

# **NEW HAMBURG HOCKEY ASSOCIATION**

## **Bylaws**

### **Appendix A**

#### **Executive Position Profiles**

**Position:**                      **PAST - PRESIDENT**                      (Director)

#### **Conditions of Designation**

- ✓ Must be the current former president; or
- ✓ In the event of a vacancy shall be the next most current past-president.

#### **General Responsibilities:**

- ✓ As mandated in article 11 of the Constitution;
- ✓ Provide mentorship / leadership / continuity to the current executive;
- ✓ Assist as required, all executive members in fulfilling their roles;
- ✓ Support / enforcement of the NHHA constitution;
- ✓ Avail himself / herself to the President, directly, and the Executive indirectly with his / her knowledge and experience for immediate and future guidance; and
- ✓ Perform such duties as assigned by the President.

#### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

#### **Busy Period**

- ✓ Varies throughout the year

#### **Minimum Hours Per Week**

- ✓ 1 - 2 average

**Position:**

**PRESIDENT**

**(Officer)**

**Conditions of Nomination:**

- ✓ Must have served at least one year on the executive in the immediate past two years; and
- ✓ Elected at the annual general meeting or as prescribed in the constitution.

**General Responsibilities:**

- ✓ As required in Article 11 of the constitution;
- ✓ Provide leadership to the current Executive / Association;
- ✓ Assist as required, all executive members in fulfilling their roles;
- ✓ Either directly or by delegating, represent NHHA at meetings as required; and
- ✓ Support / enforcement of the NHHA Constitution;

**Specific Duties:**

- ✓ With the Treasurer and Vice-president have co-signing authority of all cheques;
- ✓ Break tie votes ( limited to motions) when chairing executive / general meetings;
- ✓ Act as Chair of the coaching selection committee;
- ✓ Communication control point with the membership at large;
- ✓ Liaise with Secretary, OMHA Contact and executive members regarding NHHA correspondence;
- ✓ Negotiate and process minor player releases to Junior teams;
- ✓ Review annually, NHHA player release agreement with the Jr C Firebirds organization;
- ✓ Prepare and convey an executive meeting agenda at least one week prior to meeting; and
- ✓ Prepare and convey a membership meeting agenda at least two weeks prior to meeting.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ Consistent throughout the year

**Minimum Hours Per Week**

- ✓ 10 - 20 average

**Position:**

**VICE- PRESIDENT**

**(Officer)**

**Conditions of Nomination:**

- ✓ Elected at the Annual General Meeting or as prescribed in the constitution

**General Responsibilities:**

- ✓ As required in Article 11 of the Constitution;
- ✓ Act in all matters in the absence of the president;
- ✓ Assist as required all executive members in fulfilling their roles;
- ✓ Support / enforcement of the NHHA constitution; and
- ✓ Perform such duties as assigned by the President;

**Specific Duties:**

- ✓ With the Treasurer and President have co-signing authority of all cheques.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ Varies throughout the year

**Minimum Hours Per Week**

- ✓ 1 - 2 average

**Position:****SECRETARY****(Officer)****Conditions of Nomination:**

- ✓ Elected at the Annual General Meeting or as prescribed in the constitution.

**General Responsibilities:**

- ✓ As required in Article 11 of the Constitution;
- ✓ Keep an accurate account of minutes of all Executive / General meetings;
- ✓ Mail NHHA correspondence;
- ✓ Periodically publish notices / editorials in the local newspaper;
- ✓ Maintain an up-to-date record of the NHHA Constitution; and
- ✓ Support and enforce the NHHA constitution.

**Specific Duties:**

- ✓ Type, publish and post minutes of meetings prior to the next Executive meeting;
- ✓ Bring proper minute books and record books to all meetings;
- ✓ Book facilities for and advise of meetings;
- ✓ Key control for hockey office and display cases in the arena;
- ✓ Be an active member of the Registration Committee;
- ✓ With the President & Treasurer have co-signing authority of all cheques;
- ✓ Maintain an up-to-date register of all officers, executive, players and team staff (includes coaches, trainers and managers);
- ✓ Maintain a ready supply of envelopes, stamps and letterhead for dispensation to executive / committees;
- ✓ Sign player releases and maintain a record of such; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this material on to his / her successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ Varies throughout the year

**Minimum Hours Per Week**

- ✓ 1 - 3 average

**Position:****TREASURER****(Officer)****Conditions of Nomination:**

- ✓ Previous Accounting / Bookkeeping experience required;
- ✓ Appointed by the Executive and ratified by the membership at the annual General Meeting or as prescribed in the constitution; and
- ✓ May require a bond.

