



Salmon Arm Minor Hockey Association

ROLES AND RESPONSIBILITIES 2017/18

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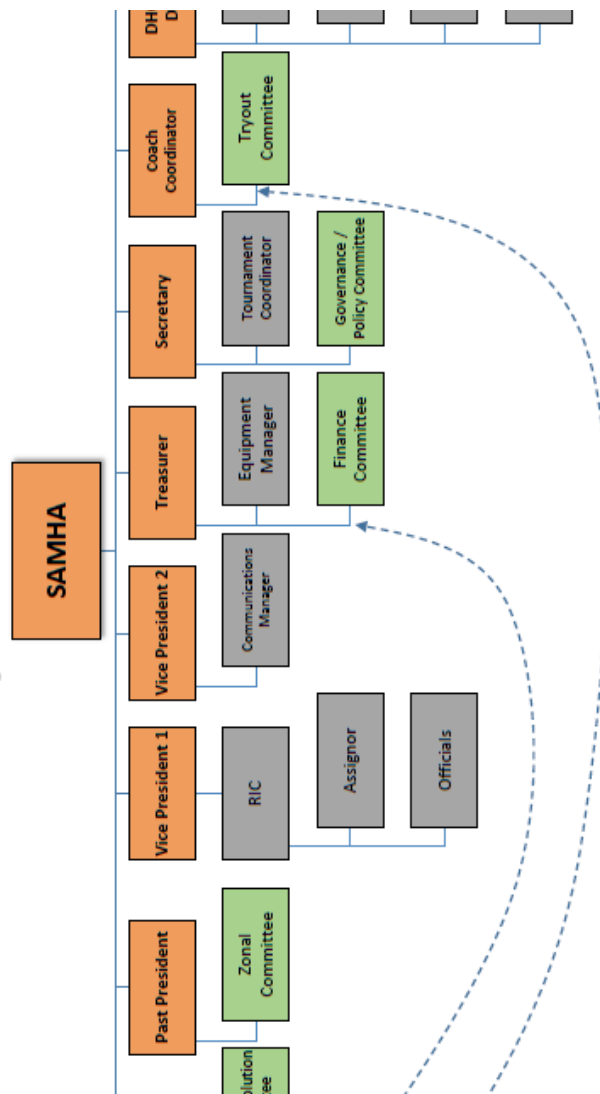
www.salmonarmminorhockey.com

Roles and Responsibilities by Position:

SAMHA Organizational Chart	2
<i>Staff</i>	
1. Administrator	3
2. Bookkeeper/Registrar	4
3. Coach Mentor	5
4. Referee Assignor	7
5. Officials Evaluator	7
6. Web Master	7
<i>Volunteer Board Member Positions</i>	
1. President and Past President	
2. Vice President #1	8
3. Vice President #2	8
4. Vice President #3	8
5. Treasurer	9
6. Secretary	9
7. Coach Coordinator	9
8. Female Hockey Director	10
9. Director of Hockey Operations – Junior and Senior	10
10. Risk Manager	11
<i>Non-voting Volunteer Positions</i>	
1. Equipment Manager	12
2. Division Director (Initiation, Novice, Atom, Pee Wee, Bantam, and Midget)	13
3. Referee in Chief	14



Organization Chart



Staff Positions

1. Salmon Arm Minor Hockey Administrator:

General Administration: The administrator is responsible for day to day handling of office routines and will liaise with the Registrar on all matters concerning registration, fees, rostering, etc. They will oversee the collection of coaching staff data, certification updating. They will make bank deposits for registration fees, tournament entry fees, and other monies if necessary and collect all mail at the SA post office. They will ensure the SAMHA policy book, tournament and manager’s manuals are updated annually. They will keep a record of clinic attendees and payments received. The administrator will maintain 24 hr service to minor hockey needs/emergencies and have a back-up person in place when necessary. The administrator is responsible for sanctioning of all SAMHA events. They will maintain relationships with BC Hockey and OMAHA and other hockey organizations...i.e. Salmon Arm Silverbacks Junior A team. They will receive and check monthly ice time invoices from various arenas/submit to bookkeeper.

Sponsorships/Fundraising: The administrator oversees all sponsorships: teams, signage, and tournament program. They will secure and renew sponsorships as needed, ensure SAMHA shows appreciation for support and publicize a thank you at the end of the season and update the minor hockey sponsor board.

They will maintain the Prestige Hotel relationship. They will stay up to date on all major fundraising events annually (hockey pools, sandbagging, security, etc.)

Tournaments: The Administrator will coordinate all SAMHA tournaments. They will liaise with BC Hockey and the tournament chairs from each division. They will accept payment, grant entry into tournaments, and share contact info with tournament chair.

