

## **Calgary Northstars Hockey Association – Board and Membership Handbook**

### **Role of the Board of Directors**

The CNHA empowers the current Board of Directors to administrate the business and hockey operations and the financial management of the Association according to the By-Laws, and the Policies & Procedures contained herein. The Board is elected each year at the Annual General Meeting held each spring. The Board meets monthly all year round. Such meetings are open to any CNHA member.

See current Board of Directors information on the CNHA website. Or if you have no web access you might ask your team manager for this information.

### **Composition of the Board of Directors**

The Board of Directors of the Calgary Northstars Hockey Association will be comprised as follows:

#### **Board of Directors**

The Board of Directors shall consist of up to fourteen (14) other Directors, each of which must hold one appointment or office. The maximum number of Directors shall be twenty (20). All Directors hold voting privileges, EXCEPT Sponsorship Coordinator, Bingo Coordinator & Athletic Therapist Coordinator.

#### **The Executive Committee**

As voted by majority Board of Directors in resolution of policy - February 18, 2014, going forward, the Executive of the Board of Directors shall be recognized as containing four members identified by their titles: President, Vice Presidents, Treasurer and Secretary. Further, and as voted upon by the CNHA Board of Directors, the above named positions and their election within the Board Executive will only be considered once a member has served on the Board of Directors for a minimum of one year (consecutive). This requirement is effective immediately and will be implemented for future Board elections.

#### **The Role of Treasurer**

Going forward, and in a resolution passed by the Board of Directors on February 18, 2014, the position of Treasurer shall be required to hold an Accounting Designation (CA, CPA, CMA, CGA) or a similar accreditation in order to be eligible for election. If there are no available candidates with these qualifications, then the current and sitting Board of Directors will need to convene in an immediate vote to determine if the nominated candidate(s) will be eligible to run for election to the position of Treasurer. This requirement is effective immediately and will be implemented for future Board elections.

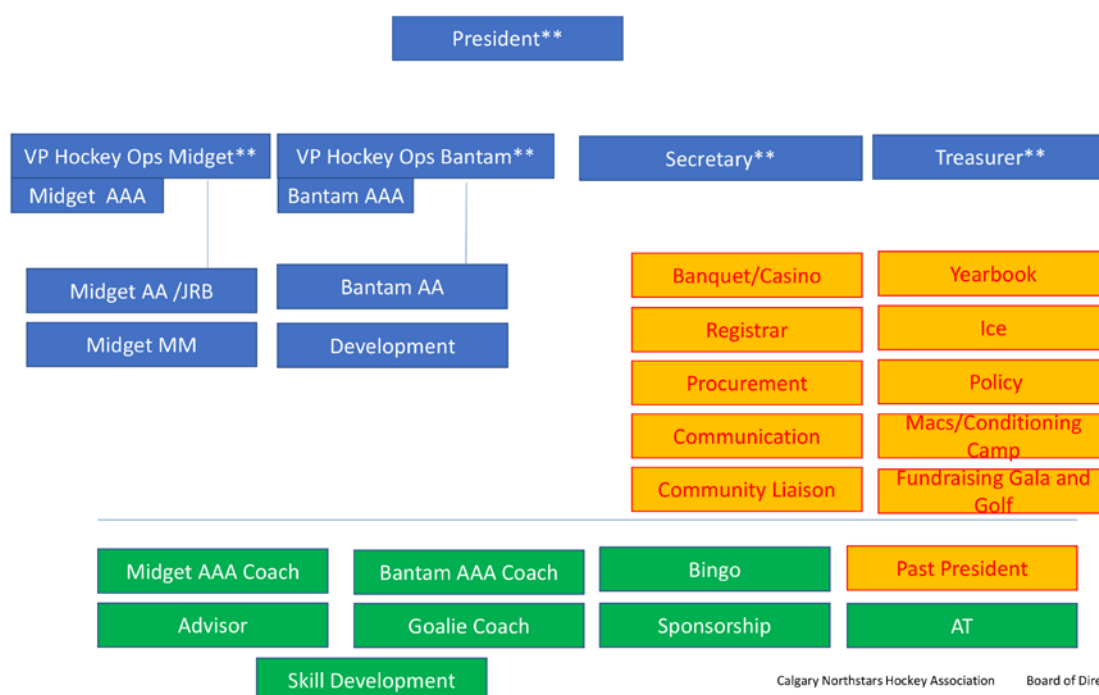
### **Duties and Responsibilities of the Board of Directors**