**General Responsibilities:**

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

**Specific Duties:**

- ✓ As required in Article 11 of the Constitution;
- ✓ With the President and Secretary have co-signing authority of all cheques;
- ✓ Pay all bills incurred and approved by the executive in timely manner;
- ✓ Retrieve mail from the post office and distribute in a timely manner;
- ✓ Liaise with gatekeeper and timekeeper coordinator re: payment to referees, gatekeepers and timekeepers;
- ✓ Liaise with team managers with regards to tournament advances;
- ✓ Liaise with OMHA contact re: team registration, insurance, training programs and other incidentals;
- ✓ Liaise with sponsorship / fundraising committee re: sponsorship income and lottery accounts;
- ✓ Liaise with the registration committee re: collection / refunds;
- ✓ Liaise with Equipment Manager re: equipment purchases;
- ✓ Liaise with Ice Time Scheduler re: ice time consumption;
- ✓ Liaise with Pictures, Awards and Appreciation Day committees;
- ✓ Purchase Director's liability insurance under the direction of the executive;
- ✓ Prepare a current balance sheet and a listing of all disbursements for acceptance at all executive / general meetings;
- ✓ Invest in term deposits as directed by the executive;
- ✓ Oversee the annual budgeting process with the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ Varies throughout the year

**Minimum Hours Per Week**

- ✓ 1 - 3 average

## **EXECUTIVE (Officer - Director)**

### **Conditions of Nomination:**

- ✓ Elected at the Annual General Meeting or as prescribed in the constitution.

### **General Responsibilities:**

- ✓ As required in Article 10 and 11 of the Constitution;
- ✓ Participate as assigned on various committees of NHHA ;
- ✓ Assist as required executive members in fulfilling their roles;
- ✓ Support / enforcement of the NHHA constitution; and
- ✓ Perform such duties as assigned by the President.

### **Specific Duties:**

- ✓ Involvement on sub-committees of the executive;
- ✓ Represent the association to a designated team in the capacity of Team Liaison;
- ✓ Hear member concerns and report to the appropriate NHHA committee or the executive
- ✓ Attend clinics as required;
- ✓ Assist in recruiting new members and volunteers; and
- ✓ Attend General and assigned committee meetings

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period**

- ✓ Varies throughout the year

### **Minimum Hours Per Week**

- ✓ 1 - 2 average

# **NEW HAMBURG HOCKEY ASSOCIATION**

## **Bylaws**

### **Appendix B**

#### **Position - Committee Profiles**

**Position:** **LOCAL LEAGUE CONVENOR**

**Conditions of Nomination:**

- ✓ Officer or Director of NHHA; and
- ✓ Appointed by the executive.

**General Responsibilities:**

- ✓ Communicate and carry out Bylaws, Rules, Regulations and Procedures in accordance with Local league (LL) and Association policy;
- ✓ Act as the LL contact with LL coaches, managers and parent membership;
- ✓ Represent NHHA at all scheduled LL meetings and report back to the executive;
- ✓ Send a representative if unable to attend a LL meeting; and
- ✓ Act as the LL contact with all LL parent / team liaison;

**Specific Duties:**

- ✓ Assist Coaching Selection Committee in the recruitment of local league coaches and other team staff where necessary;
- ✓ Communication of league rules to the executive, coaches, trainers and managers;
- ✓ Supervise the draft of NHHA local league teams to ensure balance;
- ✓ Assist executive with team projections and team roster size and carry out such as directed by the executive;
- ✓ Scrutinize all local league game schedules for accuracy and consistency then, distribute to respective coaches and the ice-time scheduler;
- ✓ Submit all Rep, AE and LL game sheets to respective league statisticians as required;
- ✓ Communicate to respective coaches and post (in the arena) league standings;
- ✓ Communicate to respective coaches and post (in the arena) the local league play-off structure and schedule;
- ✓ Presentation of local league trophies and awards for various age categories where appropriate;
- ✓ Assist in NHHA or League discipline and penalty / misconduct discussions;
- ✓ Submit a local league convenor's report for the Annual Meeting; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this material on to his / her successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ September - October and February- March

