teams are made aware of the NWW Equipment Policy located on our website.

Desired Skill Set includes:

- Strong organizational skills and experience in inventory management if possible.
- Ability to draw on your network of friends and family during the peak periods of distribution and returns.

Time Commitment expectations:

- 1 – 2 days in late Spring / early Summer to confirm existing inventory and any orders that may be required for upcoming season.
- 2 – 4 evenings in late September to distribute Jerseys and Equipment to teams.
- 2 – 4 evenings in late March to early April to receive Jerseys and Equipment back from teams. • May need to respond to email and / or phone contact in advance of distribution and collection days.

Goalie Equipment Coordinator – Goalie Evaluation Coordinators will oversee

Role, Responsibilities & Accountability includes:

- Provide overall management of NWW Goalie Equipment which includes 1 or 2 sets of complete goaltender gear for each U11 team to be distributed in conjunction with the Team Equipment, Jersey & Supplies Coordinator.
- Ensure sufficient and appropriate Goalie Equipment exists within inventory in advance of season and, if necessary, make a request to association to supplement the inventory well in advance of season start up. • Ensure an efficient distribution of Goalie Equipment as soon as possible after teams are formed in September, in conjunction with the Team Equipment, Jersey & Supplies Coordinator.
- Ensure efficient collection of Goalie Equipment within a reasonable time following the conclusion of the season. On return, the quantity and condition of all items must be recorded and any deficiencies noted for financial charge to the team responsible.

Desired Skill Set includes:

- Knowledge and experience with goalie equipment and the requirement for a U11 aged goalies. • Strong organizational skills and experience in inventory management if possible.

Time Commitment expectations:

- 1 day in late Spring / early Summer to confirm existing inventory and any orders that may be required for upcoming season.
- 1 – 2 evenings in late September to support distribution of Goalie Equipment to U11 teams. • 1 – 2 evenings in late March to early April to receive Goalie Equipment back from teams. • May need to respond to email and / or phone contact in advance of distribution and collection days.

Team Photos Coordinator – 2 or more positions

Role, Responsibilities & Accountability includes:

- Provide overall coordination and management of NWW annual picture day, photo orders and distribution of photos to teams.
- Work closely with NWW Administrator to ensure all teams are well informed of their requirements and photo options and that the facility and photographer group is effectively coordinated.
- Oversee distribution of photos to all teams as soon as possible upon receipt from photographer group.

Desired Skill Set includes:

- Strong organizational skills and experience in coordinating large volumes of people.
- Ability to draw on your network of friends and family for support during photo day.

Time Commitment expectations:

- 1 day in early Fall to coordinate with NWW Administrator, photographer group and host facility operator. • 1 – 2 evenings in early Fall to develop communication to teams and solicit required support for picture day. • 1 – 2 evenings following receipt of photo packages to organize and distribute photos to teams. • May need to

rapidly respond to email and / or phone contact in advance and on photo day.

Georgie Bamber Tournament of Champions Lead – 1 position (plus multiple assistants) The Georgie Bamber Tournament of Champions tournament is named in honour of one of our former players who truly epitomized the spirit of hockey and also the spirit of life. Georgie loved playing hockey, but battled a health condition that tragically took his life at the young age of seven. His retired Crowchild jersey hangs in tribute upstairs at the Crowchild Twin Arena.

Role, Responsibilities & Accountability includes:

- Provide leadership in organizing and ensuring smooth delivery of the annual Georgie Bamber Tournament of Champions which is held for U7 (Timbit) Senior and Junior teams during late February each year. • Work closely with NWW Administrator to ensure ice times, referees, game administration, entrance fees and correspondence with all participating teams are effectively managed.
- Solicit and communicate with all NWW U7 (Timbit) teams to ensure tournament is well attended and obtain additional support from all NWW U7 (Timbit) teams that are participating.
- Solicit and communicate with external teams to ensure tournament is well attended (24 teams) and expectations are clear.
- Solicit third party sponsorship and support for the tournament (if possible).
- Ensure a robust fundraising program is in place and coordinate the donations of these funds and items to the selected charities.

