



WEST CALGARY HOUSE LEAGUE Volunteer Roles

WCHL Coordinator	Coordinates and manages all aspects of WCHL while working with Administrators from Glenlake, Springbank and Trails West and Hockey Calgary as required to execute program effectively
Age Group Coordinator	Works closely with WCHL Coordinator;
Safety Coordinator	Responsible for managing all communication concerning health & safety during the season (i.e. COVID)
Coach Coordinator	<ol style="list-style-type: none"> 1. work with WCHL Coordinator to determine coaches for all teams 2. provide drills for pre-skate/evaluation skates 2. provide weekly practice plans to Head Coaches 3. provide support as needed to Head Coaches
Equipment Distribution Assistants	Assist with distributing WCHL team equipment after teams formed & with collecting equipment after season ends
Volunteer Bond Coordinator	Collect the \$150.00 cheques from each bond collector who attends the ice sessions; reconcile to master registration and collect outstanding cheques as needed. Reconcile volunteer completion and send a reminder mid-January that unfulfilled commitment cheques will be cashed February 1, 2023. This Coordinator will work closely with the Glenlake Administrator as cheques are made payable to Glenlake Minor Hockey Club.
Volunteer Bond Collector	Responsible for collecting volunteer bond cheques at first evaluation skate and reconciling the cheques the age division registration list
Pre-Skate Check-in	Check in players for scheduled pre-skates
Pre-Skate On Ice Coach - Head & Assistants	Lead on ice portion of pre skates (practice plans provided) - Skates and helmet required
Evaluation Check-in	Check in players for scheduled evaluation skates
Evaluation Pinnie Coordinator	Responsible for distributing, collecting (includes washing and folding) evaluation pinnies
Evaluation On Ice Coach	Lead on ice portion of evaluations (evaluation skills & drills provided) - Skates and helmet required
Evaluation Off Ice Evaluator	Evaluates the players for a specific age category as directed by the Evaluation committee - 1 or 2 credits depending on the number of sessions required for the age category
Team Manager	Assist coaches in preparing game sheet, organising timekeepers, and other duties.
Head Coach	Responsible for development of practice plans and attending any necessary coach meetings/sessions - Only 1 head coach per team

Assistant Coach	Assistant coaches work with the head coach on development/execution of practice plans etc. - Maximum of 4 assistant coaches per team
Festival Coordinator	Oversee the WCHL festival, ensure coordination of timekeepers, scorekeepers, etc. for the age division and works closely with other age division Festival coordinator to ensure continuity of event
General Volunteer Roles	As needed by the program, may include last minute timing