**Position:**                    **OMHA CENTRE CONTACT/REP CONVENOR**

**Conditions of Nomination:**

- ✓ Officer or Director of NHHA; and
- ✓ Appointed by the executive

**General Responsibilities:**

- ✓ Act as first representative to the OMHA for all matters pertaining to the NHHA;
- ✓ Communicate name, phone number, e-mail address and fax number for the OMHA Centre Contact list distributed to all OMHA centres
- ✓ Ensure that OMHA / NHHA / League - Constitution, Bylaws, Rules, Regulations and Procedures are adhered to;
- ✓ Act as Rep contact with Representative / AE coaches, managers and parent membership
- ✓ Represent NHHA at all scheduled OMHA and Representative League meetings and report back to the executive;
- ✓ Send a representative if unable to attend an OMHA / Rep League meeting;
- ✓ Be an active member of the registration committee; and
- ✓ Act as a contact with all Rep / AE parent reps

**Specific Duties:**

- ✓ Receive all OMHA mailings and distribute the materials to the appropriate and interested parties in a timely manner;
- ✓ Act as liaison with the OMHA in all matters pertaining to the OMHA;
- ✓ Oversee the scheduling of all OMHA Playdown contracts outside of our OMHA zone;
- ✓ Ensure conditions of playdown contracts are met;
- ✓ Ensure NHHA is conducting business in accordance with the Manual of Operations as set out by the OMHA;
- ✓ Administer and deliver all player, team official cards and team rosters to the OMHA;
- ✓ Provide *permission to skate* releases and provide in writing the terms of such release;
- ✓ Corroborate with the President and Secretary on development fee policy with junior teams;
- ✓ Plan clinics for coach, trainer and prevention services credentials in consultation with the executive;
- ✓ Scrutinize all Rep / AE game schedules for accuracy and consistency then, distribute to respective coaches and the ice-time scheduler;
- ✓ Assist executive with team projections and team roster size and carry out such as directed by the executive;
- ✓ Communicate to respective coaches and post (in the arena) league standings;
- ✓ Communicate to respective coaches and post (in the arena) league play-off structure and schedule;
- ✓ Hand out the CHA handbook on Abuse and Harassment, and National Insurance Programs to each registrant;
- ✓ Assist with Rep / AE team projections and enforce team roster size as directed by the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this material on to his / her successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ October and January-March



## **REGISTRATION COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive; and
- ✓ OMHA contact and coaching committee chair are automatic members.

### **General Responsibilities:**

- ✓ Establish and coordinate NHHA player registration processes as approved by the executive; and
- ✓ Devise OMHA card signing procedures in consultation with the OMHA contact.

### **Specific Duties:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Propose player registration fees taking into account league fees, CHA insurance, ice rental rates and budget projections;
- ✓ Establish registration forms and procedures as approved by the executive;
- ✓ Recruit volunteers to perform the functions required for registration;
- ✓ Organize and coordinate registration mailings;
- ✓ Registration fee collection and record player membership;
- ✓ Organize / coordinate registration days;
- ✓ Maintain accurate player records, ensuring that copies of birth certificates and health records are kept on file;
- ✓ 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);
- ✓ 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 Treasurer in a timely manner;
- ✓ Prepare player lists for Rep, AE "try-outs" and local league drafts;
- ✓ Liaise with the Treasurer for player refund remittance;
- ✓ Submit player cards to and maintain team rosters with the OMHA Contact;
- ✓ Communicate significant changes in registration immediately to those directly affected by the change and subsequently to the registration committee and the executive;
- ✓ Recommend policy to the executive regarding registration;
- ✓ Present a monthly report regarding registration numbers and operations; and
  - ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and ensure it resides with the committee chair.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period**

- ✓ Summer and Fall

## **FUNDRAISING / SPONSORSHIP COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive; and
- ✓ The Treasurer is an automatic member of the committee.