Desired Skill Set includes:

- Experience with organizing hockey tournaments in the past.
- Experience liaising with hockey teams inside and outside the NWW association.
- Strong communication skills and outgoing personality.

Time Commitment expectations:

- 1 – 2 days in October / November for organizing and obtaining support from other volunteers (as required) and ensure all tournament spots are filled and paid for.
- 1 – 2 days in January to ensure all tournament arrangements and volunteers are in place. • 3 – 4 days in late February (including the 3 day tournament) to ensure smooth delivery of the tournament for all participants.

Volunteer Recognition Coordinator(s) – 1 to 3 positions

Volunteers are the life blood of NWW Community Hockey and there is no hockey program without them. Recognition of these volunteers is very important for our program and ensuring we continue to have a significant depth of high quality community minded volunteers.

Role, Responsibilities & Accountability includes:

- Provide leadership in organizing and ensuring smooth delivery of the annual Georgie Bamber Tournament of Champions which is held for U7 (Timbit) Senior and Junior teams during late February each year. • Work closely with NWW Administrator to ensure ice times, referees, game administration, entrance fees and correspondence with all participating teams are effectively managed.
- Solicit and communicate with all NWW U7 (Timbit) teams to ensure tournament is well attended and obtain additional support from all NWW U7 (Timbit) teams that are participating.
- Solicit and communicate with external teams to ensure tournament is well attended (24 teams) and expectations are clear.
- Solicit third party sponsorship and support for the tournament (if possible).
- Ensure a robust fundraising program is in place and coordinate the donations of these funds and items to the selected charities.

Desired Skill Set includes:

- Experience with organizing hockey tournaments in the past.
- Experience liaising with hockey teams inside and outside the NWW association.
- Strong communication skills and outgoing personality.

Time Commitment expectations:

- 1 – 2 days in October / November for organizing and obtaining support from other volunteers (as required)

and ensure all tournament spots are filled and paid for.

- 1 – 2 days in January to ensure all tournament arrangements and volunteers are in place.
- 3 – 4 days in late February (including the 3 day tournament) to ensure smooth delivery of the tournament for all participants.

Communications

The Communications Group supports and oversees the objectives and activities related to communicating with participants, member families, other stakeholders and the public on behalf of the NWW association. The Communications Group role includes assisting the Executive and other Groups or Committees with strategies and tools to facilitate communication regarding specific situations, events and activities.

Communications Lead – 1 position

Role, Responsibilities & Accountability includes:

- Provide oversight of key communication tools including website, TeamSnap and social media (including Facebook and Instagram).
- Provide guidance to Executives and other Groups or Committees on best practices and recommended approaches when a communication matter is brought forward for consideration.
- Develop and / or refine communications as requested by the NWW's association.
- Support delivery of approved communications on behalf of the NWW's association.

Provide oversight and direction to Website and Social Media Coordinators.

- Work in coordination with and in support of NWW Administrator regarding these responsibilities.

Desired Skill Set includes:

- Strong communication skills and experience in public relations or investor relations if possible.
- Working experience with website design, development and maintenance.
- Working experience with social media platforms including, but not limited to, Facebook and Instagram.

Time Commitment expectations:

- 2 – 3 days in last half of August as evaluation groups are established in TeamSnap and communication matters are set up.
- Will need to be on-call for timely resolution of communication matters that arise during the September evaluation period.
- 1 – 2 days in September as evaluation groups are separated into discrete teams for the season within TeamSnap.
- Will need to respond to email and / or phone contact on an as needed basis throughout the season and communication matters arise.

Communications Support (Website & IT) – 1 position

Role, Responsibilities & Accountability includes:

- Provide oversight of website including timely availability and security.
- Provide guidance to Communication Lead and the NWW association regarding best practices and recommended approaches for website issues (including consideration of outsourcing some or all functions).

Deliver approved website communications and changes on behalf of the NWW's association.

- Work in coordination with and in support of NWW Administrator regarding these responsibilities.

