

New Hamburg Hockey Association (NHHA)



Responsibility Profiles

(Revised November 25, 2020)

An Incorporated Association

1291 Nafziger Road, Unit 2

Baden, Ontario

N3A 0C4

Email: info@newhamburghockey.com

www.newhamburghockey.com

Table of Contents

1.	President	3
2.	Past-President	4
3.	Vice-Preseident.....	5
4.	Secretary	6
5.	Treasurer	7
6.	Executive Director.....	8
7.	Director of Coach / Player Development	9
8.	Coach Committee Chair.....	10
9.	Director of Representative Hockey.....	11
10.	Director of Local League Hockey.....	12
11.	Head Trainer	13
12.	Tournament Manager	14
13.	Local League Convenor.....	15
14.	Director of Registration.....	16
15.	Director of Finance / Scheduling.....	17
16.	Ice Scheduler	18
17.	Director of Divisional Leagues	19
18.	Gatekeeper / Timekeeper / Referee Assignor Coordinator.....	20
19.	Director of Sponsorship / Equipment	21
20.	Equipment Manager	22
21.	Pictures and Awards Manager.....	23
22.	Volunteer / Sponsor Appreciation Event Coordinator	24
23.	Team Parent Representative	25
24.	Webmaster Administrator	26
25.	Revision History.....	27

1. President (Executive Officer)

1.1. Conditions of Nomination:

1. Must have served at least one year on the Executive in the immediate past two years; and
2. Elected at the Annual General Meeting (AGM) or as prescribed in the NHHHA Constitution.

1.2. General Responsibilities:

3. As required in Article 11 of the NHHHA Constitution;
4. Provide leadership to the current NHHHA Executive and Association; assist as required, all NHHHA Executive in fulfilling their roles; either directly or by delegating;
5. Represent on behalf of NHHHA at meetings;
6. Support and enforcement of the NHHHA Constitution and all Departmental Process Procedures;
7. Fill all NHHHA Executive and volunteer roles by appointing members to volunteer positions to be approved by the NHHHA Executive;
8. Be the direct contact with the community facilities used by NHHHA;
9. Create a NHHHA Disciplinary Committee of NHHHA Executive members and volunteers.

1.3. Specific Duties:

10. With the NHHHA Treasurer and NHHHA Vice-President have co-signing authority of all cheques;
11. Break tie votes (limited to motions) when chairing NHHHA Executive meetings or at the NHHHA AGM;
12. Communication control point to all organizational members;
13. Lead and organize the NHHHA Disciplinary Committee dealing with any complaints relating to Harassment or Abuse;
14. Report abuse and harassment complaints to the OMHA as per OHF and OMHA policy;
15. Record all complaints written and verbal and treat as confidential;
16. Mediate issues which are considered misunderstandings and easily corrected;
17. Liaise with Secretary, OMHA Contact and NHHHA Executive regarding correspondence;
18. Review annually, NHHHA player release agreement with the Jr. C Firebirds organization;
19. Prepare and convey a membership meeting agenda at least one week prior to meeting;
20. Ensure minutes are kept at all meetings and provided to all NHHHA Executives and organizational members at least one week after the meeting; and
21. Maintain a book of instructions and procedures pertinent to the maintaining of the organizational documents and subsequently pass this material on to the successor.

1.3. Accountable to:

22. Applicable Legislative Acts;
23. The NHHHA Constitution and Bylaws;
24. The NHHHA Members; and
25. The NHHHA Executive.

1.5. Volunteer Requirements:

26. Consistent throughout the year, about 10-20 average hours per week.

2. Past-President (Executive Director)

2.1. Conditions of Designation:

1. Must be the current former president; or
2. In the event of a vacancy shall be the next most current Past-President.

2.2. General Responsibilities:

3. As mandated in article 11 of the NHHA Constitution;
4. Provide mentorship / leadership / continuity to the NHHA Executive;
5. Assist as required, all NHHA Executive members in fulfilling their roles;
6. Support and enforcement of the NHHA Constitution and all Departmental Process Procedures;
7. Avail himself / herself to the President, directly, and the NHHA Executive indirectly with his / her knowledge and experience for immediate and future guidance; and
8. Perform such duties as assigned by the NHHA President.

2.3. Specific Duties:

9. Maintain a book of instructions and procedures pertinent to the maintaining of the organizational documents and subsequently pass this material on to the successor.

2.2. Accountable to:

11. Applicable Legislative Acts;
12. The NHHA Constitution and Bylaws;
13. The NHHA Members;
14. The NHHA Executive; and
15. The NHHA President.

2.4. Volunteer Requirements:

15. Varies throughout the year, about 1-2 average hours per week.

3. Vice-President (Executive Officer)

3.5. Conditions of Nomination:

1. Elected at the Annual General Meeting (AGM) or as prescribed in the NHHA Constitution.

3.6. General Responsibilities:

2. As required in Article 11 of the NHHA Constitution;
3. Act in all matters in the absence of the NHHA President;
4. Assist as required all NHHA Executive in fulfilling their roles;
5. Recommend policy regarding internal and external communications of the Association;
6. Support and enforcement of the NHHA Constitution, Operations Manual and Procedures; and
7. Perform such duties as assigned by the NHHA President.

