



Brantford Girls Hockey Association Position Descriptions

Position Title:	Team Statistician/Webmaster (Representative and House League Teams)
Purpose of Position:	<p>Primary: To enter all necessary game related data as per the requirement of the Brantford Girls Hockey Association (BGHA), Lower Lakes Female Hockey League (LLFHL) and Greater Hamilton Girls Hockey League (GHGHL) Associations</p> <p>Secondary: To assist the Board with decision-making by providing statistical data; and to provide players and/or parents feedback through player profile statistics.</p>
Risk Level:	Low – working independently to enter information into BGHA and LLFHL/GHGHL website. Contact between the coaching staff and the BGHA
Skills & Qualifications	<p>Skills</p> <ul style="list-style-type: none"> ▪ Attention to detail ▪ BGHA Website Team Webmaster educational video ▪ Computer related skills (internet, Microsoft Office, etc.) <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Team Webmaster status in BGHA website <ul style="list-style-type: none"> • http://support.mbsportsweb.ca/kb/a101/team-webmaster-training-video.aspx ▪ Valid Police Check ▪ New statisticians to the LLFHL or GHGHL website will require an account and on-line training (MANDATORY with LLFHL – typically held late September/early October)
Boundary & Limitations	<ul style="list-style-type: none"> – No player interaction required, not an on-ice personnel member – Bound by the BGHA rules, regulations, by-laws and policies – Bound by the LLFHL (Rep) rules, regulations, by-laws, articles and policies <ul style="list-style-type: none"> ▪ http://www.llfhl.ca/wp-content/uploads/2016/09/Statisticians-Sep-25-2016.pdf ▪ http://www.llfhl.ca/dispatch-level-1/session-dates-scheduling-day-statisticians-and-loop-feedback/ ▪ http://www.llfhl.ca/forms-and-documents/ – Bound by the GHGHL (HL) rules, regulations, by-laws, articles and policies <ul style="list-style-type: none"> ▪ http://ghghl.ca/content/bylaws ▪ http://ghghl.ca/content/ghghl-league-play-rules ▪ http://ghghl.ca/content/ghghl-playoff-rules
Vulnerability of Persons Served:	– Interaction with adult staff only
Screening Requirements:	<ul style="list-style-type: none"> – Completion of statistician’s information form – Statistician position may be fulfilled by the Team Manager – Position assignment determined by the Team Head Coach. If necessary, attend a selection interview conducted by the BGHA Selection Committee &



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	Head Coach.
Supervision and Support:	<ul style="list-style-type: none"> - This position reports directly to the Head Coach - Support from BGHA General Manager as needed
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<p>Duties/Activities/Responsibilities:</p> <p>Teams playing in BGHA (all Team Statisticians/Webmasters):</p> <ul style="list-style-type: none"> • Communication with Team Manager to post: • The team roster • Game results in website • Player profiles and on-going player statistics • Provide electronic report for each board meeting of team matters (stats, missing/late games, changes to schedule, etc.) • Collaborate with co-league Team Statisticians/Webmaster to provide records as may be specified by the Board. <p>Teams playing in LLFHL (Rep Team Statisticians/Webmasters):</p> <ul style="list-style-type: none"> • Validate the team schedule • Home games must be entered into IT SportsNet after scheduling meeting • Prepare 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 <p>Teams playing in GHGHL (HL Team Statisticians/Webmasters):</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 <p>Time Commitment:</p> <p>Teams playing in BGHA (All Team Statisticians/Webmasters):</p> <ul style="list-style-type: none"> • Entering initial schedule, roster, team staff, etc. requires about 1 hr – 1 ½ hrs • Allocate 10 – 15 minutes after each game to enter the team game and player stats. • Creating the monthly Board Report should require 15 min – 30 min depending upon team activity. • Collaboration with co-Statisticians/Webmasters to submit annual Board Report should require 1 ½ hour over the season depending upon the Board submission. <p>Teams playing in LLFHL (Rep Team Statisticians/Webmasters):</p> <ul style="list-style-type: none"> • Entering initial schedule into IT SportsNet requires 1 hr. – 1½ hrs. • The Team Statistician/Webmaster is expected to allocate 10-15 minutes after each home game to complete the necessary paperwork • The Team Statistician/Webmaster is expected to allocate 5 minutes after each away game to approve the game stats entered by opposition <p>Teams playing in GHGHL (All HL Team Statisticians/Webmasters):</p> <ul style="list-style-type: none"> • Entering initial schedule into GHGHL website requires 1 hr – 1 ½ hrs. • Numbered List item] <p>Location:</p> <ul style="list-style-type: none"> • The majority of the responsibilities will be handled at the home of the Team Statistician/Webmaster • Computer with internet connection 	



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Orientation and Training:

- BGHA Team Webmaster Training video on-line (approximately 1/2 hour)
- Mandatory training by LLFHL

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