



CDMHA Volunteer Information

All new volunteers are required to do the Respect in Sport Course (it is an online course that teaches about the prevention of harassment and abuse of Players and gives us the necessary tools to keep our children safe in our hockey environment). Along with a Criminal Record Check and an online Concussion Course, the Registrar will notify you when they need to be renewed.

Coaches

- Take required coaching courses, depending on the division you are coaching.
- Mentoring your team on and off the ice.
- Work with team manager on planning exhibition games and an away tournament.
- Have a parent meeting at the start of the season.
- Keep in contact with Coach Coordinator if there are any issues that arise.

Managers

- At times is the liaison between Coaches and Parents, making sure things run smoothly.
- Keeps team informed on upcoming schedule.
- Makes a schedule, so that parents can sign up for timekeeping, scorekeeping and 50/50.
- Works with the Coaches and our Ice Ambassador to book ice times, ie. exhibition games (league games are scheduled in September by an appointed person).
- Books away tournament (collects money for away tournaments).
- Finds accommodations for out of town games (another parent can assist with this).
- Ensures travel request forms are filled out and money is given to Treasurer.
- Set up volunteer schedule for home tournament. Work with Tournament Director if needed and either appoint someone to look after raffle table or take on yourself.

Safety Person

Is the teams Hockey Canada Safety Person (HCSP). The HCSP is in charge of the risk management and safety program, which utilizes a proactive, preventative, common sense approach to keeping our children safe. The course is done online and you are reimbursed for course fees from CDMHA.

- Responsible making sure Hockey Canada Injury reports are filled out, CDMHA Injury Reports are completed and that the players hands in a return to play form before they come on the ice.
- Medical information for players on your team is done through ePACT.
- In the event of an injury or accident, the HCSP will make sure the proper people are notified.

On-Ice Volunteers

- Can help out on the ice for practices ONLY (required to do the RIS, CRC and Concussion Course).
- Can not go on the bench for games or the team may end up having to forfeit the game.

Jersey Parents

- Responsible for making sure the jersey's are at all games and only worn for games or have permission for special events.
- Collect the jersey's after games and make sure they are washed.
- Keep track of them and any repairs that need to be done.
- Ask one of the executives for some C's and A's, if you don't have any.
- If name bars are put on the jerseys then it is the responsibility of the team to make sure the jersey's are not damaged when they are put on and removed. Name bars must be removed at the end of the season.
- If needed there is goalie equipment for the younger divisions to use and teams are asked to notify someone on the executive if repairs are needed.

Each team is required to sell 50/50 at all home games. This helps off-set the costs of our Referees. The 50/50 bucket is in the minor hockey office or at the concession. CDMHA's portion from the 50/50 sales can be put in the slot of the minor hockey office door. (It makes things easier for the Treasurer, if the change is given to the winner).

CDMHA appreciates all Volunteers and encourages them to contact any of the Executive Members at any time should they need assistance or guidance.