Scheduling: The administrator must liaise with Shaw Centre, Sicamous, Enderby, Armstrong, and Chase arenas for rep and rec league, playoffs and practices. They will assist with dates and organization of clinics, development programs, coach's/manager's meetings or bookings, etc.

Meetings: The administrator will establish monthly board meeting agendas, prepare necessary materials and liaise with Askews for meeting space. The administrator is expected to attend all SAMHA, OMAHA, and BC Hockey meetings and all other meetings as requested by the board.

Media/Communications: The administrator will send news releases to the media and liaise with the Observer re: Minor Hockey week supplement. The Administrator will send any pertinent information to the SAMHA webmaster to post. They will communicate all relevant information to board of directors, division managers, or coaches as needed. They will liaise with Referee-in-Chief, Assignor, Evaluator and Payroll personnel on a regular basis and with the Shaw Centre on minor hockey activities and concerns. They are responsible for posting current events on the lighted minor hockey sign in Hucul pond foyer.

Special events: The Administrator will coordinate special events such as Awards Night, Lace 'em up program, First Shift, Coaches Appreciation night, Photographs. They will also chair the committee for SAMHA scholarship winners and liaise with SA Secondary, OMAHA, etc.

Maintenance: The Administrator will maintain electronic scoring tablets as needed.

2. Bookkeeper/Registrar:

Bookkeeping

General: The Bookkeeper will prepare and make all deposits on a timely basis. They will reconcile the final registration figures with funds deposited. The Bookkeeper will record and monitor all NSF cheques, Kidsport, and A4K funding. They will prepare and record all registration refunds and record Rep Fees (HCR & Sage Accounting Oct). They will manage/reconcile bank accounts with current financial institutions. The Bookkeeper will pay all bills within credit terms. Tax Receipts for participants are issued via HC (check info for accuracy). Along with the Secretary the Bookkeeper will prepare & file annual Society Report online (May). They will also prepare the annual GST filing. The Bookkeeper will report to the Treasurer monthly with Sage Accounting Back-up. They will prepare and distribute goalie incentives under direction of Administrator/Treasurer as per current board policies. Along with the Administrator the Bookkeeper will verify and coordinate the scholarship with SASS (March)

Payroll and WCB: The Bookkeeper will prepare monthly payroll and receiver general remittances. They will prepare and file T4s (Jan/Feb). They will reconcile WCB annually, complete the online submission, and pay online (Feb/Mar)

Invoicing: The Bookkeeper will prepare invoices to all parties owing funds to Association (Registration, Sponsorship...), and bill for annual corporate sponsors (Aug/Sept)

Team/division funds: At the request of the Division director the bookkeeper may use contra account funds to pay one tournament entry fee/team prior to teams being formed (funds must be repaid upon final team selection). The bookkeeper will maintain and payout Team/Rec Division Contra Accounts (Tournament funds/fees etc), they may provide Tournament Advances to teams/divisions (ref fees, float). With direction from the Hockey Pool Coordinator, the Treasurer will pay Hockey Pool Team Incentives (Jan).

SilverBacks: The Bookkeeper will prepare Silverbacks 50/50 Profit Share Spreadsheet (ongoing) and pay Booster Club (x2 yearly Dec & Feb/Mar). They will pay an honorarium to Silverbacks Coordinator (x2 yearly Dec & Feb/Mar).

Registration

With direction from the Treasurer the Registrar will update and activate online registration (May). They will accept, record, and organize the registration of all players. The registrar will maintain a list of registered players and their parent/guardians (HCR), they will send updated reports to Risk Manager to ensure players added to ePACT. With the Administrator the registrar will determine the number of players trying out for rep teams. They will send updated reports to DHO's & Directors (Aug/Sept). The Registrar will handle late registrations and withdrawals.

The Registrar will handle/monitor player release, move w/parent, Residential waiver etc. (Hockey Canada Registry). They will coordinate release of players with Division Manager and affected coaches of recreational division.

The Registrar will register players/teams and request cards from BCH (HCR), they will send Official Rosters to team managers. They will complete BCH data uploads in accordance with BCH policy and time table (HCR).

3. Coach Mentor:

Pre-Season: During the pre-season the Coach Mentor gets to know each of the new coaches and how best to support them. This includes orienting them to SAMHA policies and procedures.

Rep Hockey: with the Coach Coordinator, the Administrator of Hockey Operations and other Board members, the Coach Mentor will meet with coaches prior to tryouts to review the tryout process and provide all necessary information, support and resources. They will assist coaches with all aspects of rep tryouts including meetings with players, meetings with parents, handouts and attend tryout sessions to support and guide coaches. They may provide on and off ice support as necessary. They will attend and/or provide support in re-assignments. The Coach Mentor will provide consultation to the Board with regards to the Rep tryout process as requested.

Rec Hockey: with the Coach Coordinator, the Administrator of Hockey Operations and other Board members, the Coach Mentor will meet with rec coaches prior to team selection to review the team selections process and provide all necessary information, support and resources.