### **General Responsibilities:**

- ✓ Plan and organize any fund raising endeavors conducted by NHHA;
- ✓ Solicit sponsorship as required for NHHA; and
- ✓ Devise an appropriate plan for lotteries.

### **Specific Duties:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Recruit volunteers for fundraising / sponsorship activities;
- ✓ Act as liaison between teams and the executive regarding all lottery activities;
- ✓ Act as liaison between teams and the executive regarding team fundraising activities;
- ✓ Prepare a summary of expenses incurred and income earned for each association managed fundraiser;
- ✓ Actively research new ideas for association fundraising;
- ✓ Present all Association fundraising proposals to the executive for approval;
- ✓ Set up an accurate recording system covering income and disbursements relating to fundraising for delivery to the Treasurer and executive;
- ✓ Recommend policy to the executive regarding fundraising / sponsorship / lotteries;
- ✓ Correspond and visit with current sponsors, and provide information to secure continued sponsorship;
- ✓ Act as liaison / spokesperson for all association sponsorships;
- ✓ Solicit new donors for association sponsorships to fill vacancies left by departing sponsors, as the need arises;
- ✓ Maintain currency of the sponsorship board at the arena;
- ✓ Organize the Minor Hockey Dance
- ✓ Organize ***Volunteer Sponsorship Appreciation Night***;
- ✓ Ensure delivery of sponsor appreciation items including "Thank You letters";
- ✓ Promote and publicize the interests of the Association;
- ✓ Present a monthly report regarding sponsorship / activities to the executive;
- ✓ 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;
- ✓ Liaise with equipment manager for the order and delivery of sweater sponsor bars as needed;
- ✓ Maintain a good sponsor / Association relationship; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and ensure this material resides with the committee chair.

### **Accountable to:**

- ✓ The President;
- ✓ The Executive;
- ✓ NHHA members;
- ✓ The Constitution and Bylaws; and
- ✓ Applicable Legislative Acts.

### **Busy Period**

- ✓ June -September and January - April

**Position:** **EQUIPMENT MANAGER**

**Conditions of Nomination:**

- ✓ Appointed by the executive

**General Responsibilities:**

- ✓ Maintain and purchase equipment as required by the NHHA

**Specific Duties:**

- ✓ Ensure all required safety standards with respect to equipment loaned by NHHA are met or exceeded;
- ✓ Ensure all equipment loaned out is tracked and returned. This includes goalie equipment, team sweaters and supplies;
- ✓ Ensure each team is equipped with supplied with equipment at the start of the season (this includes team socks, sweaters and goalie equipment);
- ✓ Ensure all trainers are aware of the required safety standards for players;
- ✓ Ensure all trainers are supplied with a complete first aid kit;
- ✓ Liaise with OMHA contact re: equipment standards;
- ✓ Liaise with trainers to replenish missing / used first aid kit items;
- ✓ Liaise with sponsorship committee regarding sponsors and sweaters;
- ✓ Maintain accurate recording of all association player equipment assets;
- ✓ Recommend to the executive all purchasing, maintenance, disbursement and disposal of equipment;
- ✓ Solicit bids and purchase hockey equipment as required;
- ✓ Maintain and repair all player equipment owned by the association;
- ✓ Update and outfit storage rooms and lockers at the arena;
- ✓ Maintain a list of lock combinations for all lockers;
- ✓ Responsible for supervising the return of all association equipment from the teams at the end of the season (prior to Appreciation Day);
- ✓ Responsible for the proper storage of equipment in the off-season particularly goaltending equipment;
- ✓ Recommend policy to the executive regarding purchasing equipment;
- ✓ Report any lost, stolen or unreturned equipment to the executive in a timely manner;
- ✓ Design and implement procedures to supply remote arenas with pucks, pylons and pinnas during preseason tryouts, including the arrival and return of such;
- ✓ Recruit volunteers to assist as necessary;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this material on to his / her successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ September and April

## **COACHING COMMITTEE**

### **Conditions of Nomination:**

- ✓ Consists of the current executive;
- ✓ Chaired by the President; and
- ✓ Volunteers appointed by the executive

### **General Responsibilities:**

- ✓ Oversee the processes to advertise, interview and select head coaches and staff for all NHHA teams.

