



Volunteer Roles

The Bow River Bruins Hockey Association (“**BRBHA**”) relies heavily on volunteers to function. Volunteers are absolutely vital to the success and sustainability of minor hockey programs. Volunteers fill a wide range of roles, from coaching and team management to on-ice helpers and administrators. Spreading the large amount of work over smaller roles allows every family to contribute. Ensuring all our children can continue to participate in youth hockey. The following document is a brief explanation of what volunteer opportunities exist and the role they play in making the association successful.

Every BRBHA family is expected to volunteer. There are many opportunities to volunteer and the varied skill sets members possess to effectively fill the roles. Many people take on different roles over the years. It is a great way to gain a greater understanding of hockey and to become a part of the hockey community.

The purpose of this document is to:

- provide a list of volunteer opportunities that exist,
- provide members with a tool to assist in identifying roles and see what may interest them, and
- demonstrate the many ways volunteers impact team and association success.

Team Level

Coaching Staff

- **Head Coach:** Coaches play a crucial role in the development of players, having an impact not only on their technical skills but also on their emotional, social, and physical growth. Quality coaching contributes to the growth of the game through player retention. Together with the Team Manager they develop a season framework through discussion with all team members.
- **Assistant Coaches:** Supports the Head Coach in all aspects of coaching, including player development, practice planning, and game strategy.

Functional Team Volunteer Roles

- **Team Manager:** The “off ice” organizational backbone of the team, responsible for communication, organizing exhibition games and extra ice as needed. Ensures compliance with association, Hockey Calgary, and Hockey Alberta regulations. This person ensures team matters are managed in a sensitive and



timely manner and understands that team cohesiveness is vital to a successful season. The skills required for this role include excellent communication skills, problem solving and conflict resolution, and organizational skills. This role requires significant time commitment.

- **Treasurer:** Manages the team's finances, including collecting and disbursing funds for tournaments, extra ice, referees (fees are paid for exhibition games) and team activities. This person collaborates with the team manager to ensure that budgets are set, and funds are collected and distributed in a timely manner. Although not necessary having some financial background, Accounting, banking etc... is helpful in choosing this role.
- **Tournament Coordinator:** Key actions of this role are finding, and applying for tournaments, (including coordination of team led tournaments) as well as communication with applicable associations and teams. Tournament coordination requires a high degree of organization, delegation, and communication. At all times, the tournament coordinator is a representative of BRBHA and interaction with other associations is conducted in a collegial manner. This role represents a significant time commitment until tournaments are secured. Clear and timely communication with other members such as the team manager and team treasurer is paramount in effective tournament coordination.
- **Safety Coordinator:** Focuses on player safety and well-being, including administering first aid, monitoring player health after injury, and ensuring proper equipment usage. Key actions would include: setting up a team's emergency response action plan involving coaches and parents. Focuses on player and equipment safety on and off-ice. Reporting major injuries to BRBHA and monitoring the players health after injury. Although not necessary, having a background in health services or emergency services is helpful in choosing this role.
- **Jersey Parents:** Responsible for the care, distribution, and collection of team jerseys. Jerseys are generally washed between games. The BRBHA distributes two sets of jerseys for each team. Both sets of jerseys have to go to each game and therefore it is less cumbersome if two families take on this role.
- **Fundraising coordinator:** Seeks out, coordinates, and manages activities to raise money that is consistent with the team's overall financial requirements. All families are expected to participate in fundraising.



- **Scorekeeper/Timekeeper/Penalty Box:**
 - **Scorekeeper** keeps track of game scores, penalties etc. during game times ensuring accuracy and adherence to Hockey Calgary policies during games.
 - **Timekeepers** are responsible for running the clock and scoreboard. though it is helpful to have some previous experience, there are instructions available for most local clocks available on the
 - **Penalty box volunteers** are responsible for working the gate and ensuring players enter and exit the box at the correct times. This individual is expected to maintain neutrality throughout the game regardless of events.
 - **Social Coordinator:** Coordinates multiple team social events throughout the season and during tournaments. Focusing on team development and bonding.
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Association Volunteer Roles

Board Member: There are several volunteer roles on the BRBHA Board of Directors. These roles are President, Past President, 1st and 2nd Vice President, Secretary, Treasurer, and Community Officer X7. These are elected positions (voting occurs at the AGM) and terms run for 2 years. Becoming a Board Member is a commitment to represent the BRBHA in a positive way, participate in association level initiatives, and endeavor to improve the hockey experience for **ALL** present and future members. Being a Board Member is not limited to people that have played hockey. There are many skills required to make BRBHA run. People interested in being on the Board of Directors should be fair-minded, analytical, and have demonstrated ability and experience in process improvement.