3.6. Specific Duties:

8. With the NHHA Treasurer and NHHA President have co-signing authority of all cheques;
9. Liaise with the NHHA Secretary regarding communications;
10. Communicate to executive members ethics of communication;
11. Maintain all documents within the organization including the NHHA Constitution and Bylaws;
12. Update the NHHA Constitution immediately following an AGM or any special meeting and distribute to all NHHA Executive and organizational members posting on the NHHA website;
13. Update bylaws, manuals, procedures, forms and any appendices each month after reviewing and receiving executive approval for the changes at the monthly NHHA Executive meetings;
14. Liaise with the NHHA OMHA Contact to ensure the NHHA Constitution and Bylaws are not in conflict with league, OMHA, OHF or CHA policies;
15. Ensure all NHHA Executive have a copy of all organizational documents by utilizing an online storage system to keep records of all documents;
16. Act as a liaison to the NHHA Parent Representative for each team.
17. Present a monthly report to the NHHA Executive; and
18. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

3.7. Accountable to:

19. Applicable Legislative Acts;
20. The NHHA Constitution and Bylaws;
21. The NHHA Members;
22. The NHHA Executive; and
23. The NHHA President.

3.9. Volunteer Requirements:

24. Varies throughout the year, about 1-2 average hours per week.

4. Secretary (Executive Officer)

4.1. Conditions of Nomination:

1. Elected at the Annual General Meeting (AGM) or as prescribed in the NHHA Constitution.

4.2. General Responsibilities:

2. As required in Article 11 of the NHHA Constitution;
3. Keep or delegate an accurate account of minutes of all NHHA Executive and AGM meetings;
4. Mail NHHA correspondence; maintain an up-to-date record of the NHHA Constitution; and support and enforce the NHHA Constitution.

4.3. Specific Duties:

5. With the NHHA President and NHHA Treasurer have co-signing authority of all cheques; and
6. Type, publish and post minutes of meetings at least one week after a NHHA meeting;
7. Bring proper minute books and record books to all meetings;
8. Book facilities for and advise of meetings;
9. Provide travel permits to all teams requiring them for exhibition games and tournaments;
10. Key controller for all mail, cabinet, box, and door keys including office cabinets and safes.
11. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

4.4. Accountable to:

12. Applicable Legislative Acts;
13. The NHHA Constitution and Bylaws;
14. The NHHA Members;
15. The NHHA Executive; and
16. The NHHA President.

4.5. Volunteer Requirements:

17. Varies throughout the year, about 1-3 average hours per week.

5. Treasurer (Executive Officer)

5.1. Conditions of Nomination:

1. Previous Accounting / Bookkeeping experience required;
2. Appointed by the Executive and ratified by the membership at the Annual General Meeting (AGM) or as prescribed in the constitution; and
3. May require a bond.

5.2. General Responsibilities:

4. Submit all financial reports and keep an accurate account of all association monies;
5. Manage all banking transactions on behalf of NHHA;
6. Ensure adherence to and implementation of financial policies of the association; and
7. Maintain financial records on behalf of the association.

5.3. Specific Duties:

8. As required in Article 11 of the Constitution;
9. With the NHHA President and NHHA Secretary have co-signing authority of all cheques;
10. Pay all bills incurred and approved by the NHHA Executive in timely manner;
11. Retrieve mail from the post office and distribute in a timely manner;
12. Liaise with referees and timekeeper to coordinator payment to them;
13. Liaise with team managers with regards to tournament advances;
14. Liaise with OMHA contact for team registration, insurance, training programs and other incidentals;
15. Liaise with the NHHA Director of Sponsorship for sponsorship income and lottery accounts;
16. Liaise with the NHHA Director of Registration for registration collection and refunds;
17. Liaise with NHHA Equipment Manager for equipment purchases;
18. Liaise with NHHA Ice Scheduler for ice time consumption;
19. Liaise with NHHA Pictures, Awards and Appreciation Coordinator / Managers;
20. Purchase Director's liability insurance under the direction of the executive;
21. Prepare a current balance sheet and a listing of all disbursements for acceptance at all NHHA Executive and AGM meetings;
22. Invest in term deposits as directed by the NHHA Executive;
23. Oversee the annual budgeting process with the NHHA Executive; and
24. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

5.4. Accountable to:

25. Applicable Legislative Acts;
26. The NHHA Constitution and Bylaws;
27. The NHHA Members;
28. The NHHA Executive; and
29. The NHHA President.

5.5. Volunteer Requirements:

30. Varies throughout the year, about 1-3 average hours per week.

6. Executive Member (Officer or Director)

6.1. Conditions of Nomination:

1. Elected at the Annual General Meeting (AGM) or as prescribed in the NHHA Constitution.

6.2. General Responsibilities:

2. As required in Article 10 and 11 of the Constitution;
3. Participate as assigned to various roles and committees of NHHA ;
4. Assist as required NHHA Executive members in fulfilling their roles;
5. Support and enforcement of the NHHA Constitution and all Departmental Process Procedures; and
6. Perform such duties as assigned by the President.

6.3. Specific Duties:

7. Involvement with NHHA Executives on sub-committees of the NHHA Executive;
8. Represent the Association to a designated team in the capacity of Team Liaison;
9. Hear member concerns and report to the appropriate NHHA Executive or at NHHA Executive monthly meetings;
10. Attend clinics as required;
11. Assist in recruiting new members and volunteers; and
12. Attend monthly NHHA Executive meetings, AGM, and assigned committee meetings.

6.4. Accountable to:

13. Applicable Legislative Acts;
14. The NHHA Constitution and Bylaws;
15. The NHHA Members;
16. The NHHA Executive; and
17. The NHHA President.

