



## 2024/2025 Raiders Hockey Club Coordinator Roles & Responsibilities

Role	Responsibility
<b>Volunteer Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Manage Raiders HC's Volunteer Policy</li> <li>▪ Manage Raiders HC's Volunteer Hour Tracking app</li> <li>▪ Assist the VP of Off-Ice, VP of On-Ice and Age Division Directors to recruit necessary volunteers</li> <li>▪ Send quarterly reminders for parents to be aware of their current volunteer hours</li> <li>▪ Finalize volunteer hours upon completion of the season, work with the Administrator to charge families accordingly</li> <li>▪ Assist Tournament Coordinator to ensure all tournaments have enough volunteer staff</li> </ul>
<b>Equipment Coordinators (U7-U21)</b>	<ul style="list-style-type: none"> <li>▪ Work with Director of Equipment to manage equipment for each division</li> <li>▪ Assist with evaluation jersey distribution</li> <li>▪ Assist with game jersey distribution</li> <li>▪ Assist with equipment pickup and drop-off</li> <li>▪ Assist with equipment collection at end of season</li> </ul>
<b>Age Division Coordinators (U7-U21)</b>	<ul style="list-style-type: none"> <li>▪ Comply with all Hockey Canada/Hockey Calgary Age Division Guidelines</li> <li>▪ Attend Evaluation meetings as required</li> <li>▪ Work with Evaluation team to understand the evaluation process and be prepared for each session</li> <li>▪ Work with Director of Communications to ensure all evaluation communications are shared with parents</li> <li>▪ Work with Volunteer Coordinator, Coach Coordinators, Player Development Coordinator, and Goalie Development Coordinator to recruit adequate volunteers for every evaluation session</li> <li>▪ Work with Director of Equipment to organize all evaluation equipment – jerseys and on-ice equipment</li> <li>▪ Work with VP of Safety, Conduct &amp; Discipline throughout season to mitigate any discipline issues</li> <li>▪ Monitor and manage questions and inquiries within the membership for their Division</li> </ul>

<b>House League Coordinator</b>	<ul style="list-style-type: none"> <li>• Liaise with the McKnight House League Coordinator to organize the program</li> <li>• Works with the Raiders Administrator to manage the program</li> <li>• Assist with House League Evaluations</li> <li>• Works with Director of Ice to ensure ice is scheduled for House League</li> <li>• Work with the Director of Equipment to ensure all teams have jerseys and on-ice equipment</li> </ul>
<b>Goalie Development Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Assists the Evaluation Team to manage goalie evaluations</li> <li>▪ Works with the Development Team to organize and run in-season goalie development</li> <li>▪ Attends or monitors all goalie development sessions</li> <li>▪ Assists the Development Team with any other duties</li> <li>▪ Communicates throughout the season with goalies/goalie parents regarding any updates, issues, or concerns</li> </ul>
<b>Players Development Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Assists the Evaluation Team to manage the player evaluations</li> <li>▪ Works with the Development Team to organize and run in-season players development</li> <li>▪ Attends or monitors all player development sessions</li> <li>▪ Assists the Development Team with any other duties</li> </ul>
<b>Coach Development Lead Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Assists the Evaluation Team to manage the coaching guidelines during evaluations</li> <li>▪ Works with the Development Team and Coaching Coordinators to organize and run in-season coach development</li> <li>▪ Attends or monitors all coach development sessions</li> <li>▪ Assists the Development Team with any other duties</li> <li>▪ Lead and support the Coach Coordinators</li> </ul>
<b>Coaching Coordinators (U7-U21)</b>	<ul style="list-style-type: none"> <li>▪ Assists the VP of On-Ice and Coach Development Coordinator with Coach Selection</li> <li>▪ Assists the Age Division Directors to recruit and manage on-ice/bench help for evaluations</li> <li>▪ Works with the Coach Development Lead Coordinator to promote and implement in-season coach development sessions</li> <li>▪ Organizes a mandatory pre-season coaches meeting</li> <li>▪ Holds monthly meetings with coaches</li> <li>▪ Communicates throughout the season with Coaches regarding any updates, issues, or concerns</li> </ul>
<b>Manager Mentor/Coordinator (U7-U13) (U15-U21)</b>	<ul style="list-style-type: none"> <li>▪ Assists the Age Division Directors to recruit and manage off-ice, dressing room &amp; registration help for evaluations</li> <li>▪ Works with the Age Division Coordinators and VP of Off-ice to plan a Managers Meeting</li> <li>▪ Manages the attendees at the Mandatory Hockey Calgary Managers meeting on behalf of the Raiders Hockey Club</li> <li>▪ Communicates throughout the season with Managers regarding</li> </ul>