Age Group Coordinator: U7 has both an “on ice” and “off ice coordinator”, U9-18 have an off-ice coordinator. The person in this role acts as liaison between the Board of Directors and team level leaders for their individual age group. The age group coordinator usually has a breadth of experience as a coach or team manager. They function as a resource person for all teams in their designated age group and are the first point of escalation beyond the team level. This person has good knowledge of BRBHA and Hockey Calgary policies, acts with discretion, and maintains a positive attitude. This person is picked by the Board of Directors and is a 1-year role.



Evaluations Committee: The BRBHA Board of Directors will establish an Evaluation Committee annually to oversee all evaluations and ensure accountability in the process. The committee approves all major evaluation functions, administers the process, and provides direction to Age Group Coordinators as needed. The 2nd Vice President oversees the Evaluation Committee on behalf of the BRBHA Board of Directors and serves as a member. Additional members will be appointed as required. **There are several other volunteer roles that support evaluations, see below for more information.**

Goaltending Committee: The goal tending committee consists of a board member, and age group leads.

Volunteer Coordinator: Works with a board member to track member volunteer hours ensuring volunteer commitments are honored.

Apparel Committee: BRBHA has policies and procedures regarding apparel that help keep our people looking their best. At various times of the year there are opportunities to support apparel initiatives. Some past projects have included: the "B" hoodies, Pink Jersey's, and the ongoing collaboration with Adrenalin Sports.

Bow River U7 or U9 Tournament Coordinator: There is a BRBHA hosted tournament for U7 and U9 each year. This event is supported by a Board Member but requires several volunteers and leaders.

Event Planning (i.e., Bow River Bash): There are several BRBHA-led events each year. None of them would be possible without the support of volunteers. Events like the Bow River Bash require a committee to make them happen. While these initiatives have board member support, other volunteers are required to make them a success.

Picture Day: Several volunteers are required to run a smooth picture day. Some of the roles include team check in, setup and take down, and assisting the photography crew ensure the smooth transition from individual to team photos.



Evaluations at BRBHA cannot proceed without volunteers and there are many roles to be filled. ***These volunteer hours do not count towards your required family volunteer hours.***

Evaluation Volunteers

Volunteers are the heart of successful evaluations. The Evaluations Committee does not account for the numerous people required to support over a month's worth of ice times, data input and the endless hours put in by evaluators.

Evaluators: All evaluators must attend a mandatory meeting covering:

- Evaluation session format
- Scoring system and criteria
- Completing evaluation forms
- Time commitment expectations

Experience: Evaluators should have a strong hockey background. At younger age levels, newer coaches are encouraged to participate to gain experience. Evaluators must be impartial and act with a high degree of integrity and maintain confidentiality

Spreadsheet/ Data Entry: During each evaluation ice time, every player is given scores by several evaluators. These scores are then put into spreadsheets and are used to determine appropriate ranking. To remove any bias the people entering spreadsheets do not know whose scores they are entering. It would typically take 1-1.5 hours for any given evaluation session (an age group) to be entered. The scores are entered by two people and then checked for accuracy. Ideally people performing this task are comfortable with data entry, can look at a computer screen for longer periods of time, and are able to maintain confidentiality.

Pinnie desk: This role involves arriving about 45 minutes prior to the evaluation session and ensuring the right player is given the correct corresponding jersey number. This person would notify the age group coordinator and evaluation lead of any player absences that may be identified prior to the ice time. The person performing this task can be from any age group, not just the one that is currently evaluating. Sign up via link on BRBHA website.

Clock: Fairly self-explanatory- wear warm clothes. The person performing this task can be from any age group, not just the one that is currently evaluating. Sign up via link on BRBHA website.



Bench support: Responsible for helping the players go on and off the ice at the right times and play in the right position. The person performing this task can be from any age group, not just the one that is currently evaluating. Parents should not be on the same bench as their child. Sign up via link on BRBHA website.