6.5. Volunteer Requirements:

18. Varies throughout the year, about 1-2 average hours per week.

7. Director of Coach / Player Development

7.1. Conditions of Nomination:

1. Executive Member appointed by the NHHA President and approved by the NHHA Executive.

7.2. General Responsibilities:

2. Design, Implement and carry out the Association's prescribed programs for skill development (player and coach) and assist coaches in meeting these programs (ie. Skating Skills, Body checking, Goaltending); and
3. Liaise with the OMHA contact to establish and coordinate all NHHA coaching, trainer, player or other related clinics.
4. Collate the responses as a tool to benchmark coaching performance.

7.3. Specific Duties:

5. Player and coaching development through group and individual assistance and mentorship;
6. Provide recommendations to upgrade development programs for coaching staff;
7. Source and provide training information and skill development for coaches and players;
8. Recommend skill development policy to the NHHA Executive;
9. Develop and maintain a NHHA coaching manual and distribute to all coaching staff;
10. Teach the philosophies of skill development to coaching staffs prior to the start of the season;
11. Organize the NHHA video library and communicate its offerings to coaching staff plus the procedures to sign-out and sign-in titles;
12. Design an evaluative for members to assess coaching staff performance;
13. Liaise with the respective team liaison to administer evaluations for each season;
14. Present results to the Coach Approval Chair for consideration or action as appropriate;
15. Liaise with the team liaison to initiate immediate corrective action of serious issues;
16. Produce questionnaires as directed by the executive and distribute to the appropriate client;
17. Liaise with the OMHA contact for ordering development materials;
18. Oversee the processes to advertise, interview and select head coaches and staff for all teams.
19. Present a monthly report to the NHHA Executive at the monthly NHHA Executive meetings and organizational AGM; and
20. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

7.4. Accountable to:

21. Applicable Legislative Acts;
22. The NHHA Constitution and Bylaws;
23. The NHHA Members;
24. The NHHA Executive; and
25. The NHHA President.

7.5. Volunteer Requirements:

26. Varies throughout the year, about 2-4 average hours per week.

8. Coach Committee Chair

8.1. Conditions of Nomination:

1. Executive Member appointed by the NHHA President and approved by the NHHA Executive.

8.2. General Responsibilities:

2. Oversee the processes to advertise, interview and select head coaches and staff for all NHHA teams;
3. Bring forth all volunteer names for NHHA Executive approval; and
4. Appoint four NHHA Executive members or volunteers to form a Coach Approval Committee each season starting after the AGM for NHHA Executive to approve.

8.3. Specific Duties:

5. Approve the coaching application form and the process to call for applications;
6. With the NHHA Coach Selection Committee interview all prospective head coaches;
7. Develop a standard set of questions to ask all interviewees;
8. Discuss the results of interviews and questionnaires and decide on the appropriate candidate.
9. Inform all candidates with respect to being granted or denied a team. In addition, any conditions imposed to successful candidates or reasons for denial shall be communicated verbally and in writing;
10. Maintain an up-to-date listing of all coaching staff including credential numbers, distribute copies to all NHHA Executive members;
11. Distribute copies team staffs by name only to NHHA Executive;
12. Present a monthly report to the NHHA Executive at the monthly NHHA Executive meetings; and
13. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

8.4. Accountable to:

14. Applicable Legislative Acts;
15. The NHHA Constitution and Bylaws;
16. The NHHA Members;
17. The NHHA Executive;
18. The NHHA Director of Coach / Player Development; and
19. The NHHA President.

8.5. Volunteer Requirements:

20. Varies throughout the year, about 1-2 average hours per week.

9. Director of Representative Hockey

9.1. Conditions of Nomination:

1. Executive Member appointed by the NHHA President and approved by the NHHA Executive.

9.2. General Responsibilities:

2. Communicate and carry out Bylaws, Rules, Regulations and Procedures in accordance with all NHHA divisional leagues and NHHA policy;
3. Be a member of the Coach Approval Committee;
4. Act as the main contact for all NHHA Rep coaches, managers, volunteers, team liaisons, team parent representatives, and parent membership;
5. Represent NHHA Executive at all scheduled Rep coach and team meetings and report back to the NHHA Executive minutes from those meetings; and
6. Ensure a representative is provided if unable to attend a meeting.

9.3. Specific Duties:

7. Be a part of the Coach Approval Committee in the recruitment of Rep coaches and other team staff where necessary;
8. Communication of league rules to the executive, coaches, trainers and managers;
9. Assist executive with team projections and team roster size and carry out such as directed by the executive;
10. Scrutinize all Rep game schedules for accuracy and consistency then, distribute information to the respective coaches and the NHHA Ice Scheduler;
11. Submit all Rep game sheets to respective league statisticians as required;
12. Communicate to Rep coaches the league and OMHA play-off structure and schedule;
13. Assist in NHHA or League discipline and penalty / misconduct discussions;
14. Provide permission to skate releases and provide in writing the terms of such release;
15. Track the usage of AP's, NRP's with the Player Movement Manager;
16. Present a monthly report to the NHHA Executive at the monthly NHHA Executive meetings and organizational AGM; and
17. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

9.4. Accountable to:

18. Applicable Legislative Acts;
19. The NHHA Constitution and Bylaws;
20. The NHHA Members;
21. The NHHA Executive; and
22. The NHHA President.

