**CYGHA AVAILABLE VOLUNTEER POSITIONS**

**Equipment Manager (reporting to the Treasurer)**

* + 1. Shall submit a request for funds for equipment for the upcoming season Shall be responsible for the purchase of all equipment including all as approved by the Executive and ensure that all teams are properly equipped
		2. Shall be responsible for the distribution, collection, storage and repair of equipment belonging to the Association
		3. Shall keep on inventory of all equipment and its location
		4. Shall submit a report to the Executive regarding equipment needs for the upcoming year

**Statistician (reporting to the Secretary)**

* + 1. Shall keep accurate records for each game
		2. Shall supply the media with the results of all games and shall supply a budget to the Treasurer for the anticipated cost of media coverage and statistics
		3. Shall distribute and display the standings for each division
		4. Shall compile and submit statistics on players including goals, assists, penalties, and penalty minutes

**Volunteer Coordinator (reporting to the Secretary)**

* + 1. Shall be responsible for maintaining up to date contact lists of volunteers to be called upon for assistance with tournaments, house league finals weekend, assisting Office Administrator, and other events and duties as required.
		2. Shall work closely with other board members
		3. Shall recruit and train new volunteers.
		4. Shall sign volunteer training letters or forms on behalf of the CYGHA, as required for various school boards for our teen volunteers.
		5. Shall ensure all volunteers are appropriately screened and meet all requirements as per CYGHA and OWHA, Hockey Canada rules, regulations and policies.

**Rep Manager Liaison (reporting to VP of Rep)**

* + 1. Shall be available by phone or email to answer queries from managers in the rep league
		2. Shall adhere to/clarify all rules and processes imposed by the CYGHA Rep Policy,

OWHA and LLFHL

* + 1. Shall direct a team manager to the appropriate resource if unable to fulfill the query
		2. Shall maintain a list of FAQ’s to assist in developing CYGHA Managers Manual each season.

**Rep Jersey & Team wear Coordinator (reporting to the Executive as a whole)**

* + 1. Be responsible for submitting new Rep Jersey & Team wear items to the Executive Council for approval.
		2. Be responsible for arranging Rep Jersey & Team wear sales dates and times.
		3. Be responsible for arranging delivery of Rep Jersey & Team wear items to customers.
		4. Be responsible for the CYGHA logo.
		5. Be responsible for ordering Rep Jersey & Teamwear from authorized supplier only.
		6. Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract.

**Constitutional Chair (reporting to the President and/or Executive as a whole)**

1. Shall be responsible to ensure the rules of the league are upheld at all times,
	* 1. Shall be included at the Executive meetings at President’s request, but will be non- voting on Executive matters.
		2. Shall chair the Annual General Meeting around the order paper and ensure all member conduct and motions are in order.
		3. Shall review all suggested constitutional amendments prior to being sent out to the membership to ensure all motions comply with the current constitution.
		4. Shall have a member vote at the Annual General Meeting.
		5. Shall work with Executive on all suggested changes to the constitution prior to the Annual General Meeting, and can send their own recommended motions, but must have another member second the motion and speak to the motion at the Annual General Meeting.
		6. The Constitutional Chair may determine a motion out of order, as per the constitution and remove from the order paper. The Constitutional Chair need not advise members on how to write motions.