



Team Social Events Coordinator

SMHA Volunteer Role Description: Team Social Events Coordinator

Role Overview

The Team Social Events Coordinator is a dedicated parent volunteer responsible for fostering team spirit, building community, and organizing off-ice social gatherings for players and families throughout the season. Operating under the direction and guidance of the Team Manager, this role helps create a positive and memorable environment for everyone on the team.

- **Reporting Structure:** Reports directly to the Team Manager.
- **Operational Boundary:** Manages off-ice social planning, group bookings, and team gatherings as approved by the Team Manager and Head Coach.
- **Vetting & Approval Guardrail:** Because this position does not involve player safety, on-ice duties, bench access, or direct, unsupervised access to youth athletes, **no formal SMHA Operations vetting, criminal record checks, or board approvals are required** for this role.

Selection Process & Timeline

- **Selection Authority:** The Team Manager and Head Coach select the volunteer for this role directly from the team's parent group.
- **The Selection Window:** Appointed immediately following the final team placement announcements and initial parent meeting.

Key Responsibilities & Duties

1. Team Social Planning & Execution

- Coordinate off-ice team bonding events (e.g., team meals, bowling nights, seasonal parties, and year-end celebrations).
- Research, book, and secure venues for team gatherings, ensuring dates do not conflict with the official practice and game schedules.
- Manage event invitations, track RSVPs, and coordinate parent volunteer support for larger events.

2. Tournament & Travel Assistance

- Assist the Tournament Coordinator with organizing team meals during away tournaments.
- Coordinate after-game events, gatherings, and family socials while the team is traveling or participating in tournament weekends.

3. Direct Collaboration with Team Leadership

- Works directly with the Team Manager to align all social event logistics, communications, and parental expectations.
- Consult with the Head Coach to ensure planned activities fit within the team's overall athletic schedule and rest requirements.

4. Financial Alignment & Compliance

- Collaborate with the Team Manager and Team Treasurer to ensure any social costs fit within the team's approved family budget.
- **AGLC & Budget Restrictions Policy:** Work closely with team leadership to ensure all social planning complies with SMHA and provincial regulations. Be explicitly aware that funds collected via AGLC-licensed gaming events (raffles, hockey pools, etc.) can **never** be used to fund team social gatherings or parent parties. All social events must be funded strictly through standard parent contributions or specific, compliant team funds.

5. Inclusive Community Building

- Ensure all social events are planned with inclusivity in mind, making an effort to accommodate varying family schedules, dietary restrictions, and budgets.
- Act as a positive ambassador for the team, encouraging a welcoming environment where parents and players can connect outside of the arena.

Mandatory Compliance & Requirements

- **Code of Conduct:** Must strictly adhere to the SMHA Volunteer Code of Conduct, promoting respect, inclusion, and sportsmanship at all team-sanctioned events.