### **Specific Duties:**

- ✓ The President shall chair the committee through its deliberations;
- ✓ Approve the coaching application form and the process to call for applications;
- ✓ Select an interview team from the coaching committee to interview all prospective coaches;
- ✓ Develop a standard set of questions to ask all interviewees;
- ✓ Discuss the results of interviews and questionnaires and decide on the appropriate candidate.
- ✓ 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;
- ✓ Maintain an up-to-date listing of all coaching staff including credential numbers, distribute copies to executive members;
- ✓ Distribute copies team staffs by name only to all committees, ice scheduler and coaches;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and subsequently pass this material on to the new chair.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members

### **Busy Period**

- ✓ March-May and September- October

## **COMMUNICATIONS COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive; and
- ✓ Secretary is an automatic member

### **General Responsibilities:**

- ✓ Recommend policy to the executive regarding internal and external communications of the Association

### **Specific Duties:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Liaise with the secretary regarding communications;
- ✓ Communicate to executive members ethics of communication; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and subsequently pass this material on to a succeeding chair.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period:**

- ✓ Undetermined

**Position:**                      **HOCKEY DEVELOPMENT CO-ORDINATOR**

**Conditions of Nomination:**

- ✓        Appointed by the executive;

**General Role:**

- ✓        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, Bodychecking, Goaltending); and
- ✓        Liaise with the OMHA contact to establish and coordinate all NHHA coaching, trainer, player or other related clinics.

**Specific Duties:**

- ✓        Player and coaching staff development through group and individual assistance and mentorship;
- ✓        Liaison between coaching staff and executive re: feedback or suggestions to upgrade development programs;
- ✓        Source information on training and skill development for coaches and players and pass on to coaches;
- ✓        Recommend skill development policy to the executive;
- ✓        Develop and maintain a "made in New Hamburg" coaching manual and distribute to all coaching staff;
- ✓        Teach the philosophies of skill development to coaching staffs prior to the start of the season;
- ✓        Organize the NHHA video library and communicate its offerings to coaching staff plus the procedures to sign-out and sign-in titles;
- ✓        Liaise with the OMHA contact for ordering development materials;
- ✓        Present a monthly report to the executive; and
- ✓        Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to his / her successor.

**Accountable to:**

- ✓        Applicable Legislative Acts;
- ✓        The Constitution and Bylaws;
- ✓        NHHA members;
- ✓        The Executive; and
- ✓        The President.

**Busy Period:**

- ✓        August-October

## **TOURNAMENT COMMITTEE**

### **Conditions of Nomination:**

- ✓ Officer or Director of NHHA; or
- ✓ Appointed by the executive.

### **General Role:**

- ✓ Establish and coordinate all NHHA hosted tournaments; and
- ✓ Implement and carry out the executive approved tournament plan for the coming season;

### **Specific Duties:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Divide the responsibility of tournaments amongst the committee membership;
- ✓ Consult with the arena manager and ice scheduler on the availability of ice time for tournaments;
- ✓ Provide to the executive a preliminary tournament plan by June 1<sup>st</sup> of the coming season;
- ✓ Liaise with the OMHA contact for tournament applications and their submission;
- ✓ Liaise with fundraising committee and subsequently with NHHA teams regarding proposed tournament fundraising and lottery activities;
- ✓ Actively advertise and recruit teams for tournaments;
- ✓ Liaise with respective teams to schedule tournament helpers;
- ✓ Organize tournament schedules and fax or telephone to participating teams in a timely manner;
- ✓ Liaise with the gate and time keeper coordinator with respect to game scheduling, referees, timekeepers, trophies etc;
- ✓ Collect and record tournament fee cheques and promptly pass on to the Treasurer;
- ✓ Prepare a tournament program for participating teams including team rosters and fundraising activities;
- ✓ Prepare game sheets for all games and submit finished game sheets to the OMHA contact;
- ✓ Prepare tournament charts and post in the arena and ensure scores are entered promptly;
- ✓ Prepare a handbook of rules and procedures to guide tournament volunteers through their roles;
- ✓ Maintain an accurate account of tournament records (game sheets, player rosters etc)
- ✓ Prepare tournament financial reports and submit to the Treasurer;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period:**