Desired Skill Set includes:

- Working experience with website design, development and maintenance, including experience considering the outsourcing of some or all website functions.

Time Commitment expectations:

- 1 – 2 days in late Spring and Summer to ensure smooth TeamSnap set up for the upcoming season.
- 1 – 2 days in September as evaluation progress and website information requires update regarding skate group

ice times and other evaluation matters.

- Will need to be on-call for timely resolution of website matters that may arise during the September evaluation period.
- Will need to respond to email and / or phone contact on an as needed basis throughout the season and as website matters arise.

Communications Support (Social Media) – 1 position

Role, Responsibilities & Accountability includes:

- Provide oversight of NWW's social media (including Facebook and Instagram).
- Provide guidance to Communication Lead and the NWW association regarding best practices and recommended approaches for social media communication matters.
- Deliver approved social media communications on behalf of the NWW's association and ensure all these communication are consist with other information that has been communicated by email or exist on the website.
- Work in coordination with and in support of NWW Administrator regarding these responsibilities.

Desired Skill Set includes:

- Working experience with social media platforms including, but not limited to, Facebook and Instagram.

Time Commitment expectations:

- Will need to respond in a very timely manner to social media communications, email and / or phone contact on an as needed basis throughout the season.
- Variable time commitment with frequent monitoring of social media sites.

Evaluations & Team Formation

Evaluations & Team Formation Leads – 3 positions

Role, Responsibilities & Accountability includes:

Oversee all activities related to the evaluation of all NWW hockey participants under the direction of the Evaluations & Team formation Director and in accordance with established NWW policies and terms of reference. Evaluations & Team Formation Leads activities include but are not limited to:

- Oversight of all age group evaluations.
- Close coordination with and support of Evaluations & Team Formation Director.
- Team Genius administration and support for all age groups and Evaluations & Team Formation Director. • Ensure detailed evaluation scoring information, observations and data integrity is maintained throughout evaluations for all age groups.
- Grievances response support (if necessary).

Desired Skill Set includes:

- Strong hockey skill knowledge.
- Spreadsheet, IT and analytical skills.
- Strong communication skills and experience in process and oversight management.

Time Commitment expectations:

- 2 - 4 evenings in July / August to prepare for evaluations.
- Frequent attendance at evaluation ice times for all age groups throughout the evaluation period in September. Most weekday evenings and much of the weekend during September will have responsibilities. • Review and consideration of evaluation data in a timely manner. Will require 2+ hours per day for most of the month of September.

Age Group Evaluation Leads and Age Group Administrative Coordinators are required

for: U7 Age Group – minimum of 2 Evaluation Leads and 2 Administrative Coordinators

U9 Age Group – minimum of 2 Evaluation Leads and 2 Administrative Coordinators U11

Age Group – minimum of 2 Evaluation Leads and 2 Administrative Coordinators U13 Age

Group – minimum of 2 Evaluation Leads and 2 Administrative Coordinators **U15 Age**

Group – minimum of 2 Evaluation Leads and 2 Administrative Coordinators **U18 Age**

Group – minimum of 2 Evaluation Leads and 2 Administrative Coordinators

Age Group Evaluations Leads – minimum of 2 positions per age group

Role, Responsibilities & Accountability includes:

Oversee all activities related to the evaluation of participants under the direction of the Evaluations & Team formation Director and in accordance with established NWW policies and terms of reference. Evaluations Leads activities include but are not limited to:

- Close coordination with Administrative Coordinators and Evaluations & Team formation Director. • Training and Oversight of Parent Volunteer Evaluators and External Evaluators (if any). • Obtaining required arena resources in advance of ice times (including but not limited to bench bosses, evaluators and clock operators) in coordination with Administrative Coordinators. Ensuring volunteers are aware of their responsibilities and expectations.
- Obtain and maintain detailed evaluation scoring information and observations. Report all information to Evaluations & Team Formation Director in a timely manner.
- Report and bring final evaluation results to team placement meeting. In conjunction with Evaluations & Team Formation Director, present results to meeting and be prepared to provide further information as requested at the meeting.
- Grievances response support (if necessary).

