



## Calgary PowerHockey League Volunteer Information Packet

The CPHL relies solely on the efforts of volunteers to help run the league. Regardless of how much time you have available to help there is a role for you.

Volunteers from everywhere are welcome. Whether you are a player, a friend or family member of a player or found out about us a different way, we would love to have you join.

It may seem daunting at first but the league is so happy every time we get new volunteers. It not only keeps the league going but the fresh ideas and enthusiasm makes the league thrive.

Volunteer Opportunities  
Board of Directors  
Operations Committee  
Coaching  
Scorekeeping  
Awards Banquet Volunteer  
Casino Volunteer

The various volunteer opportunities are described in the next few pages

**Any questions send us an email [info@powerhockey.ca](mailto:info@powerhockey.ca)**

## JOIN THE CPHL BOARD OF DIRECTORS

The Board of Directors is a group of committed individuals who donate their time throughout the year to help steer the league under the guidelines of the league's mission statement & philosophy. The Board normally consists of the 3 Executive positions and 6-8 Directors at Large. The Board usually has around 8 meetings a year, each lasting around 90 minutes.

Below is a brief description of each position

### *President: Leading the Way*

As the President, you will be at the forefront of the CPHL. You'll oversee all board activities, be the Chairperson for all meetings & guide decision-making processes.

### *Vice President: Supporting the President*

The Vice President's role is to back up the President in their responsibilities and preside over meetings in their absence. This position requires a keen understanding of the CPHLs needs.

### *Secretary / Treasurer: Keeping Things Organized / Balancing the Books*

As the Secretary, you'll be responsible for managing communications, taking meeting minutes, providing notice of Board meetings to Directors and preparing an agenda for each meeting.

The Treasurer portion of the role takes charge of the budget, financial records, and reporting. You will be responsible for dealing with all league banking, everything related to filling league tax returns & preparing / distributing funds when required.

### *Directors at Large: Your Creative Input Counts*

Directors at large have the opportunity to bring their unique perspectives and expertise to the board. These roles involve planning events, assisting with event coordination, and spearheading new ideas.

Each year at the Annual General Meeting each of the positions are up for election. If you are interested in joining the Board, in January or February of each year the form to express your interest is put on the leagues website [www.powerhockey.ca](http://www.powerhockey.ca) Keep an eye out for the announcement and throughout the year feel free to contact any current Board member with any questions you may have about joining the Board. (The list of current members is online <https://www.powerhockey.ca/page/show/36741-board>)

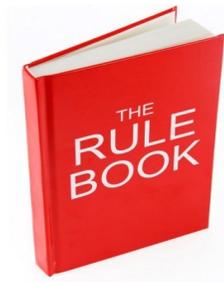


## JOIN THE CPHL OPERATIONS COMMITTEE

This committee is responsible for everything hockey related. Normally the committee consists of between 6-8 people, from across the league – players, coaches, referees, and parents.

Items the committee handles:

- Dealing with anything related to the facility, Vivo
- Creating and updating game schedule
- Finding, training and scheduling referees
- Rule review / changes / updates
- Finding coaches and dealing with any issues they may have
- Keeping the league appropriately supplied with minor equipment like balls, tape, referee supplies
- Helping setup/manage team selection process
- Handling player registration
- Player uniforms
- League statistics



The committee handles the majority of its discussions through email. There are usually 2-3 video conferences a year, that last approximately 2 hours.

*‘HEY why is that a rule’*

*‘THEY need to find more referees’*

*‘WHY are we playing on that date’*

If you have said any of those or similar sentiments join the Operations Committee and help guide the league

send us an email [info@powerhockey.ca](mailto:info@powerhockey.ca) or discuss in person with our  
Operations Committee Chairperson Jacob McGregor

## **BECOME A CPHL COACH**

Every team in the CPHL needs people who are passionate about our sport to help guide teams to success on and off the court.

You don't need any experience. The majority of our coaches learn as they go.

Duties include:

- helping players with equipment issues, such as sticks
- deciding who plays and who sits off
- implementing game plans to help be successful
- encouraging everyone to do their best while also teaching good sportsmanship
- teaching players hockey skills like proper positioning, communication, how to improve shots, ball handling skills, etc

Starting as an assistant coach is an easy way to start out. You can learn from a more experienced coach and see if you enjoy patrolling the sidelines at a PowerHockey game.

Coaching PowerHockey can be incredibly rewarding, seeing up close the joy & excitement our athletes experience during games is often something our coaches talk about years after retirement.

Seeing your players improve based on your work and effort is very gratifying. Plus being on the sidelines you'll hear some hilarious conversations among players and have more fun than you expect.



send us an email [info@powerhockey.ca](mailto:info@powerhockey.ca) or discuss coaching in person with our Operations Committee Chairperson Jacob McGregor

## **BECOME A CPHL SCOREKEEPER**

Every game the league needs at least one person to run the score clock and record penalties, goals and assists. Two people can make the role much easier.

We will teach you how to do everything.

There is no firm time commitment, if you are at the game and able to help score keep that's great. If you happen to be unable one game that's okay too.

This is a really easy way for anyone new to quickly become a crucial part of Saturday hockey without having to attend meetings or answer emails throughout the week.



**send us an email [info@powerhockey.ca](mailto:info@powerhockey.ca) or discuss scorekeeping in person with our Operations Committee Chairperson Jacob McGregor**

## **VOLUNTEER AT END OF SEASON AWARDS BANQUET**

The CPHL hosts an awards banquet at the conclusion of each season. This is an opportunity to honour extraordinary achievements by our athletes and is also a fun social activity for everyone involved in the CPHL.

You can help make our banquet a success in the following ways:

- Help organize the facility, the room and dinner
- Be the master of ceremonies
- Create a slideshow to help during awards ceremony
- Order and pick up trophies
- Help hand out awards during the banquet
- Help collect the large trophies from last years winners prior to the event
- Help with ticket sales
- Collect votes for award winners

We have volunteers who have previously organized the banquet available to answer any questions



send us an email [info@powerhockey.ca](mailto:info@powerhockey.ca) for more information

## **VOLUNTEER AT OUR CASINO FUNDRAISER**

The CPHL gets to volunteer at a local casino once every 18 months or so.

This fundraiser is vital to the leagues future. We would be unable to continue to provide the type of league we currently have without the casino event.

There are various roles at the casino that we need volunteers to fill. Some examples – chip runner, count room and cashier. Everything will be explained and no previous experience is necessary.

There are day, evening and night shifts available so we can accommodate every type of schedule.

The hours are long but for two days we get enough money for more than an entire season.

When we get close to our casino date the league starts asking for volunteers on our website, social media and through email.

If you want to make sure you are contacted when its time to volunteer let us know now by sending us an email [info@powerhockey.ca](mailto:info@powerhockey.ca)



**These smiles don't happen without the casino fundraiser, please volunteer for this phenomenal fundraising opportunity**