- ✓ Summer and playing season

## **APPRECIATION DAY COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive

### **General Role:**

- ✓ Plan and organize the agenda for Appreciation Day

### **Specific Duties:**

- ✓ Book arena and setup the facility;
- ✓ Liaise with the awards committee to order awards;
- ✓ Select an MC and acquaint with the program of events
- ✓ Liaise with Fundraising committee to acquire door prizes and plan lottery draws;
- ✓ Recruit and coordinate volunteers for the day
- ✓ Order mats to fashion a runway on the ice;
- ✓ Rent sound system enhancements needed for the day;
- ✓ Inform coaches as to protocol for the day;
- ✓ Communicate the event by way of flyer, the internet and the local newspaper;
- ✓ Design and print programs for all coaches and parents and distribute at the door ;
- ✓ Liaise with Secretary to communicate event to the hockey community
- ✓ Liaise with pictures and awards coordinator to schedule delivery of awards;
- ✓ Liaise with the ice scheduler to book ice for inter-squad games;
- ✓ Liaise with the gate and timekeeper coordinator for referees and timekeepers;
- ✓ Liaise with the equipment manager for the return of jerseys and other NHHA equipment;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and subsequently pass this material on to a succeeding chair.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period:**

- ✓ April



**Position:**

**ICE SCHEDULER**

**Conditions of Nomination:**

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

**Specific Responsibilities:**

- ✓ Shall attend all Executive meetings and report on ice-scheduling activities;
- ✓ Shall provide a preliminary schedule for home ice tryouts for rep, AE and LL;
- ✓ Shall provide a preliminary weekly template of home game times and practice times for all teams with due consideration to age, and school events;
- ✓ Shall work with and communicate closely with the NHHA OMHA Contact;
- ✓ Provide weekly written reports to the Treasurer regarding ice usage;
- ✓ Verify / approve with the Treasurer all arena ice usage bills;
- ✓ Acquire and distribute ice time as it relates to games and practices;
- ✓ Daily maintenance and communication of official team schedules to referee or / and timekeeper contacts
- ✓ Shall have a current listing of all participants, coaches and teams within the NHHA;
- ✓ Possess internet and e-mail connections, subject to executive approval to ensure NHHA is electronically accessible;
- ✓ Shall respond to daily telephone, fax and e-mail correspondence with respect to ice-time schedules and respond accordingly with documented replies;
- ✓ Maintain a minimum future schedule of two weeks posted in the arena and on the internet for the use of teams and parents/players;
- ✓ Update ice schedule promptly in the arena and the internet;
- ✓ Communicate directly to coaches game or practice changes of less than 72 hours notice;
- ✓ Maintain equal ice-time distribution and report these statistics at executive meetings;
- ✓ Provide a year end summary of ice time usage by team within the NHHA;
- ✓ Act as the interface between NHHA and other league centres in all matters relating to game scheduling and rescheduling;
- ✓ Liaise with the ice scheduling committee to plan and approve all ice time purchased by NHHA; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and subsequently pass this material on to a succeeding chair.

**Honourium**

\$4500.00 on successful completion of the season from July 1 to April 15 of the following year. Said honourarium to be paid in two instalments October 1 - \$1750.00 and April 15 - \$1750.00

Cancellation/termination of this contract can be served with 30 days notice from either party.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ The Executive; and
- ✓ The President.

## **ICE SCHEDULING COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive

### **General Role:**

- ✓ Provide advice to the ice scheduler for ensuring balance of practice frequency and age appropriate practice / game times.

### **Specific Responsibilities:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Shall report at Executive meetings ice-scheduling activities;
- ✓ Shall advise the ice scheduler on a preliminary schedule for home ice tryouts for rep, AE and LL;
- ✓ Shall advise the ice scheduler on equal ice-time distribution; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period**

- ✓ Varies throughout the year

## **FACILITIES COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive

### **General Role:**

- ✓ Lobby on behalf of NHHA to ensure adequate facilities exist to provide a quality hockey development program

### **Specific Duties:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Appoint a representative to attend meetings called by the township or lobby group;
- ✓ Consult with the executive regarding the official position of the NHHA on facilities;
- ✓ Communicate the NHHA position to the Township at meetings and through the media;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and subsequently pass this book on to a succeeding chair.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period**