Initiation Program (IP): The Coach mentor will keep up to date with BC Hockey and Hockey Canada IP initiatives. They will prepare and instruct coaches on the principles of the IP program.

Clinics and Player Development: Arranging clinics and other player development opportunities is a collaborative process in which the Coach Mentor works closely with the Administrator of Hockey Operations, Shaw Center (Ice Scheduler) and available instructors. It is one of the more administrative parts of the job and requires a great deal of coordination with ice times, instructor availability and player availability. A Coach Mentor must have connections or the ability to seek out connections in order to secure qualified instructors. In consultation with the SAMHA Board, the Coach Mentor will assess and evaluate the need for skill development camps across all divisions and skill levels. They will organize clinics and development camps, including scheduling sessions based on available ice time. They will also arrange for instructors and volunteer helpers as needed and attend clinics to assess effectiveness and ensure they are running smoothly. The Coach Mentor will instruct clinics when appropriate.

Coach Development: Coach support and development is the foundation of the Coach Mentorship position. This work is highly relational and requires a person who is able to share their skills, knowledge, and expertise while also acting as a positive role model. The Coach Mentor must be able to take a genuine interest in the people they are mentoring, while also being able to provide guidance and constructive feedback. The Coach Mentor must also be able to balance the support needs of the coaches with the overarching goals and initiatives of the Association. They will meet 1:1 with coaches to provide any guidance, support and feedback required. These meetings will be scheduled and impromptu / formal and informal. Some coaches will require more support than others and this will determine the amount of time spent with each individual. The Coach Mentor should be available and responsive to coaches with phone calls, emails and texts – to listen, provide support, offer feedback and ideas and support them in their efforts. They will attend games and practices to observe and assess areas of strength and challenge. This creates opportunity for informal and formal support and feedback. The Coach Mentor may meet with the coaches as a group for educational whiteboard sessions, information sessions, and on ice instruction and provide on ice skill development and mentorship including the development of practice plans and assistance with running a practice. The Coach Mentor will provide assistance with how to effectively run a bench, including going on the bench with coaches when necessary. Off the ice they will provide skill development, including how to communicate with players, parents, referees, bench staff, opposing coaches, etc.

Communication: Strong verbal and written communication skills are essential for the Coach Mentor position. It is through clear and respectful communication that relationships are formed / sustained and mentorship can occur. The Coach Mentor must be comfortable with public speaking and have the ability to tactfully manage challenging questions in a group setting. The Coach Mentor will support coaches in running player meetings and managing player issues (including discipline issues). This can include attending group and individual meetings as a resource and support. They will support coaches in how to run parent meetings and manage parent issues. This can include attending group and individual meetings as a resource and support. The Coach Mentor will support coaches in managing conflict with or among players/parents/referees/etc. This may include providing resources and attending meetings with the coaches. They will also provide support in managing roles and relationships among coaches and other bench staff.

Dispute and Conflict Resolution: Hockey instills a great deal of passion in those who play, coach, support and follow the game. As a result, there are times disputes and conflicts arise. While it is not the primary duty of the Coach Mentor to manage dispute and conflict resolution, they are responsible to walk coaches through challenging situations. The Coach Mentor may also be called on by the Board to assist with disputes or conflict through consultation, facilitation of meetings, or as a resource. The Coach Mentor must be able to see issues from multiple perspectives and remain neutral to bring parties together to reach resolution or mutually agreed upon goals.

Consultation to the Board: The Coach Mentor is an employee of SAMHA and answers to Board of Directors. The Coach Mentor is available to provide consultation to the Board on any issues they deem appropriate. This includes consultation on coach development, player development or any other issue requested. They will attend monthly board meetings and provide updates. Ensure the board is aware of and sanctions any initiatives. Report on challenges and successes to ensure the Board is up to date and able to make informed decisions. The coach mentor will attend meetings as requested (OMAHA, BC Hockey, conflict resolution, discipline, education, information, etc.)

Liaison: The Coach Mentor position requires a great deal of collaboration and partnership in order to be effective. The Coach Mentor does not work in isolation, but seeks out the opinions and initiatives of others in order to best support coaches and meet the needs of the Association. Diplomacy is essential in managing the complex web of relationships and viewpoints. Liaison relationships include: The SAMHA Board (includes Coach Coordinator and Directors of Hockey Operations), Referee in Chief, Administrator of Hockey Operations, OMAHA, Other MHAs, Silverbacks Jr. Hockey Club, Instructors (power skating, skill development, goalie coaches, etc.), Parents, players, and community members.