Desired Skill Set includes:

- Strong hockey skill knowledge.
- Spreadsheet and analytical skills.
- Strong communication skills and experience in providing process training to others.
- Management and oversight experience.

Time Commitment expectations:

- 2 - 4 evenings in July / August to prepare for evaluations.
- Attendance at all assigned age group evaluation sessions in September.
- Review and consideration of evaluation data in a timely manner following each session.

Age Group Administrative Coordinators – minimum of 2 positions per age

group Role, Responsibilities & Accountability includes:

Oversee administrative and communication coordination for a specific age group of participants in support of the Evaluations Leads and in accordance with established NWW policies. Administrative Coordinators activities include but are not limited to:

- All communications to Parents and Players in their respective age group from introduction of Evaluation process through to final team formation.
- Assignment and distribution of Player Bib's at initial ice time.
- Obtaining required arena resources in advance of ice times (including but not limited to bench bosses, evaluators and clock operators) in coordination with Evaluations Lead. Ensuring volunteers are aware of their responsibilities and expectations.
- Respond to parent inquires throughout evaluations process.

Desired Skill Set includes:

- Strong communication skills (including TeamSnap familiarity).
- Outgoing personality with ability to effectively solicit required support for evaluations. • Strong organizational skills.

Time Commitment expectations:

- 1 - 2 evenings in July / August to meet with Evaluation team and ensure everyone are well informed and prepared for the September evaluations.
- 1 – 2 evenings in last half of August following close of registration to organize data from age group

participants and provide initial communication emails to your age group families.

- Attendance in advance of and following completion of all assigned age group evaluation sessions in September.

Goalie Evaluation Coordinators – 4 positions

Role, Responsibilities & Accountability includes:

Oversee the activities related to the evaluation of all Goalies, including supporting the creation of teams, in support of the Evaluations and Team Formation Director and in accordance with established NWW policies.

Goalie Evaluation Coordinators activities include but are not limited to:

- Responsible for U11 Goalie Equipment Coordination role noted above (directly or can delegate).
- Coordinate with Evaluations and Team Formation Directors and Association in the selection of qualified external goalie evaluators (including contractual and financial terms of the engagement).
- All communications to Goalie and Goalies Parents from introduction of Evaluation process through to final team formation. Four age groups have dedicated goalies:
 - U11 – including Hybrid goalie / player option
 - U13
 - U15
 - U18
- Assignment and distribution of Goalie Bib's at initial ice time (goalie only technical skates occur prior to player evaluations).
- Obtaining required arena resources in advance of ice times (including but not limited to on ice parent and player shooters at Goalie Technical sessions) and ensuring they are aware of their responsibilities and expectations for these roles.
- Obtain and maintain detailed evaluation ranking information and observations. Report all information to Evaluations and Team Formation Director in a timely manner.
- Report and bring final evaluation results to team placement meeting. Present results to meeting and be prepared to provide further information as requested at the meeting.

Desired Skill Set includes:

- Strong spreadsheet and communication skills (including TeamSnap familiarity).
- Familiarity with the goaltending position and / or goaltending coaching.
- Strong organizational skills.

Time Commitment expectations:

- 1 evening in late Spring / early Summer to meet with Evaluation and Team Formation Director and the other Goalie Evaluation Coordinators to ensure you are prepared for the September evaluations.
- Time to support the securing of qualified external goalie evaluators prior to Summer holidays.
- 1 – 2 days in late August following close of registration to organize data for all age group goalie participants and provide initial communication email to all age group parents.
- Attendance in advance and following completion of up to 80 arena ice times. Four age groups with 4 blocks of up to 5 ice times each for each age group. Also 2 goalie only technical evaluation sessions are held for each of the 4 age groups in advance of their age group player evaluations.
- 1 – 2 hours following each block of ice times to receive and report all evaluation information received.
- 2 – 4 hours to prepare for and attend the 4 final team placement meeting that have dedicated goalies (U11, U13, U15 and U18 age groups).