- ✓ Varies throughout the year

**Position:**                    **GATEKEEPERS AND TIMEKEEPERS COORDINATOR**

**Conditions of Nomination:**

- ✓ Appointed by the executive ;and
- ✓ May require a bond

**General Role:**

- ✓ Administer timekeeper and gatekeeper;
- ✓ Responsible for the design and administration of the gate keeping and time keeping processes;

**Specific Duties:**

- ✓ Be responsible for the acquisition and sale of gate passes;
- ✓ Be responsible for the acquisition and distribution of coach and executive passes;
- ✓ Prepare a monthly report on gate revenue to the executive;
- ✓ 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 Treasurer;
- ✓ Liaise with the OMHA Contact to organize training of gate and time keepers prior to the start of the season;
- ✓ Liaise with the Treasurer to develop an acceptable reporting process of gate receipts for use by the gate keepers;
- ✓ Liaise with the ice scheduler for accuracy of home game schedules;
- ✓ Schedule timekeepers and gatekeepers for NHHA home games and tournaments in a timely manner;
- ✓ Forward home game schedules to the Referee-In-Chief in a timely manner;
- ✓ Oversee that referees, timekeepers and gatekeepers accurately record their activities on the appropriate sheet and submit to the Treasurer;
- ✓ Liaise with the Treasurer to ensure referees, timekeepers and gatekeepers are paid in a timely manner; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor;

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ Varies throughout the year

## **CONSTITUTION AND BYLAWS COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive

### **General Role:**

- ✓ Record and Implement all constitutional and bylaw amendments.

### **Specific Duties:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Update the constitution immediately following an AGM or special meeting and distribute to all executive members and anyone requesting a copy;
- ✓ Update bylaws and its appendices prior to the preseason coaches meeting or as directed by the executive;
- ✓ Liaise with the OMHA Contact to ensure the Constitution and Bylaws are not in conflict with league, OMHA, OHF or CHA policies
- ✓ Ensure all members have a copy of the constitution, bylaws and appendices;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and subsequently pass this material on to the succeeding chair.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period**

- ✓ Varies throughout the year

**Position:** **PICTURES AND AWARDS COORDINATOR**

**Conditions of Nomination:**

- ✓ Appointed by the executive

**General Role:**

- ✓ Responsible for the organizing of team pictures early in the season; and
- ✓ Ordering awards presented byNHHA.

**Specific Duties:**

- ✓ Obtain quotes from qualified photographers for team pictures and present to the executive for approval;
- ✓ Set up a schedule for team pictures resulting in the least amount of inconvenience for teams;
- ✓ Communicate schedule to coaches and parents by flyer, the arena board, the internet and the local newspaper;
- ✓ Deliver photographer's package offerings to coaches in a timely manner;
- ✓ Deliver completed photographs to coaches in a timely manner;
- ✓ Liaise with the tournament committee for the ordering of awards;
- ✓ Attempt to use residual awards in the hockey office before ordering new awards;
- ✓ Meet in March with the executive for determination of the appreciation day awards decided by the executive;
- ✓ Send requests in March to head coaches for award recipients from their team;
- ✓ Post player pictures of award winners plus inscribe names on the appropriate plaques in the arena by September1st;
- ✓ Maintain all award display cases in the arena and arrange appropriately for best presentation;
- ✓ Display tournament / league team awards
- ✓ Present all team banners from OMHA playdowns and tournaments to the arena manager for installation in the arena by August 1<sup>st</sup>;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this material on to his / her successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ March - April

**Position:**                    **PRE-NOVICE DEVELOPMENT COORDINATOR**

**Conditions of Nomination:**

- ✓        Appointed by the executive

**General Role:**

- ✓        Responsible for the implementation and administration of the CHIP program as dictated by the OMHA;
- ✓        Act as the pre-novice contact o the OMHA.

**Specific Duties:**

- ✓        Meet with the parents to explain the pre-novice program on the first day scheduled for the season;
- ✓        Explain the need to have parents volunteer as helpers in the program and the requirements to do so;
- ✓        Liaise with the OMHA Contact to schedule clinics for chip program helpers;
- ✓        Contact the local league convenor to form an ad hoc tyke league for a sereis of exhibition games;
- ✓        Monitor the coaches and make corrections if the program in not being followed;
- ✓        Liaise with the coaching committee for approval of all prospective coaches and helpers;
- ✓        Liaise with the prevention services officer for approval of police record checks;
- ✓        Present a monthly report to the executive; and
- ✓        Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this material on to his / her successor.

