



Wilmot Girls Hockey Association Job Descriptions for Team Positions (Including Representative and House League)

Position Title:	Statistician
Purpose of Position:	To enter all necessary game related data as per the requirement of the LLFHL or the KHL.
Risk Level:	Low – working independently to enter information into a database. Contact between the coaching staff and the WGHA executive
Skills and Qualifications:	Skills <ul style="list-style-type: none"> • Attention to detail • Computer related skills (internet, etc)
Boundaries and Limitations:	<ul style="list-style-type: none"> • The Statistician is bound by the LLFHL/KHL and all rules, regulations, by-laws, articles and policies • No player interaction required, not an on-ice personnel member
Vulnerability of Persons Served:	<ul style="list-style-type: none"> • Interact with adult staff only
Screening Requirements:	<ul style="list-style-type: none"> • None
Supervision and Support:	<ul style="list-style-type: none"> • This position reports directly to the Head Coach
Duties/Activities/Responsibilities	<p>Teams playing in LLFHL:</p> <ul style="list-style-type: none"> • Validate the team schedule • Home games must be entered into IT SportsNet after scheduling meeting • Prepare player/coach labels and complete necessary game information on game sheet • Scores for home games must be entered within 48 hours of game time on IT SportsNet website • Game sheets are faxed/emailed to appropriate LLFHL contact • Game information must be approved in IT SportsNet for away games entered as by the opposition's statistician <p>Teams playing in KHL:</p> <ul style="list-style-type: none"> • Validate the team schedule • Enter the game sheet information within 24 hours of the completion of the game
Time Commitment:	<p>Teams playing in LLFHL:</p> <ul style="list-style-type: none"> • Entering initial schedule into IT SportsNet requires 1 hr. – 1½ hrs. • The Statistician is expected to allocate 10-15 minutes after each home game to complete the necessary paperwork • The Statistician is expected to allocate 5 minutes after each away game to approve the game stats entered by opposition

Location:	<ul style="list-style-type: none">• The majority of the responsibilities will be handled at the home of the Statistician• Computer with internet access required
Orientation and Training:	<ul style="list-style-type: none">• Attend a MANDATORY training session held by LLFHL in late September/ early October (LLFHL Statisticians)