9.5. Volunteer Requirements:

23. Varies throughout the year, about 1-2 average hours per week.

10. Director of Local League Hockey

10.1. Conditions of Nomination:

1. Executive Member appointed by the NHHA President and approved by the NHHA Executive.

10.2. General Responsibilities:

2. Communicate and carry out Bylaws, Rules, Regulations and Procedures in accordance with all NHHA divisional local leagues and NHHA policy;
3. Can be, but not required to be a member of the NHHA Coach Approval Committee;
4. Act as the main contact for all NHHA Local League Convenors;
5. Represent NHHA Executive at all scheduled local league coach and team meetings and report back to the NHHA Executive minutes from those meetings; and
6. Ensure a representative is provided if unable to attend a meeting.

10.3. Specific Duties:

7. Assist the NHHA Coach Approval Chair in the recruitment of local league coaches and other team staff where necessary;
8. Communication of league rules to the NHHA Executive, coaches, trainers and managers;
9. Assist NHHA Executive with team projections and team roster size and carry out such as directed by the NHHA Executive;
10. Scrutinize all local league game schedules for accuracy and consistency then, distribute information to the respective coaches and the NHHA Ice Scheduler;
11. Submit all local league game sheets to respective league statisticians as required;
12. Communicate to local league coaches the league and play-off structure and schedule;
13. Assist in NHHA or League discipline and penalty / misconduct discussions;
14. Track the usage of AP's, with the Player Movement Manager;
15. Present a monthly report to the NHHA Executive at the monthly NHHA Executive meetings and organizational AGM; and
16. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

10.4. Accountable to:

17. Applicable Legislative Acts;
18. The NHHA Constitution and Bylaws;
19. The NHHA Members;
20. The NHHA Executive; and
21. The NHHA President.

11. Head Trainer

10.5. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

10.6. General Responsibilities:

2. Communicate and carry out Bylaws, Rules, Regulations and Procedures in accordance with all NHHA divisional local leagues and NHHA policy;
3. Can be, but not required to be a member of the NHHA Executive;
4. Act as the main contact for all NHHA approved Trainers;
5. Represent NHHA as a main contact for all Trainer related duties.

10.7. Specific Duties:

7. Advise medical and treatment procedures to all coaching staff trainers within NHHA;
8. Schedule a season start meeting with all NHHA Trainers to train members;
9. Schedule a season end meeting with all NHHA Trainers to review season medical events;
10. Log and report out all medical treatment provided by NHHA Trainers;
11. Advise medical equipment required for NHHA to provide trainers in all medical kits;
12. Follow HTCP training along with medical treatment procedures when teaching NHHA Trainers.
13. Present an annual report to the NHHA Executive; and
14. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

10.8. Accountable to:

17. Applicable Legislative Acts;
18. The NHHA Constitution and Bylaws;
19. The NHHA Members;
20. The NHHA Executive; and
21. The NHHA President.

10.9. Volunteer Requirements:

22. Varies throughout the year, about 1-2 average hours per week.

12. Tournament Manager

11.1. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

11.2. General Responsibilities:

2. Establish and coordinate all NHHA hosted tournaments; and
3. Implement and carry out the Executive approved tournament plan for the coming season.

11.3. Specific Duties:

4. Assume a leadership role of organizing and executing NHHA hosted tournaments;
5. Recruit volunteers to help and assist with all NHHA hosted tournaments;
6. Divide the responsibility of tournaments amongst volunteers;
7. Consult with the Facilities Manager and NHHA Ice Scheduler on the availability of ice time for tournaments;
8. Provide to the NHHA Executive a preliminary tournament plan by June 1st of the coming season;
9. Liaise with the OMHA contact for tournament applications and their submission;
10. Liaise with NHHA Director of Sponsorship and subsequently with NHHA teams regarding proposed tournament fundraising and lottery activities;
11. Actively advertise and recruit teams for tournaments;
12. Liaise with respective teams to schedule tournament helpers;
13. Organize tournament schedules and send to participating teams in a timely manner;
14. Liaise with the NHHA Referee and Timekeeper Assignors with respect to game scheduling, referees, timekeepers, trophies etc;
15. Collect and record tournament fee cheques and promptly pass on to the NHHA Treasurer;
16. Prepare a tournament program for participating teams including team rosters and fundraising activities;
17. Prepare game sheets for all games and submit finished game sheets to the OMHA contact;
18. Prepare tournament charts and post in the arena and ensure scores are entered promptly;
19. Prepare a handbook of rules and procedures to guide tournament volunteers through their roles;
20. Maintain an accurate account of tournament records (game sheets, player rosters etc)
21. Prepare tournament financial reports and submit to the NHHA Treasurer;
22. Submit a monthly report to the NHHA Local League Director to each month; and
23. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

11.4. Accountable to:

24. Applicable Legislative Acts;
25. The NHHA Constitution and Bylaws;
26. The NHHA Members;
27. The NHHA Executive;
28. The NHHA Director of Local League Hockey; and
29. The NHHA President.

11.5. Volunteer Requirements:

30. Varies throughout the year, about 1-2 average hours per week.

13. Local League / Initiation Convenor

12.1. Volunteer Requirements:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

12.2. General Responsibilities:

2. Convenors represent each age divisional category with NHHA;
3. Represent NHHA at all scheduled local league meetings and report back to the NHHA Director of Local League;
4. Send a representative if unable to attend a local league meeting; and
5. Act as the main contact for all NHHA local league coaches, managers, volunteers, team liaisons, and parent membership.

