



**BVHS VOLUNTEERS ROLES
AND RESPONSIBILITIES
2026-2027 SEASON**

BVHS Age Group Roles and Responsibilities 2026-2027 Season

Sign in and Sign Out for Shifts:

Upon entering the respective arena, both the on and off-ice volunteers will be responsible to sign in at the registration table at the start of their shift through the Volunteer Coordinators who will sign you in via SportsHelper.

At the end of your respective shift, you will be responsible to notify the Volunteer Coordinator of your departure to ensure you are properly signed out.

The sign-in and sign-out for shifts are the only mechanisms we have for tracking volunteer hours.

We appreciate everyone's contribution to the BVHS Pathway Skates and Evaluations.

Arrival Times:

We have created shifts to allow for time to debrief prior to ice times so please **arrive at the designated time** that you have signed up for. We understand that everyone is busy with back-to-school and extracurricular activities, so we just want to ensure that you are not spending more time at the rink than is necessary.

Off-Ice Volunteer Job Descriptions:

Evaluations Support

Registration Table

The registration table volunteers are required to meet and greet the players and parents at the arena. They are required to update the player sign-in sheets with the jersey color and dressing room assignments for each age group. The registration table volunteers are required to ensure all our volunteers sign in upon arrival and at the end of their shifts on the tablets provided. One of the registration table volunteers is required to give the Age Group Volunteer Coordinator the player sign-in sheets at the end of the night. We will typically assign 2 Registration Table Volunteer for each shift.

Dressing Room Supervision

For U9 and U11 age groups the volunteers for this role are required to be **IN** the dressing 1 hour prior to the ice session. We do not require any supervision in the dressing room after the ice time.

For U13, U15 and U18 age groups the volunteers for this role are required to be **IN** the dressing 1 hour prior to the ice session and until each player leaves the room at the conclusion of their ice session.

Please ensure that there are 2 adult volunteers always present in the dressing room. Volunteers are always required to be in the room to ensure that the kids are behaving in an appropriate manner.

Females will not be permitted to supervise the U13, U15, and U18 male age group dressing rooms.

If there are any kids who act inappropriately before or after an ice time, the dressing room supervisors are required to inform the Age Group Coordinator who will get in touch with the respective BVHS Director of Evaluations.

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Gate/Bench Volunteer

Gate persons are not permitted to work the bench that their child is on. The gate person is responsible for opening and close the gates for each ice session/shift change. These volunteers are not allowed to coach any of the participants while they are on the bench. They are also required to ensure that no parents enter the bench area to coach and or instruct their child in any way. The only three adults permitted on each bench are the gate persons and position assignors (U11) volunteers. These volunteers are required to wear runners, a warm jacket and any other clothing that may be suitable for working in cold conditions. Anyone wearing **sandals** will not be permitted on the bench. Anyone caught instructing and or coaching the players will be asked to leave the bench. We will assign four gate bench volunteers for each U9, U13, U15 and U18 Age Groups.

For the U11 Age Group one of the bench volunteers is required to assign positions on an equal basis to ensure that all the players take an equal turn at playing forward and defense. The Age Group Coordinators will meet with the bench staff to go over the tracking sheet. It is imperative that after each ice time the Age Group Coordinators receive the Position Tracking Document back in case there are concerns from parents. For the U11 Age Group we will assign 6 Gate/Bench Volunteers.

For player safety, Gate/Bench Volunteers must be ADULTS and are not permitted to have their cell phones while on shift and working the bench.

Floater

The floater position is used to help as needed. They will fill in for volunteers who do not show for their scheduled volunteer time. Floaters are not permitted to wear flip flops or sandals in case of having to fill in on the gate/ bench parent role. We strongly encourage the floaters to bring warm clothes as they will often fill in for positions inside the rink.