Programs & Development

The purpose of the Programs & Development Groups is to develop and oversee hockey activities related to participants and coaches, including coach appointments and proposals related to on-ice and off-ice activities. The Programs & Development Groups work closely with other volunteers to ensure a consistent and coordinated approach is implemented throughout the NWW's.

Any Activity Group struck for the purpose of carrying out the Program or business of NWW shall report to the Board through the submission of regular reports which must give account of recommendations and actions relating to past and current activities as well as for future plans. In all matters that require a decision which exceeds the authority of an Activity Group, it shall provide guidance in the form of a recommendation to the Board. The Board

shall approve Terms of Reference and Policies or other such documents or guidance for all Activity Groups.

All Activity Groups requiring funds for its activities shall provide an annual budget to the NWW Administrator and Board for review and approval in advance of expenditures. The Activity Group's annual Budget must be closely adhered to or amended by the Board if change is required.

Coach Selection & Development Mentors – 3 or more positions

Role, Responsibilities & Accountability includes:

- Recruitment and selection of Head Coaches for NWW hockey teams in coordination with Executives, Directors and Evaluation Leads.
- Recruitment and selection of Assistant Coaches for NWW hockey teams in coordination with selected Head Coaches, Executives, Directors and Evaluation Leads.
- Selection of Head Coaches and Assistant Coaches will be based on, but not limited to:
 - Coach application details.
 - Coach qualifications and certifications held.
 - Post Season Coach reviews submitted in prior years.
 - Association buy in and cooperation including participation in coaching clinics, collaborating with other coaches and supporting coach mentorship program.
 - Other due diligence information and reviews.
- Ensuring Coach Certifications and Qualifications are maintained throughout the NWW's. Promote and ensure ease of access for all Head and Assistant coached to obtain and enhance their Certifications and Qualifications throughout the year.
- Organize and ensure facilitation of NWW coach development opportunities including but not limited to:
 - Coach mentorship programs.
 - Coach meetings across age groups to share best practices and experiences.
 - Connecting Head Coaches at each age group to promote communication and coach effectiveness.

Desired Skill Set includes:

- Experience with sports in a direct coaching or coach oversight role.
- Strong interpersonal and analytical skills focused on obtaining relevant information.
- An established reputation as being trustworthy, fair minded and objective.

Time Commitment expectations:

- 1 evening a month throughout the year.
- 1- 2 organizational pre-season planning days (preferably in Spring / early Summer).
- 2 - 4 hours per day starting in second week of September as evaluations approach conclusion and teams are being formed.
- 2 - 3 evening a month throughout the year related to mentorship and connecting coaches.

Player Development Program Coordinators – 1 to 3 positions

Role, Responsibilities & Accountability includes:

- Organize and facilitate opportunities for players to develop their hockey skills in programs outside their NWW hockey teams. Specifically including the NWW Development Program.
- Based on association wide feedback and Board direction, provide opportunities that are expected to be in demand and valuable in the development of player skills.
- Oversight and responsibility for the NWW Sunday morning development camp (or similar new program) that operates throughout the hockey season to provide high quality skill development for players and goalies. Desired

Skill Set includes:

- Experience with sports training and development programs.
- Strong organizational skills and connections to skilled hockey trainers and coaches. • Knowledge and experience with hockey skills development.

Time Commitment expectations:

- 2 – 4 days in late Spring / early Summer planning and obtaining committed resources for the season. • Availability throughout season to address issues that may arise.

- Weekly availability throughout hockey season to ensure program runs smoothly, particularly in first 2 weeks. After initial 2 weeks, this responsibility can be partially delegated and / or shared with others.

Junior Program Lead – 2 positions

Role, Responsibilities & Accountability includes:

- Responsibilities and oversight relate to the Junior Hockey age groups:
 - U7
 - U9
 - U11
- Ensures the proper application of NWW Association policies including but not limited to the:
 - Fair Ice Policy
 - Fit to Play Policy
 - Athlete Development
 - Seeding/Re-Seeding
 - Officials

Desired Skill Set includes:

- Experience in ensuring effective oversight of policies and procedures.
- Experience working with children, parents and families to create a positive inclusive environment.