12.3. Specific Duties:

6. Assist the NHHA Coach Approval Chair in the recruitment of local league coaches and other team staff where necessary;
7. Communication of league rules to the NHHA Executive, coaches, trainers and managers;
8. Coordinate the splitting of players to equally skilled fair teams by allowing head coaches select players;
9. Assist NHHA Executive with team projections and team roster size and carry out such as directed by the NHHA Executive;
10. Scrutinize all Local League game schedules for accuracy and consistency;
11. Ensure Local League game sheets to respective league statisticians as required;
12. Presentation of local league trophies and awards for various age categories where required;
13. Assist in NHHA or League discipline and penalty / misconduct discussions;
14. Meet with the coaches and parents to explain the age appropriate category, including Under 9 and below programming before the season starts.
15. Explain the need and requirements for parent volunteers as helpers in the program;
16. Contact other centres to schedule exhibition games and Under 9 and below (including Initiation) games and schedule accordingly.
17. Communicate with the NHHA Ice Scheduler, Timekeeper and Referee Assignors for games scheduled;
18. Monitor coaches and make corrections to ensure all NHHA Policies and Procedures are followed;
19. Liaise with the NHHA Director of Registration privacy taker for approval of police record checks and ensuring all volunteer staff have credentials to be on team rosters; and
20. Submit a monthly report to the NHHA Local League Director to each month;

12.4. Accountable to:

34. Applicable Legislative Acts;
35. The NHHA Constitution and Bylaws;
36. The NHHA Members;
37. The NHHA Executive;
38. The NHHA Director of Local League Hockey; and
39. The NHHA President.

12.5. Volunteer Requirements:

40. Varies throughout the year, about 1-2 average hours per week.

14. Director of Registration

13.1. Conditions of Nomination:

1. Volunteer appointed by the NHHHA President and approved by the NHHHA Executive.

13.2. General Responsibilities:

2. Establish and coordinate the player registration process as approved by the NHHHA Executive;
3. Act as the organizational Privacy Taker for all vulnerability background checks;
4. Devise OMHA card signing procedures in consultation with the OMHA Contact; and

13.3. Specific Duties:

4. Propose player registration fees taking into account league fees, CHA insurance, ice rental rates and budget projections;
5. Recruit volunteers to perform the functions required for registration, communications, and website/administration roles;
6. Organize and coordinate registration mailings;
7. Registration fee collection and record player membership;
8. Organize and coordinate in person registration days;
9. Maintain accurate player records, ensuring that copies of birth certificates and health records are kept on file including completed medical forms and Rowan's Law forms;
10. Compile registration data by age and division and maintain a current list of all players including mailing address, telephone numbers and parent / guardian name(s);
11. Maintain a register of receipts regarding all registration fees received by the association and deposit all monies promptly to the credit of the association and forward all deposit receipts to the NHHHA Treasurer in a timely manner;
12. Prepare player lists for Rep, AE "try-outs" and local league drafts;
13. Liaise with the NHHHA Treasurer for player refund remittance;
14. Submit player cards to and maintain team rosters with the OMHA Contact;
15. Complete all team rosters and assign players and volunteers to those team rosters and send to the OMHA Contact for approval;
16. Communicate significant changes in registration immediately to those directly affected by the change and subsequently to the registration committee and the NHHHA Executive;
17. Scrutinize all submitted police record checks and report results to the executive immediately;
18. Present a monthly report to the NHHHA Executive at the monthly NHHHA Executive meetings and organizational AGM; and
19. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

13.4. Accountable to:

20. Applicable Legislative Acts;
21. The NHHHA Constitution and Bylaws;
22. The NHHHA Members;
23. The NHHHA Executive; and
24. The NHHHA President.

13.5. Volunteer Requirements:

25. Summer and fall, about 10-20 average hours per week.

15. Director of Finance / Scheduling

14.1. Conditions of Nomination:

1. Executive Member appointed by the NHHA President and approved by the NHHA Executive.

14.2. General Responsibilities:

2. Oversee the organizations financials, ice scheduling, budgeting, financial audits, team budget approvals, meeting room bookings, and executive meeting minutes.
3. Chair a NHHA Budget Committee with NHHA Executives and volunteers;
4. Schedule financial audits with a third party auditor;
5. Ensure all ice times are scheduled;
6. Delegate meeting room bookings to an NHHA Executive member;
7. Review with the NHHA Ice Scheduler all ice-time allocation;
8. Ensure records are kept each year of all team budgets; and
9. Ensure minutes are taken and kept for all NHHA Executive meetings.

14.3. Specific Duties:

10. Verify / approve with the NHHA Treasurer all revenues and expenses;
11. Ensure the budget is kept and held;
12. Propose player registration fees taking into account league fees, CHA insurance, ice rental rates and budget projections;
13. Present a monthly report to the NHHA Executive at the monthly NHHA Executive meetings and organizational AGM; and
14. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

14.4. Accountable to:

15. Applicable Legislative Acts;
16. The NHHA Constitution and Bylaws;
17. The NHHA Members;
18. The NHHA Executive; and
19. The NHHA President.