U7 and U9 Bench Support

These volunteers are required to be on the player benches to assist kids with water, equipment issues, and or motivate those kids who need a little extra encouragement. It is recommended that these volunteers dress appropriately as they will be at ice level. Bench support volunteers are not permitted to wear flip flops or sandals. We will assign 2 bench support volunteers for each U7 Timbits Learn to Play Ice Times as well as their Skills Testing Session. We will assign 2 bench support volunteers for the U9 Pathway Skates as well as the U9 Skills Testing Session.

U7 Draft Night and U18 Graduation Banquet

The U7 Draft Night and U18 Graduation Banquet volunteers will assist staff with setting up, administration of the event as well as help with the cleanup of the event. These volunteers will have a passion for being part of large-scale events! These events are a great way to get out and work with our members to put on an event that will lead to lifelong memories for our membership.

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Tournament Positions

Raffle Table Volunteer

The raffle table volunteers will assist with selling raffle tickets at our BV hosted tournaments, as well as assisting with any other tournament games or fundraisers. These volunteers may also be asked to help in other areas where required.

U7 Volunteers

The clock volunteers will look after setting the clock following the Tournament Clock Itinerary given upon signing in at the tournament. They will ensure we start the clock at the start of each ice time to ensure we stay on time throughout the tournament. The interval timer will be set up, so the clock volunteers do not have to buzz the clock for each shift. They will have to reset the clock at half (we run two periods for the U7 Tournament Games). We will assign 1 clock volunteer per shift. U7 Clock volunteers will run the music for the duration of the games.

U9-U18 Clock Volunteers

The U9-U18 clock volunteer will be responsible for running the clock during the U9-U18 games. We recommend that anyone that signs up for this position is comfortable learning how to run a clock in a fast-paced environment and/or has experience operating a clock.

U9-U18 Game Sheet Volunteers

The game sheet volunteers are responsible for filling out the game sheet as per the Hockey Calgary Playing Rules and Regulations.

U11-U18 Off Ice Officials – Gates

The U11-U18 Off Ice Officials Gates, will be responsible for opening and closing the penalty box gates during our tournament games.

Equipment Pick Up and Drop Off Volunteer Shifts

Jersey/Equipment Support Volunteers

The jersey volunteers will go through each set of jerseys and reconcile the jerseys at equipment drop off to ensure that they're in numerical order and that each jersey is in good shape and have been washed. Pucks and cones will be counted to ensure we have the correct number in the bags. Volunteers will assist the office staff with moving gear as well as support the staff with goalie gear.

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On-Ice & Evaluator Volunteer Job Descriptions

Pathway Skate On-Ice Volunteer Job Descriptions:

On Ice Lead - Pathway Skates

The on-ice lead is a volunteer who has a significant amount of coaching and/or instructing experience. The on-ice lead will ensure coaches know which direction the kids will rotate, manage the rotations and look after splitting up kids for each station. They are responsible for implementing the practice plan provided by the MHO. BVHS requires an on-ice lead for each of the pathway skates. Please note that just because an individual signs up for an on-ice lead position, they are NOT guaranteed a head coach position. The on-ice lead is also required to facilitate the on-ice drills and is required to ensure that the station leads know what is expected of each of them. The on-ice leads are required to bring their own gear including track suit, helmet, gloves, stick, skates, dry erase marker and whistle.

Station Leads - Pathway Skates

The station leads will assist the on-ice lead in implementing the practice plans for the Age Group. The station leads are required to successfully run a station, as well as ensure the kids know what they are to be doing, ensuring the ice time is administered in a professional manner.

The station leads can work with the On Ice Lead to swap stations if needed.

The on-ice volunteers are required to bring their gear including track suit, dry erase marker, helmet, gloves, stick, skates, and whistle.

Volunteers can sign up for the age group that their son or daughter plays in for the Timbits Learn to Play and U9-U18 Pathways Skates.

