



Brantford Girls Hockey Association Position Descriptions

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| Position Title: | Manager (Representative and House League) |
| Purpose of Position: | To provide administrative support to the Head Coach and the BGHA 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 & 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 Record/Vulnerability Check (if on-ice or in change room) ▪ Respect-in-Sports/Speak Out Certificate ▪ Gender Identity and Expression Certificate |
| Boundary & 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 and/or GHGHL and all rules, regulations, by-laws, articles and policies. <p>The Manager is bound by the BGHA and all rules, regulations, by-laws, and policies.</p> |
| 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 (4) and eighteen (18) |
| Screening Requirements: | <ul style="list-style-type: none"> – Managers are chosen by the Team’s Head Coach – All managers must complete and submit a manager’s information form – If necessary, attend a selection interview conducted by the BGHA executive. |
| Supervision and Support: | <ul style="list-style-type: none"> – This position reports directly to the Head Coach – The Treasurer on the BGHA Executive will provide assistance/clarification for the financial duties. |
| Position Description | |
| <p>Duties/Activities/Responsibilities:</p> <ul style="list-style-type: none"> • Comply with all the necessary rules, guidelines, regulations, etc. with OWHA, LLFHL, GHGHL, and BGHA • Coordinate the forms (including the BGHA 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 • To ensure that the team sponsor receives a schedule of the team games • To notify team sponsor of team activities and include if they wish • To greet visiting teams and ensure that dressing room and game sheet details are in order • To keep team financial records including collecting and tracking all fees from players (i.e., tournament fees, team fees, etc.) and to provide a financial statement to parents. Submit Team | |



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accounts are to be closed at the end of the season.

- Obtain Executive approval for any team fundraising
- Distribute and/or coordinate other BGHA fundraising activities for the team.
- To be responsible for the team dressing room and secure it with a lock/key.
- Works in collaboration with the Statistician to ensure game reports are entered into the BGHA and the respective LLFHL/GHGHL websites. The Team Manager may take on the role of Statistician/Team Webmaster.

Time Commitment:

- 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 assigned administrative duties.
- 1-2 games per week (home and/or away), one practice per week, at least one tournament per season and end of year Banquet, if an on-ice Manager or in change room

Location:

- The location of the Manager's responsibilities will be split between the Brantford Girls Hockey Association home Ice, which is the Wayne Gretzky Sports Center (handing out forms, collecting money, etc.) and home to complete administrative duties (phone, computer, etc.)

Orientation and Training:

- Continue professional development with the approval of the appropriate Rep/HL Director
- Manager Start-Up Package

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| Approved By: | BGHA Board | Date: | Dec 2017 |
| Last Updated By: | | Date/Time: | |