**Accountable to:**

- ✓        Applicable Legislative Acts;
- ✓        The Constitution and Bylaws;
- ✓        NHHA members;
- ✓        The Executive; and
- ✓        The President.

**Busy Period**

- ✓        Varies throughout the year

**Position:**

**PREVENTION SERVICES DIRECTOR**

**Conditions of Nomination:**

- ✓ Appointed by the executive; and
- ✓ Should have a valid professional designation.

**General Responsibilities:**

- ✓ Follow through on prevention services policies ss mandated by the OHF/OMHA; and
- ✓ Develop and enforce association prevention services policies in order to provide a safe environment for the sport of hockey

**Specific Duties:**

- ✓ Educate **all** association members in the aspects of prevention services policies and procedures;
- ✓ Keep up-to-date and accurate records of all NHHA PRS certified members;
- ✓ Ensure confidentiality of police record information;
- ✓ Ensure confidentiality of abuse and harassment issues involving the NHHA;
- ✓ Liaise with the OMHA Contact in organizing a "Speak Out" clinic(s) hosted by the NHHA;
- ✓ Act as local authority regarding any complaints of Harassment or Abuse involving the NHHA
- ✓ Lead and organize all ad hoc committees dealing with any complaints relating to Harassment or Abuse;
- ✓ Report abuse and harassment complaints to the OMHA as per OHF and OMHA policy;
- ✓ Record all complaints written and verbal and treat as confidential;
- ✓ Mediate issues which are considered misunderstandings and easily corrected;
- ✓ Scrutinize all submitted police record checks and report results to the executive in a timely manner;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this material on to his / her successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ Varies throughout the year



## **EVALUATION / QUESTIONNAIRES COMMITTEE**

### **Conditions of Nomination:**

- ✓ Appointed by the executive

### **General Role:**

- ✓ Design and implement a system to evaluate coaches and staff during the playing season;
- ✓ Design and administer questionnaires as requested by then executive; and
- ✓ Collate the responses as a tool to benchmark coaching performance.

### **Specific Duties:**

- ✓ Select a chair to assume a leadership role for the committee;
- ✓ Design an evaluative for parents to assess coaching staff performance;
- ✓ Liaise with the respective team liaison to administer evaluations at least twice through the season;
- ✓ Present results to the coaching committee for consideration or action as appropriate;
- ✓ Liaise with the team liaison to initiate immediate corrective action of serious issues;
- ✓ Produce questionnaires as directed by the executive and distribute to the appropriate client;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this committee and subsequently pass this material on to the succeeding chair.

### **Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

### **Busy Period**

- ✓ Varies throughout the year

**Position:**

**PARENT / TEAM LIAISON**

**Conditions of Nomination:**

- ✓ Appointed by the executive

**General Responsibilities:**

- ✓ Act as the first contact between a team's coaching staff, parents, players and the executive;
- ✓ Generally be the sounding board for coaching staff, parent and player concerns.
- ✓

**Specific Duties:**

- ✓ Facilitate improved two way communications a team and the Executive or appropriate committee;
- ✓ Attend initial parent / team meetings and explain the purpose of a team liaison and ways of making contact ;
- ✓ Impress on parents that minor issues are best resolved by speaking with the parent rep or head coach before involving the team liaison;
- ✓ Bring to the executive or appropriate committee any concerns received from the coaching staff, parent / guardian or player;
- ✓ If required involve the prevention services coordinator to investigate and / or mediate an issue;
- ✓ Liaise with the evaluations committee for administration of coaching staff evaluations;
- ✓ Forward completed evaluations back to the evaluations committee in a timely manner;
- ✓ Consult with the executive regarding corrective action resulting from coaching evaluation;
- ✓ Present a monthly report to the executive; and
- ✓ Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

**Accountable to:**

- ✓ Applicable Legislative Acts;
- ✓ The Constitution and Bylaws;
- ✓ NHHA members;
- ✓ The Executive; and
- ✓ The President.

**Busy Period**

- ✓ Varies throughout the year