Each Board Member is expected to:

- attend all Board meetings
- work actively to promote the CNHA, its Mission and Objectives
- take an active part in any committee to which he/she may be assigned, directed, or appointed

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- perform specific duties outlined in prescribed roles or functions as required, directed, or appointed by the Board
- take responsibility for all projects and commitments
- conduct himself/herself with dignity and responsibility in the governing of the Associations' operations. All Board members are expected to maintain and adhere to the Protection of Privacy and the Code of Conduct.
- hire the services of any person that is required to perform duties above and beyond those expected of the volunteer board, when funds are available and when deemed appropriate, as approved by the Board
- create and enhance a positive public perception of CNHA



Calgary Northstars Hockey Association Board of Directors May 2018

### The Executive Committee

The Executive Committee is expected to:

- perform all general responsibilities outlined above
- provide guidance, leadership, and continuity for the Board of Directors and its roles and committees
- provide responsible decision-making pursuant to the Policies and Procedures and By-laws of the Association, and inform the Board and General Membership as required

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- oversee the day-to-day operations of the Association in a responsible and business-like manner
- attend all necessary functions and events as a representative of CNHA
- create and enhance a positive public perception of CNHA

### **a. The President**

The President shall:

- act as Chief Executive Officer (CEO) of CNHA
- act as direct liaison, and provide consul and leadership, to the general membership and the Board of Directors
- act as an ex-officio officer of all struck or standing committees
- oversea all motions, orders, and resolutions, and ensure they are carried out
- monitor the progress of all offices and attend meetings where feasible
- act as Chair at all Executive, Board, General, and Membership meetings of the Association
- act as representative and spokesperson for CNHA to the AA Council, the Minor Hockey Association of Calgary, Hockey Alberta and the CHA and as liaison with media.
- grant and sign Player Release forms
- authorize travel permits
- authorize player suspensions
- in consultation with the two VP of Operations, the President will have final decision-making on game cancellations due to unforeseen circumstances and/or weather

### **b. Vice-President of Operations (2 Positions)**

The Vice Presidents shall:

- perform the duties of the President, in his absence, at any meetings or functions, when required
- control and manage the day-to-day operations of the Association, including administrative duties, when possible
- perform 'special' assignments as designated and required by the Executive Committee
- ensure documents are up-to-date and accurate as they pertain to his role on the Board
- provide relevant updates of information or matters to the Executive, Board, and General Membership
- ensure Head Coaches and Assistants are fully knowledgeable of their requirements on behalf of CNHA, including all CNHA Policies and Procedures
- provide support and leadership to coaches to create a positive coaching experience
- provide information, feedback, expertise, and education to all coaching staff at regularly scheduled coaching meetings during the hockey season
- submit reports to the Board of any meetings and actions taken
- act as liaison between coaches and the Board of Directors

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- ensure all coaches are adequately qualified, or are registered in appropriate courses (technical, coaching, and safety) as outlined by MHAC and Hockey Alberta – as well ensure all coaches have completed respective security checks.
- evaluate and review coaches from time to time
- act as a member of the Coaches Selection Committee

**c. The two (2) Vice-President of Operations will also act as Division Coordinators for each; Midget AAA and Bantam AAA Sabres, respectively** (refer to organization chart page 8)

- Representative of all disciplinary hearings with internal committees/external agencies – Players, coaches, parents
- Facilitate the creation of the CNHA hockey program – Identity, skill development, character
- Day to day contact of any and all on ice activity
- Liaise with teams and CNHA Treasurer regarding Team budgets (direct line to Bantam AAA or Midget AAA); as required
- Financial overview/approval of all teams budgets (direct line to Bantam AAA or Midget AAA)
- Liaise with respective Division Coordinator regarding to maintain consistency and transparency between player, coach and parent

**d. The Treasurer**

The Treasurer shall:

- conduct all banking business
- issue all cheques, which are to be co-signed by authorized Executive Members
- ensure accurate accounts are kept of all receipts and disbursements
- prepare and present financial statements to the Board of Directors as required
- assist in the preparation of annual budget
- prepare annual financial statements to be presented to the membership at the AGM
- prepare and submit financial information for all gaming or audit purposes
- maintain the Association's financial records in readiness for inspection. The Executive Committee must do this within twenty-one (21) days of a warranted request.