Time Commitment expectations:

- 1 evening a month throughout the year.
- 1 organizational pre-season planning day (preferably in Spring / early Summer).
- Availability to address situation throughout the season including re-seeding consideration in mid to late November.

Senior Program Lead – 2 positions

Role, Responsibilities & Accountability includes:

- Responsibilities and oversight relate to the Senior Hockey age groups:
 - U13
 - U15
 - U18
- Ensures the proper application of NWW Association policies including but not limited to the:
 - Fair Ice Policy
 - Fit to Play Policy
 - Athlete Development
 - Seeding/Re-Seeding
 - Officials

Desired Skill Set includes:

- Experience in ensuring effective oversight of policies and procedures.
- Experience working with children, parents and families to create a positive inclusive environment.

Time Commitment expectations:

- 1 evening a month throughout the year.
- 1 organizational pre-season planning day (preferably in Spring / early Summer).
- Availability to address situation throughout the season including re-seeding consideration in mid to late November.

Game & Conduct

The Game & Conduct Group promotes and ensures acceptable behaviour which is consistent with NWW principles for conduct. The role of the Game and Conduct program is to provide oversight of the development of a participant's social, physical, intellectual, ethical and emotional growth. The key objective is to promote and ensure acceptable behaviour and conduct which includes:

- Respect for all persons.

- Protection from harm.
- Development of ethical conduct towards others.
- Justice, fairness and equality.
- Caring attitudes.
- Freedom to enjoy and flourish in hockey,
- Respect for the game.

It is required that every participant (including but not limited to players, coaches, officials and spectators) abide by these principles.

Game & Conduct Lead – 1+ positions

Role, Responsibilities & Accountability includes:

- Provide leadership for the Game and Conduct Group.
- Promote Game & Conduct objectives and policies (including Game & Conduct policy and related policies which are detailed on website) and ensure all these policies are followed.
- Review, investigate and provide recommended course of action to NWW association following the reporting of all incidents.
- Maintain notes and documentation related to all reported incidents.
- Work with other Game & Conduct Committee Members to reach well thought out and appropriate recommendations related to all reported incidents.
- Vice Chair & Vice President, Compliance will directly oversee all Game & Conduct matters.

Desired Skill Set includes:

- Experience with investigations, mediation and dispute resolution.
- Legal or judicial professional background is desirable.
- Experience working with sports and / or community organizations.

Time Commitment expectations:

- Variable time requirements throughout the season which depends on the number of situations that arise and the complexity of the matters that arise.
- 1 – 2 hours per week should be available throughout the season to monitor and address situations that may arise.
- Occasionally may need to respond to email and / or phone contact in a very timely manner.

Game & Conduct Committee Members – 2+ positions

Role, Responsibilities & Accountability includes:

- Promote Game & Conduct objectives and policies (including Game & Conduct policy and related policies which are detailed on website) and ensure all these policies are followed.
- Review, investigate and provide recommended course of action to NWW association following the reporting of all incidents in coordination with Game & Conduct Lead.
- Maintain notes and documentation related to all reported incidents in coordination with Game & Conduct Lead.
- Work with other Game & Conduct Committee Members to reach well thought out and appropriate recommendations related to all reported incidents.
- Vice Chair & Vice President, Compliance will directly oversee all Game & Conduct matters.

Desired Skill Set includes:

- Experience with investigations, mediation and dispute resolution.
- Legal or judicial professional background is desirable.
- Experience working with sports and / or community organizations.

Time Commitment expectations:

- Variable time requirements throughout the season which depend on the number of situations that arise and

the complexity of the matters that arise.

- 1 – 2 hours per week should be available throughout the season to monitor and address situations that may arise.
- Occasionally may need to respond to email and / or phone contact in a very timely manner.