14.5. Volunteer Requirements:

20. Varies throughout the year, about 1-2 average hours per week.

16. Ice Scheduler

15.1. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

15.2. General Responsibilities:

2. Good computer skills and knowledge of the internet, e-mail, and a quality word processor
3. Self-motivated, well organized, and places an emphasis on detail
4. Must be able to work well with many volunteers in all capacities to facilitate their needs and the policies of the association;
5. Must have a personal schedule to make oneself accessible and available;
6. Ideally, is not an executive member of NHHA while holding this position;
7. Shall not be able to hold the position of head coach of any Rep / AE level team; and
8. Must be able to handle pressure.

15.3. Specific Duties:

9. To provide a schedule for all home ice tryout evaluations for Rep, AE and Local League teams;
10. To provide a weekly template of home game time and practice time slots for all teams with due consideration to age, ice availability and school events;
11. Shall work with and communicate closely with the NHHA OMHA Contact;
12. Provide weekly reports to the NHHA Treasurer regarding ice usage for approval of ice bills;
13. Acquire and distribute ice time as it relates to games and practices;
14. Communicate and maintain ice schedules to referee and timekeeper contacts;
15. Shall respond to daily telephone, fax and e-mail correspondence with respect to ice-time schedules and respond accordingly with documented replies;
16. Update ice schedule promptly and post on the internet having a minimum future schedule of two weeks for the use of all teams and parents/players;
17. Communicate directly to coaches game or practice changes of less than 72 hours notice;
18. Maintain equal ice-time distribution and report these statistics at executive meetings;
19. Act as the interface between NHHA and other league centres in all matters relating to game scheduling and rescheduling;
20. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

15.4. Accountable to:

21. Applicable Legislative Acts;
22. The NHHA Constitution and Bylaws;
23. The NHHA Members;
24. The NHHA Executive;
25. The NHHA Director of Finance / Scheduling; and
26. The NHHA President.

15.5. Volunteer Requirements:

27. Summer and fall, about 10-20 average hours per week.

15.6. Honourarium

28. \$4500.00 on successful completion of the season from July 1 to April 15 of the following year.
29. Said honourarium to be paid in two instalments October 1 - \$1750.00 and April 15 - \$1750.00
30. Cancellation/termination of this contract can be served with 30 days' notice from either party.

17. Director of Divisional Leagues

16.1. Conditions of Nomination:

1. Executive Member appointed by the NHHA President and approved by the NHHA Executive.

16.2. General Responsibilities:

2. Act as first representative to the OMHA for all matters pertaining to the NHHA;
3. Communicate contact info for the OMHA Centre Contact list distributed to all OMHA centres;
4. Ensure that OMHA / NHHA / League Constitution, Bylaws, Rules, Regulations and Procedures are adhered to;
5. Represent NHHA at all scheduled OMHA and League meetings reporting back to the NHHA Executive and keeping records of each meeting minutes;
6. Send a representative if unable to attend an OMHA / Rep League meeting;
7. Act as a contact to all members pertaining to OMHA and League discussion points.

16.3. Specific Duties:

8. Receive all OMHA mailings and distribute the materials to the appropriate and interested parties in a timely manner;
9. Act as liaison with the OMHA in all matters pertaining to the OMHA;
10. Oversee the scheduling of all OMHA Playdown contracts outside of our OMHA zone;
11. Ensure conditions of playdown contracts are met;
12. Administer and deliver all player, team official cards and team rosters to the OMHA;
13. Corroborate with the NHHA President and NHHA Secretary on development fee policy with junior teams;
14. Scrutinize all Rep / AE game schedules for accuracy and consistency then, distribute to respective coaches and the ice-time scheduler;
15. Hand out the CHA handbook on Abuse and Harassment, and National Insurance Programs to each registrant;
16. Assist with Rep / AE team projections and enforce team roster size as directed by the NHHA Executive;
17. Recruit and hire timekeepers for all home games reviewing pay salary each season;
18. Work with the NHHA Referee Assignor to ensure officials are provided for all home games;
19. Review all team game sheets for mistakes and suspensions to communicate with team coaches and the executive;
20. Present a monthly report to the NHHA Executive at the monthly NHHA Executive meetings and organizational AGM; and
21. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

16.4. Accountable to:

22. Applicable Legislative Acts;
23. The NHHA Constitution and Bylaws;
24. The NHHA Members;
25. The NHHA Executive; and
26. The NHHA President.

16.5. Volunteer Requirements:

27. Varies throughout the year, about 1-2 average hours per week.

18. Gatekeeper / Timekeeper / Referee Assignor Coordinator

17.1. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive; and
2. May require a bond.

17.2. General Responsibilities:

3. Administer timekeeper and gatekeeper hiring and scheduling;
4. Responsible for the design and administration of the gate keeping and time keeping processes;

17.3. Specific Duties:

5. Be responsible for the acquisition and sale of gate passes;
6. Be responsible for the acquisition and distribution of coach and executive passes;
7. Prepare a monthly report on gate revenue to the executive;
8. Ensure gate receipts are kept in the arena safe and deposited on a weekly basis or if the accumulated receipts exceed \$1000.00; forward all deposit slips to the NHHA Treasurer;
9. Liaise with the OMHA Contact to organize training of gate and time keepers prior to the start of the season;
10. Liaise with the NHHA Treasurer to develop an acceptable reporting process of gate receipts for use by the gate keepers;
11. Liaise with the ice scheduler for accuracy of home game schedules;
12. Schedule timekeepers and gatekeepers for NHHA home games and tournaments in a timely manner;
13. Forward home game schedules to the NHHA Referee Assignor in a timely manner;
14. Oversee that referees, timekeepers and gatekeepers accurately record their activities on the appropriate sheet and submit to the NHHA Treasurer;
15. Liaise with the NHHA Treasurer to ensure referees, timekeepers and gatekeepers are paid in a timely manner; and
16. Present a monthly report to the NHHA Director of Divisional Leagues a monthly report; and
17. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

17.4. Accountable to:

18. Applicable Legislative Acts;
19. The NHHA Constitution and Bylaws;
20. The NHHA Members;
21. The NHHA Executive;
22. The NHHA Director of Divisional Leagues; and
23. The NHHA President.