**e. The Secretary**

The Secretary shall:

- record the minutes of all business conducted, as well as any relevant discussion, at all Executive, General, Annual, and/or Membership meetings, and distribute them in a timely fashion and according to the By-laws
- maintain and accurately file the original copies of all minutes, which are to be kept in the Secretary's possession
- maintain, keep and update the records of the Board of Directors
- reserve meeting rooms monthly for the Board of Directors meetings

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- provide meeting notifications to the Board of Directors indicating when and where meetings will be held
- maintain custody of the Association's seal

### **The Committee Coordinators**

The Committee Coordinators may include the following Coordinators:

Midget AA/Jr B Coordinator  
Minor Midget AAA Coordinator  
Bantam AA Coordinator  
Development Coordinator  
Banquet/Casino Coordinator  
Yearbook Coordinator  
Ice Coordinator  
Registrar  
Procurement Coordinator  
Policy Coordinator  
Communications Coordinator  
Mac's Midget Coordinator/Conditioning & Spring Camp Coordinator  
Fundraising Gala/Golf Coordinator  
Community Liaison Coordinator  
Appointed Positions:  
Bingo Coordinator  
AT Coordinator  
Sponsorship

#### **a. Conditioning & Spring Camp/Mac's Midget Coordinator**

Conditioning Camp/Mac's Midget Coordinator shall:

- coordinate and ensure each CNHA team fields 36 volunteers each, to help in the quadrant responsibilities of the annual Christmas-week Mac's tournament
- attend Mac's Tournament meetings as requested
- establish and secure camp dates and times, format and conductors
- liaise with the ice contractor (arena) and course conductors, on behalf of the CNHA
- advertise, register players, and collect fees for summer conditioning camps
- maintain a list of camp participants
- distribute all relevant camp information

#### **b. Registrar**

The Registrar shall:

- Ensure members (players) are compliant with Hockey Calgary residency requirements
- Ensure members (players and families) are in compliance with Respect In Sport (RIS) qualifications as per Hockey Calgary

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- coordinate and implement player and team registration of all players, coaches, managers, athletic therapists, and others required for each team in the CNHA
- coordinate and implement affiliation of players
- ensure all registrations are completed (accomplished electronically through the Hockey Canada Registry (HCR))
- ensure all registrations are filed with the Association for its records, as well as with the appropriate governing bodies (Hockey Calgary, Hockey Alberta, Hockey Canada)
- maintain and keep an accurate record of the General Membership
- along with Treasurer, maintain and keep an accurate record of the General Membership in order to send notices of required meetings and collection of monies by the Association

### **c. Director of Procurement**

The Director of Procurement shall:

- coordinate and ensure all equipment requirements for the season, as well as off-season, are met
- accept information and quotes from several vendors to ensure the best quality and price is attained for equipment and apparel, and that it arrives in a timely fashion
- maintain team apparel, its repair and inventory, throughout the entire season so as to ensure no disruption to teams
- prepare and present a procurement budget each year

### **d. Communications Coordinator**

Communications Coordinator shall:

- deliver clear and current information to all interested parties by newsletter, website updates, and/or press releases
- seek and deliver positive publicity
- supply player, or team results, where required
- provide CNHA photography, both requested and spontaneous, or candid
- acts as the media representative on any positive issues, recognitions, or results
- defer all other issues for comment to the media, to the President
- Responsible for overseeing Twitter, Facebook and Instagram Accounts
- Reset of team Twitter password accounts annually
- Provide Team Twitter contact with instructions on log in, password and Twitter protocol

### **e. Policy Coordinator**

The Policy Coordinator shall:

- review the mission, objectives, and goals of Association
- review, update, and submit as new material, matters relating to Policies and Procedures, ethics, code of conduct, and other compliance issues that may arise
- update the publication of Member's Handbook as needed
- assist with the establishment of short- and long-range goals of Association

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- develop position descriptions

### **f. Ice Coordinator**

The Ice Coordinator shall:

- assign and distribute ice allocations for all teams, for practices and exhibition games
- redistribute or return unused ice times

### **g. Yearbook Coordinator**

The Yearbook Coordinator shall:

- Coordinates Services of the Designer, Photographer and Printer for the present year
- Set expectation and key dates to Yearbook Leads at Card Signing and the first Managers/Treasurers Meeting
- Key contact with Designer: Submission of all teams artwork of ads, Player profile and team page to Designer and all sections of Yearbook in its entirety
- Key contact with photographer: Confirm dates of their services for Picture Day and Awards Banquet. Work with Yearbook Leads /Team Manager to identify players at Picture day and during Awards Banquet and submit to Photographer. Receive and distribution of pictures to Yearbook Leads
- Key contact with Printing Vendor: Coordinate proofing with Yearbook Leads. Receive delivery of final product and distribution to Yearbook Leads
- Maintains Master Excel spreadsheet and the collection of ad funds from Yearbook leads and submits to Board Treasurer
- Compiles all Player profiles and submission to Designer in correct format.
- Leads proofing stage with Yearbook Leads
- Report of nonpayment to Treasurer and Board Executives for further action