	any updates, issues, or concerns
<b>Community Liaison Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Organizes Welcome Back BBQ</li> <li>▪ Plans and organizes community events (Food Drives, Seniors Home Visits, Mentor Programs, Kids helping Kids programs, Goodwill Initiatives, etc.)</li> <li>▪ Plans or advertises Community Initiative Celebrations (Intro to Hockey Week, Female Hockey Week, Pride Week, etc.)</li> <li>▪ Works with the Social Media &amp; Newsletter Coordinators to ensure all community initiatives are being advertised appropriately</li> </ul>
<b>Tournament Coordinators (U7-U18)</b>	<ul style="list-style-type: none"> <li>• Plans and organizes a home tournament for appropriate division</li> <li>• Works with the Director of Ice to secure ice bookings and officials for all tournaments</li> <li>• Works with the Volunteer Coordinator to ensure each tournament has adequate volunteers</li> <li>• Works with the Social Media Coordinator to advertise all tournaments</li> <li>• Works with Director of Equipment and tournament committees to secure awards, gifts, swag</li> <li>• Works with Association Sponsorship/Fundraising Coordinator to find tournament sponsors</li> <li>• Oversees the sanction process for all home tournaments</li> </ul>
<b>Newsletter Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Works with the Director of Communications to create a monthly newsletter</li> <li>▪ Works with the Community Liaison Coordinator to include events &amp; news</li> <li>▪ Works with the Social Media Coordinator to include events &amp; news</li> </ul>
<b>Social Media Coordinator</b>	<ul style="list-style-type: none"> <li>• Manages all club social media directives</li> <li>• Promotes a POSITIVE social media presence</li> <li>• Abides by the Raiders HC Social Media Policy, monitors it and reports any issues</li> <li>• Works with the Director of Communications to ensure all social media requirements are being met</li> <li>• Works with the Tournament Coordinator to promote all home tournaments</li> <li>• Works with the Community Liaison to promote all Community Initiatives</li> <li>• Works with the Newsletter Coordinator to post any necessary information</li> </ul>
<b>Photography Coordinator</b>	<ul style="list-style-type: none"> <li>▪ Organizes Picture Day</li> <li>▪ Works with the photographer when needed</li> <li>▪ Works with the Director of Volunteers to organize adequate</li> </ul>

	<p>volunteers</p> <ul style="list-style-type: none"> <li>▪ Works with the Director of Communications to ensure all necessary picture information is being relayed to membership</li> <li>▪ Monitors and responds to any photography questions from the membership</li> <li>▪ Ensures proper delivery of all pictures</li> </ul>
<p><b>Association Sponsorship/Fundraising Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Organizes and manages all club fundraising initiatives</li> <li>• Works with the Treasurer to manage all incoming fundraising funds</li> <li>• Proactively looks for sponsorships and partnerships and brings the to the Board for review/approval</li> <li>• Works with the Tournament Coordinators to implement club fundraising initiatives where required</li> <li>• Is familiar with the AGLC rules and can answer any questions teams may have regarding fundraising-U18)</li> </ul>