Timbits Learn to Play (U7) On-Ice Volunteer Job Descriptions:

Station Leads

The station leads will work with the On-Ice Lead to determine which station they will be responsible for. The on-Ice station lead will help new coaches run a station while providing some guidance and instruction on how to teach the skill sets outlined in the station. This position is meant to allow our new coaches the opportunity to ask questions and learn some tips and tricks to make U7 Ice Times fun, while ensuring we offer the kids the best instruction possible. We will assign 6 station leads per each ice time.

The station leads are required to bring their gear including track suit, helmet, gloves, stick, skates, dry erase marker and whistle.

This position is to be filled with coaches who have 2 or more years' experience.

This position can be filled by someone who has a child in the U7 Age Group.

The On Ice Lead may move Station Leads to other stations depending on the needs for that respective ice time.

On-Ice Helpers

The on-ice helpers will assist the station leads in implementing the practice plans for the U7 Learn to Play Program. The on-ice helpers are required to successfully run a station when required, as well as ensure the kids know what they are to be doing, ensuring the ice time is administered in a professional manner. The on-ice helpers will be assigned to a group

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of kids, and they will rotate with the kids for the duration of the ice time so that they can gain knowledge and insight into how to run a variety of drills for the U7 Age Group. The on-ice helpers are required to bring their gear including track suit, helmet, gloves, stick, skates, and whistle. These positions must be filled by U7 Coaches and/or parents interested in coaching. We will assign 18 on ice helpers per each ice time.

We do not want experienced coaches taking the on-ice helper roles as it defeats the purpose of offering some mentorship prior to the start of the respective season.

The On Ice helpers for the Timbits Learn To Play Ice times must be filled by Timbits parents wanting to coach, coaches from U9 – U18 are not permitted to sign up for these respective shifts.

Evaluators

Evaluators – Goalies and Players

The evaluators are required to evaluate the ice time they are watching. The BVHS evaluators are required to follow the BVHS Evaluation Manual. While evaluating, the evaluators are required to follow the protocol and process laid out in the Evaluators meeting held at the start of the season. After each ice session, the Evaluators, along with the evaluations administrator will update a master document to get a final placement for each player for the specific age group. All information discussed (line matches etc.) is required to stay confidential. If the Director of Evaluations or MHO have a player who took part in the ice session that is in discussion, then they are required to remove themselves from administering that respective ice time to ensure no bias decisions are made. The evaluators are required to bring their on-ice gear including track suit, helmet, gloves, stick and skates to each ice session in case help is needed on ice.

We do not share the ranks from each respective ice time. The Evaluators are required to hand in completed evaluator sheets that have the players ranked for their respective ice time.

In the description of each shift, it will state; This Shift is open to all evaluators, or This shift is for experienced evaluators. The shifts that state they are open to all evaluators can be filled by anyone regardless of their experience. For the volunteer shifts where it states, this shift is for experienced evaluators you must have a minimum of 2 years evaluating experience to sign up for these shifts.

Volunteers cannot sign up to evaluate for any age groups that he or she has a child in

Evaluators Cascades Days:

- U9 – 16 evaluators an ice time.
- U11 – 12 Evaluators an ice time.
- U13-U18 – 16 Evaluators an ice time.
- U11-U18 – 5 Goalie Evaluators an ice time.

Evaluators Scrimmage Days:

- U11 – 20 Per Session. This gives us 10 evaluators per group.
- U13-U18 – 24 Per Session. This gives us 12 evaluators per team / 6 per each position which should ensure we have good data to properly place the kids.

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- U11-U18 Goalie Evaluators – 5 Goalie Evaluators per ice time.

Volunteers cannot sign up to evaluate for any age groups that he or she has a child in.

Questions?

If you have any off-ice volunteer related questions, please contact the Director of Volunteers:

Jenn Pezzente – volunteers@bvhs.ca

For any on ice position including Pathway Skates, Skills Sessions and or Evaluator Shifts please contact:

Trevor Morgan – mho@bvhs.ca or 403-919-5220