### **h. Banquet/Casino Coordinator**

The Banquet/Casino Coordinator shall:

- coordinate all aspects of the organization of the annual Banquet and Awards evening, scheduled the first Wednesday of May, each year
- arrange facilities and catering, invitations and guests, and all awards inscribed for presentation
- provide accurate financial records to the Treasurer upon completion
- collect and review potential scholarship applications
- submit scholarship recipient recommendations to the Board

### **i. Fundraising – Fall Gala/Spring Golf**

The Fundraising Coordinator shall:

- Coordinate the annual Fall Gala with team representatives and CNHA Board support

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- Arrange facilities and catering, liquor license, gambling license, music, advertising
  - Facilitate the Silent Auction per team
    - Intake of items, tracking of items and value, record keeping of final auction value towards team funds
  - Facilitate 50/50 with team volunteers
  - Track expenses
  - Decorations
  - Coordinate the evenings' volunteers by Board and team representation
  - Allocate role for Treasurer to support with financial services (ie: cash boxes, float, debit machines, cash bags, accountability for cash and record keeping)
- Coordinate the annual Spring Golf Tournament with CNHA Board Support
  - Secure venue and date
  - Create and facilitate registration form
  - Create sponsorship form
  - Facilitate creation of Golf tournament Committee; representatives from each team and board members
  - Secure a minimum of 20 items for silent auction
  - Reach out for support to Alumni and community vendors
- Execute the event, check-in, MC, overall coordination/liaise with golf course

### j. Community Liaison

The Community Liaison shall:

- Day-to-day, will be the main contact and liaison for our community partners and feeder community Minor Hockey Associations, speakers and other related contacts.
- Liaise with Development Coordinator and Fundraising Coordinators to promote events; such as guest speakers and fundraising opportunities
- Connect with non-profit organizations to promote volunteerism within our CNHA Teams ie Food Bank, Inn from the Cold and other local non-profit agencies

### k. The Division Coordinators

(Midget AA/Jr. B, Minor Midget AAA, Bantam AA, Development) 4 Positions

The four (4) Division Coordinators are in place for the following teams:

Midget AA/Junior B, Bantam AA, Minor Midget AAA, Development. The position descriptions of the Division Coordinators may redefine or updated at any time in order to best serve the requirements of the Board of Directors and membership of the CNHA. The Division Coordinators shall:

#### 1. Tryouts (Advance)

- prepare and submit a document summarizing the expectations for each level, which is available at tryouts and can be posted on the website



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- obtain registration information and tryout team assignments from the Vice President Operations; confirm jersey colours and numbers
- identify, and list, those players who are eligible for the draft in their division. Arrange and conduct the draft in accordance with CNHA Policies and Procedures, ensuring both the President and Vice President Operations are in attendance
- update information with late registrant information (including late registration at sign-in); notify the Registrar of the updated information for input to HCR and payment of fees
- prepare handouts with team rosters for each tryout; update for distribution and posting as necessary for each tryout game
- seek a team supervisor for each squad to visit dressing rooms and attend on the bench
- arrange for a score/timekeeper for each tryout game
- arrange for a runner/assistant to deliver messages between the registration desk, coaches, and/or dressing rooms
- consider special dressing room arrangements for any female players

### **2. Tryouts (Sign-In)**

- distribute assigned jerseys; players registered for tryouts who have outstanding fees should have jerseys withheld until payment is received
- inform players to keep tryout jerseys and bring them to each game; access a roll call to determine if players are missing so rosters can be updated
- deliver/retrieve warm-up pucks (provided by Procurement) to each tryout game
- pay officials after tryout games, if advised by the Treasurer to do so
- communicate special circumstances of any eligible player (eg., an injury or family emergency) to respective coaching staff via verbal or written documentation

### **3. Tryouts (Cuts, Intersquads, Drafts)**

- post lists of updated rosters after each cut
- obtain regular jerseys for intersquad games
- ensure on- and off-ice officials and athletic therapists are present for intersquad games
- provide handouts with updated intersquad team rosters
- attend all try-out player cuts, or arrange attendance with an Alternate from the Board