17.5. Volunteer Requirements:

24. Varies throughout the year, about 1-2 average hours per week.

19. Director of Sponsorship / Equipment

18.1. Conditions of Nomination:

1. Executive Member appointed by the NHHA President and approved by the NHHA Executive.

18.2. General Responsibilities:

2. Plan and organize any fundraising endeavors conducted by NHHA;
3. Solicit sponsorship as required for NHHA and maintain a great relationship; and
4. Devise an appropriate plan for lotteries.

18.3. Specific Duties:

5. Recruit volunteers for fundraising / sponsorship activities;
6. Act as liaison between teams and the NHHA Executive regarding all lottery activities, team fundraising activities, and spokesperson for all association sponsorships;
7. Prepare a summary of expenses incurred and income earned for each association managed fundraiser;
8. Actively research new ideas for association fundraising;
9. Present all Association fundraising proposals to the NHHA Executive for approval;
10. Set up an accurate recording system covering income and disbursements relating to fundraising for delivery to the NHHA Treasurer and executive;
11. Recommend policy to the NHHA Executive regarding fundraising / sponsorship / lotteries;
12. Correspond and visit with current sponsors, and provide information to secure continued sponsorship;
13. Solicit new donors for association sponsorships to fill vacancies left by departing sponsors, as the need arises;
14. Maintain currency of the sponsorship board at the arena;
15. Organize Volunteer and Sponsorship Appreciation Night;
16. Ensure delivery of sponsor appreciation items including "Thank You letters";
17. Promote and publicize the interests of the Association;
18. Present a monthly report regarding sponsorship / activities to the executive;
19. Maintain a register of receipts regarding all sponsorship fees received by the Association and deposit all monies promptly to the credit of the Association and forward all deposit receipts to the Treasurer in a timely manner;
20. Liaise with equipment manager for the order and delivery of sweater sponsor bars as needed;
21. Present a monthly report to the NHHA Executive at the monthly NHHA Executive meetings and organizational AGM; and
22. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

18.4. Accountable to:

23. Applicable Legislative Acts;
24. The NHHA Constitution and Bylaws;
25. The NHHA Members;
26. The NHHA Executive; and
27. The NHHA President.

18.5. Volunteer Requirements:

28. Varies throughout the year, about 1-2 average hours per week.

20. Equipment Manager

19.1. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

19.2. General Responsibilities:

2. Maintain and purchase equipment required by the NHHA recording all equipment assets; and
3. Organize and keep clean all organization storage rooms including the office.

19.3. Specific Duties:

4. Ensure all required safety standards with respect to equipment loaned by NHHA are met;
5. Ensure all equipment loaned out is tracked and returned. This includes goalie equipment, team sweaters and supplies;
6. Ensure each team is equipped with supplied with equipment at the start of the season (this includes team socks, sweaters and goalie equipment);
7. Ensure all trainers are aware of the required safety standards for players;
8. Ensure all trainers are supplied with a complete first aid kit;
9. Liaise with OMHA contact in regards to equipment standards;
10. Liaise with trainers to replenish missing or used first aid kit items;
11. Liaise with the NHHA Director of Sponsorship regarding sponsors and sweaters;
12. Maintain accurate recording of all NHHA player equipment assets;
13. Recommend to the NHHA Executive all purchasing, maintenance, disbursement and disposal of equipment;
14. Solicit bids and purchase equipment needed as required;
15. Maintain and repair all equipment owned by NHHA;
16. Update and outfit storage rooms and lockers at the facility;
17. Maintain a list of lock combinations for all lockers;
18. Responsible for supervising the return of all NHHA equipment from the teams at the end of the season (prior to Appreciation Day);
19. Ensure the proper storage of equipment in the off-season particularly goaltending equipment;
20. Report any lost, stolen or unreturned equipment to the NHHA Executive in a timely manner;
21. Ensure supply to remote arenas with necessary equipment for tryouts, including the arrival and return of such;
22. Recruit volunteers to assist as necessary;
23. Present a monthly report to the NHHA Director of Sponsorship a monthly report; and
24. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

19.4. Accountable to:

25. Applicable Legislative Acts;
26. The NHHA Constitution and Bylaws;
27. The NHHA Members;
28. The NHHA Executive;
29. The NHHA Director of Sponsorship / Equipment and
30. The NHHA President.

19.5. Volunteer Requirements:

30. Varies throughout the year, about 1-2 average hours per week.

21. Pictures and Awards Manager

20.1. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

20.2. General Responsibilities:

2. Responsible for the organizing of team pictures early in the season; and
3. Ordering awards presented by NHHA Executive.

