



Wilmot Girls Hockey Association

Job Descriptions for Team Positions

(Including Representative and House League)

Position Title:	Manager
Purpose of Position:	To provide administrative support to the Head Coach and the WGHA Executive.
Risk Level:	Moderate – working with the coaching staff and parents, as well as with the players in the completion of the necessary rosters/game sheets
Skills and Qualifications:	<p>Skills:</p> <ul style="list-style-type: none"> • Ability to communicate in a highly effective manner with parents, coaching staff and members of the executive • Ability to organize with attention to detail in an efficient manner <p>Qualifications:</p> <ul style="list-style-type: none"> • Valid Police Check (if on ice or in changeroom) • Respect in Sport/Speak Out Certificate
Boundaries and Limitations:	<ul style="list-style-type: none"> • The Manager is bound by the OWHA Code of Conduct and all rules, regulations, by-laws, articles and policies of the OWHA • The Manager is bound by the LLFHL/KHL and all rules, regulations, by-laws, articles and policies • The Manager is bound by the WGHA and all rules, regulations, by-laws, articles and policies
Vulnerability of Persons Served:	<ul style="list-style-type: none"> • Working with adults (coaches, parents and members of the executive) • Working with young girls between the ages of four and 18
Screening Requirements:	<ul style="list-style-type: none"> • All managers must complete and submit a coach’s application • If necessary, attend a selection interview conducted by the WGHA executive
Supervision and Support:	<ul style="list-style-type: none"> • This position reports directly to the Head Coach • The Treasurer on the WGHA Executive will provide assistance/clarification for the financial duties
Duties/Activities/Responsibilities:	<ul style="list-style-type: none"> • Managers are expected to adhere to the WGHA’s mission statement and their Respect for Sports designation. Managers are expected to continue to act as a role model and their actions need to reflect the commitment they have made to create a safe, social and welcoming environment • Comply with all the necessary rules, guidelines, regulations, etc with OWHA, LLFHL, KHL, WGHA • Coordinate the forms (including the WGHA Code of Conduct)/ payments / information for the team. • Coordinate travel arrangements including booking hotels and restaurants • Book Tournaments and exhibition games (approved by the coach) • Communicate parent-coach meetings

	<ul style="list-style-type: none"> • Handle the team finances including collecting and tracking all fees from players (e.g. rep fees, tournament fees, team fees, name bar money). Submitting the required fees to the WGHA, by the due date on behalf of the team & according to the WGHA guidelines below • Distribute and/or coordinate other WGHA fundraising activities for the team • Obtain executive approval for any team fundraising • Provide game reports to local media (this may be done by a volunteer other than the manager) • Other duties as assigned by the Head Coach
Time Commitment:	<ul style="list-style-type: none"> • The Manager is expected to attend all team meetings • The Manager is expected to leave sufficient time to make contact with parents and coaches to complete all administrative duties
Location:	<ul style="list-style-type: none"> • The location of the Manager's responsibilities will be split between the Wilmot Girls Hockey Association home ice, which is the Wilmot Recreation Complex (handing out forms, collecting money, etc) and home to complete the administrative duties (phone, computer, etc)
Orientation and Training:	<ul style="list-style-type: none"> • Complete and submit a coaching application package to the WGHA by the specified deadline • Continue professional development with the approval of the appropriate Director