### **4. Tryouts (Affiliates and Rosters)**

- confirm affiliation deadlines (for affiliating community players and finalizing rosters) the Vice President Operations and inform Coaches and Team Managers of those deadlines
- submit affiliate with lists to the Vice President Operations at least one week prior to affiliation deadlines
- ensure affiliate lists or community forms are completed properly

### **5. During the Season**

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- attend the Division team's inaugural parent/player meetings
- provide support, rather than supervision, throughout the season to the Coaches, Team Managers and parents
- attend any other meetings as requested by the Coach, Team Manager or parents
- attend a 'life-balancing' number of league games and practices throughout the season, or arrange for an Alternate to attend in his/her place
- maintain open and direct communication with Coaches, Team Managers, and parents within the Division teams in order to provide direction and support during the season
- refer significant conflict within the Division, or quality of practice or play issues, to the Coaching Development Coordinator or Vice President Operations for follow-up
- ensure the distribution and coordination of all communications and information received from CNHA Board of Director Meetings, "AA" Council meetings or Calgary Minor Hockey Information Releases
- together with the Procurement Coordinator, ensure that each team receives all necessary equipment and forms for the team's operation during the season
- ensure adherence to all League and CNHA disciplinary policies including the Code of Conduct.
- monitor teams with respect to the CNHA's Fair Play Policy and the Mission Statement
- present a report of the team's activities to the monthly meeting of the Board of Directors, including highlights and any current or potential problem areas
- create and enhance a positive public perception of CNHA when carrying out the duties of the Division Coordinator

### I. Development Coordinator

The Development Coordinator shall

- Design, deliver and maintain a positive development standard for players and coaches
- Create hockey-based technical programming to current CNHA Players; on and off the ice
- Liaise with coaches and Skill Development Coordinator to assess needs of players on and off the ice
- Provide opportunities for coaches to take part in various development opportunities
- Liaise with Hockey Calgary and Hockey Canada to ensure up to date coaching requirements are met
- Issue instruction, give and circulate guidelines to build coaching operational standards at each division; such as but not limited to
  - Goalie Development
  - Power Skating

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- Specialty Clinics (for example: face-offs, developing defensemen)
- Seminars (Fitness, Nutrition)
- 1/2 Ice Hockey Player development
- Parent Clinics

### **m. Bingo Coordinator** (Board appointed position; non-voting)

The Bingo Coordinator shall:

- maintain responsibility for the management and administration of all Bingo and Casino events for the CNHA
- ensure there are adequate numbers of volunteers and staff for all events
- maintain records and gaming accounts information, and record and report same directly to the Treasurer
- remain current with respect to gaming requirements and ensure the CNHA adheres to same

### **n. Athletic Therapist Coordinator** (Board appointed position; non-voting)

The Athletic Therapist Coordinator shall:

- coordinate and ensure Athletic Therapists are available for each CNHA team and that policies trainers follow are up-to-date
- act as the first line of contact to address any concerns that arise with team trainers

### **o. Sponsorship Coordinator** (Board appointed position; non-voting) \*Optional\*

The Sponsorship Coordinator shall:

- promote sponsorship opportunities with local businesses
- coordinator is the chief organizer of sponsorship arrangements for all sections of CNHA
- responsible for major functions and events for CNHA
- reports regularly to the Committee
- be creative in looking at new ways to service and satisfy sponsors.
- convene a group to assist with key tasks and timelines
- review the current Sponsorship Package and be familiar with what the club promises to sponsors
- prepare a budget, monitor it carefully and report on it regularly
- seek to raise sponsorship funds for the club
- keep a proper record of sponsor details
- send out a letter / email to current sponsors regarding their commitment for the coming season
- seek new club sponsors and meet with potentials to outline what services they would value most
- organize that signage be produced and erected on signing

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- maintain a Memorandum of Understanding with each club sponsor
- make sure sponsor representatives are met when attending functions or match day
- liaise with the Gala/Golf Coordinators regarding sponsor invitations and special function calendars
- give a report at regular meetings and when required
- organize various functions and events for the club
- liaise with the committee to ensure social events support our sponsors and, where appropriate, raise money for the club
- liaise with competition coordinators to ensure that sponsors get recognition
- send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year

### s. **Past President** (non-voting)

Past President shall:

- act as a historical resource on past Policies and Procedures, and program implementation
- act as an advisor to all Directors on the Board
- serve on the Nominating Committee, and any other committees, as requested
- act as a member of the Executive Committee