20.3. Specific Duties:

4. Obtain quotes from qualified photographers for team pictures and present to the NHHA Executive for approval. Current NHHA preferred photographer is Picture Yourself Kitchener;
5. Set up a schedule for team pictures. Rep teams can be done on an early weekend in September when they have back-to-back ice times. All local league teams can be done the last Saturday in September before their games start;
6. Communicate with the ice scheduler before and during August to arrange scheduling for pictures. Booking the arena lobby must also be done with the facility coordinator at a cost;
7. If coaches need to cancel team photos due to low attendance they are to contact the photographer directly and re-schedule for a different date;
8. All team and individual photos should be taken before practices and never games in the lobby (with a backdrop) or on the ice;
9. Photo location can be arranged elsewhere if it works for the team and photographer. Safety is important for all players on the ice when helmets are removed for pictures;
10. Communicate schedule to coaches and parents members of the organization;
11. Deliver photographer's package offerings to all teams no later than September 1st;
12. Deliver completed photographs to all teams and sponsors in a timely manner;
13. Liaise with the NHHA Tournament Manager for the ordering of awards;
14. Attempt to use residual awards in the hockey office before ordering new awards;
15. Meet in February with the NHHA Executive for determination of the volunteer appreciation day awards decided by the NHHA Executive;
16. Send requests in March to NHHA Executive and all members for award recipients;
17. Post player pictures of award winners plus inscribe names on the appropriate plaques in the arena by September 1st;
18. Maintain all award display cases in the facility and arrange appropriately for best presentation;
19. Display tournament / league team awards;
20. Present all team banners from OMHA playdowns and tournaments to the Facilities Manager for installation in the arena by August 1st;
21. Present a monthly report to the NHHA Director of Sponsorship a monthly report; and
22. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

20.4. Accountable to:

23. Applicable Legislative Acts;
24. The NHHA Constitution and Bylaws;
25. The NHHA Members;
26. The NHHA Executive;
27. The NHHA Director of Sponsorship / Equipment and
28. The NHHA President.

20.5. Volunteer Requirements:

29. Varies throughout the year, about 1-2 average hours per week.

22. Volunteer / Sponsor Appreciation Event Coordinator

21.1. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

21.2. General Responsibilities:

2. Plan and organize the agenda for the volunteer appreciation event.

21.3. Specific Duties:

3. Book and setup the facility utilized for the event;
4. Book and select a meal plan for the event;
5. Liaise with the Director of Sponsorship to order awards;
6. Select an Master of Ceremonies and acquaint with the program of events;
7. Liaise with Director of Sponsorship to schedule delivery of awards;
8. Recruit and coordinate volunteers for the event;
9. Inform members as to protocol for the event;
10. Communicate the event by way email and on the NHHA website;
11. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

21.4. Accountable to:

12. Applicable Legislative Acts;
13. The NHHA Constitution and Bylaws;
14. The NHHA Members;
15. The NHHA Executive;
16. The NHHA Director of Sponsorship / Equipment and
17. The NHHA President.

21.5. Volunteer Requirements:

18. Varies throughout the year, about 1-2 average hours per week.

23. Team Parent Representative

22.1. Conditions of Nomination:

1. A volunteer appointed by the NHHA Executive or volunteers appointed by each team to represent the team.

22.2. General Responsibilities:

2. The first contact between a team's coaching staff, parents, players and the executive; and
3. Generally the sounding board for coaching staff, parent and player concerns.

22.3. Specific Duties:

4. Facilitate improved two way communications for a team between parents, players, coaches, staff, and the NHHA Executive;
5. Attend initial parent / team meetings and explain the purpose of a team liaison and ways of making contact ;
6. Impress on parents that minor issues are best resolved by speaking with the them or head coach before involving the team liaison;
7. Bring to the NHHA Executive any concerns received from the coaching staff, parent, or player;
8. If required involve the NHHA Disciplinary Committee Chair to investigate or mediate an issue;
9. Liaise with the NHHA Coach Approval Committee coaching staff evaluations and feedback;
10. Provide completed evaluations to the Coach Approval Committee in a timely manner;
11. Consult with the NHHA Executive regarding corrective action resulting from coaching evaluation;

22.4. Accountable to:

12. Applicable Legislative Acts;
13. The NHHA Constitution and Bylaws;
14. The NHHA Members;
15. The NHHA Executive; and
16. The NHHA President.

22.5. Volunteer Requirements:

17. Varies throughout the year, about 1-2 average hours per week.

24. Webmaster / Administration

23.1. Conditions of Nomination:

1. Volunteer appointed by the NHHA President and approved by the NHHA Executive.

23.2. General Responsibilities:

2. Maintain the organizational website.
3. Post organizational communications to members on the website.
4. Post updated organization documents, minutes, and forms on the website.
5. Assist with other organizational website and clerical duties as needed.

23.3. Specific Duties:

6. Update organizational email addresses and keep up to date.
7. Ensure all executive and volunteer members have email accounts to utilize each season.
8. Setup and maintain the lobby television with organizational information broadcasting during the season.
9. Maintain iPad devices for electronic game sheet usage.

23.4. Accountable to:

10. Applicable Legislative Acts;
11. The NHHA Constitution and Bylaws;
12. The NHHA Members;
13. The NHHA Executive;
14. The NHHA Director of Registration; and
15. The NHHA President.

23.5. Volunteer Requirements:

16. Varies throughout the year, about 1-2 average hours per week.

25. Revision History

0.00	2005.09.01	Created
0.01	2020.11.25	Major revision from 2005 bylaw document to match updated constitution, organizational responsibility chart, and operations manual. Added Head Trainer role.