



MWF News and Updates

August 2025 - Request for Volunteers

WE NEED YOUR HELP – VOLUNTEER OPPORTUNITIES AVAILABLE!

Our association continues to grow and thrive thanks to the dedication of our volunteers. To keep this momentum going, we're looking for passionate individuals who are ready to get more involved.

Our Board Executives are currently seeking volunteers to help support and shape the future of our organization. If you're interested in contributing your time, skills, and energy, please take a moment to review the available volunteer positions listed below.

Together, we can continue to build a strong and vibrant community!

ICE SCHEDULER

Ice Scheduler would report directly to the VP Hockey Operations. **Responsibilities would include but are not limited to:**

- Coordinating ice time for pre-season camps and evaluations and other development opportunities.
- Handling requests for rescheduling games or practices and finding suitable alternative times.
- Communicate with teams with surplus ice that is available for purchase.
- Identify and sell surplus ice as required to outside users.
- Keeping track of ice usage and identifying opportunities for optimization.
- Maintaining a positive working relationship with rink managers/staff and amendments to ice contracts.
- Manage conflicts and work with the VP Hockey Operations to develop and manage the Hockey Operations budget.
- Assisting with ice allocation for any tournaments hosted by the association.

Preferred Skills & Qualifications

- Strong interest in Female Team hockey at all levels.
- Strong organizational and written communication skills
- Ability to manage multiple tasks
- Identify and resolve scheduling conflicts and other issues
- Accuracy and attention to detail is essential
- Understanding of team structures, game formats and league rules

Individuals wishing to apply should provide expression of interest along with accompanying background information. Please submit your expression of interest to our VP Hockey Operations, Trevor Magarvey at operations@metrowestforce.com no later than August 20th, 2025. Feel free to reach out with any questions you may have.



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VOLUNTEER LEAGUE COORDINATORS (U7, U9, U11, U13, U15 AND U18) - 6 POSITIONS AVAILABLE

League Coordinators would report directly to the VP Hockey Operations. **Responsibilities would include but are not limited to:**

- Liaise with other Division Coordinators.
- Work closely with the VP Hockey Operations, VP Player Development and others.
- In coordination with Equipment Manager, arrange for the distribution of Team Jerseys and any other Association loaned equipment.
- In coordination with Equipment Manager, arrange for the collection of Team Jerseys and any other Association loaned equipment.
- Monitor all Teams within their specific Division and address problems and/or complaints in coordination with VP Safe Sport.
- Attend all Special Meetings including but not limited to AGM, pre-season Member meeting, and mid-year General Meeting.
- Work with Ice Scheduler to ensure all scheduling issues are resolved and with the Vice-President Finance to collect all outstanding rental fees. In doing so, the Coordinators will follow the principles and policies established.
- Make periodic reports to the Executive on progress and results within their specific Division.
- Provide a report, to the VP Hockey operations, on the highlights of the season within their Division at year-end
- Administer the applicable policies of the Association.

Preferred Skills & Qualifications

- Strong interest in Female Team hockey at all levels.
- Advocacy skills
- Strong organizational and written communication skills

Individuals wishing to apply should provide expression of interest along with accompanying background information. Please submit your expression of interest to our VP Hockey Operations, Trevor Magarvey at operations@metrowestforce.com no later than August 20th, 2025. Feel free to reach out with any questions you may have.

ASSISTANT REGISTRAR

The Assistant Registrar would report to the Registrar for the 2025/26 season with the goal of replacing the Registrar for the 2026/27 season and seasons thereafter.

Responsibilities would include but are not limited to:

- Creating programs in GrayJay (including Season Registration, Camps, Mid-Season Registrations for U7 and U9, etc).
- Creating programs in HCR for new players and volunteers.



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- Managing transfers of players and volunteers between associations in HCR.
 - Answering questions from the membership and, where appropriate, including other members of the board to comment.
 - Creating teams in GrayJay and HCR.
 - Creating official rosters in HCR
 - Managing credits in GrayJay (50/50, 3rd Child Discounts, REP to REC refunds, etc).
 - Creating teams in our Team Management application (previously Team Snap) and providing support to team staff.
 - Assist the Certification Coordinator with Certifications by making volunteer transfers, registering new volunteers, issuing reports, updating Team Rosters in HCR and GrayJay with new volunteers, re-submitting teams for approvals, etc.
 - Gathering registration statistics for the board.
 - Following up on missed or outstanding payments.

The Assistant Registrar will assist the Registrar with these activities with the goal of “learning on the job” and preparing for the transition that will occur in the first or second quarter of 2026.

Preferred Skills & Qualifications

- Strong interest in Female Team hockey at all levels.
- Strong organizational and written communication skills
- Accuracy and attention to detail is essential.

Individuals wishing to apply should provide expression of interest along with accompanying background information. Please submit your expression of interest to our Registrar, Jason Smith, at registrar@metrowestforce.com no later than August 20th, 2025. Feel free to reach out with any questions you may have.