Administrative: The Coach Mentor must have strong organizational and time management skills. Preparation and research is required as the Coach Mentor must act as a resource for others. Taking time to prepare for meetings and sessions is essential as much of the groundwork for meetings, forums, and instructional sessions occurs 'behind the scenes'. Administratively the roles and responsibilities of the Coach Mentor can vary year to year, depending on the Board and the Administrator of Hockey Operations. The Coach Mentor will work closely with the Administrator of Hockey Operations and the Coach Coordinator. There is some overlap among the Coach Mentor and these two positions; strong working relationships and open communication provides for more seamless operations among the three positions. They must be knowledgeable with regards to SAMHA Policies and Procedures. With the Coach Coordinator and other Board members, the Coach Mentor will roll out OMAHA, BC Hockey and/or Hockey Canada initiatives. They will work in partnership with OMAHA and BC Hockey representatives / officials and assist with acquiring and analyzing feedback through evaluations, town hall meetings or any other venue.

Post Season: While the Coach Mentor job slows significantly in the post season, they must be available for consultation, support and assistance as requested and necessary. They will attend the awards banquet and present awards as necessary and assist with the organization of the annual Coach dinner as necessary. The Coach Mentor must be available to the Board for consultation on issues as necessary. They will start arranging clinics and development camps for the coming season and prepare for pre-season coach meetings.

4. Referee Assignor:

As per Organization chart, the assignor liaises with Referee-In-Chief and Vice President 1, they will attend meetings at the request of the RIC or Vice President 1. They attend the annual certification clinic and communicate how the assigning process works.

The Assignor will receive a list of certified referees from the RIC at the beginning of the season. They will review the list with the RIC and update as they are made aware (by RIC or administrator) of any suspensions by the association or OMAHA.

The Assignor will assign referees to scheduled games and tournaments as required based on qualifications, availability, and experience. They will send monthly referee costs to the referee payroll person and send in monthly assigning fees for scheduled games and tournaments.

The assignor will connect with each tournament chairperson in advance of their tournament to provide the cost of officials. They will liaise with neighboring RICs to assign games in their area as needed and will oversee assigning requests for Siicamous MHA if requested by Sicamous.

The Assignor establishes communication with the RIC regarding evaluation feedback by the referee evaluator.

5. Officials Evaluator:

The role of the Officials Evaluator is to evaluate all officials with the aim of improving the quality of officiating and the development of consistency within the association.

The Officials Evaluator's responsibility is to evaluate each official at least once during the season and provide feedback to the official through the evaluation form and verbal discussions. Copies of all evaluations will be provided to the association for review. The evaluator will identify potential of officials for further advancement at higher levels of hockey.

The goal is to develop evaluation consistency in the assessment of officials and to develop consistent officiating techniques with reference to rule interpretation, enforcement, positioning, and signals. The Evaluator will attempt to obtain optimum performance by providing incentives to officials.

6. Web Master:

The Webmaster will update news content on the SAMHA website. They will update and create new content based on Board or Administrator approval. The Webmaster will update and create new events at the request of the Administrator. They will create and update links to other hockey related websites and sponsor ads.

The Webmaster will create email addresses for new board members and create user names and passwords for teams, managers, and division directors.

They will complete any other IT related activities at the request of the board or administrator as needed.

Volunteer Board Member Positions

1. President:

The President is responsible for the overall direction of SAMHA.

Meetings: The President will preside at meetings of the board, executive and special meetings of the association. They will attend or appoint designates to attend BC Hockey, OMAHA and other relevant meetings as necessary.

Organizational Chart: The President will establish an organizational chart then review and adjust as needed. They also oversee the governance committee. As per the organizational chart the President oversees all paid positions: Administrator, Registrar/Bookkeeper, and Coach Mentor. They also oversee any Special Events Committees.

Liaison: The president will liaise with the; Administrator to establish agendas for monthly meetings, Treasurer for the preparation of the annual budget and financial statements, and Coach Coordinator to establish coaching interview panel. They are part of the panel and vote only in the case of a tie. The President will maintain contact with OMAHA and BC Hockey contacts as needed. As needed the President will direct the Administrator on any matters pertinent to SAMHA.

Discipline: Where necessary the President will assign any discipline concerns to the Conflict Resolution Committee. They maintain the power to suspend any member of the association for failure to comply with SAMHA procedures pending review and recommendations of the Conduct Committee.

BC Hockey Programs: The President will oversee all facets all programs related to BC Hockey Major/Minor Midget and Bantam programs, and Zonal programs.

Administration: The President will uphold Hockey Canada, BC Hockey, and OMAHA rules and regulations. They will uphold SAMHA policies and procedures and advise the policy committee on any changes as needed. The President will maintain signing authority and become the Past President in an Advisory capacity at the end of their term.

Past President:

The Past President will attend Special events and conduct AGM elections annually.

2. Vice President #1:

The first Vice President will perform the duties of the President in their absence and perform other duties as designated by the President. They will attend SAMHA board meetings and serve as an alternate in attendance at various league, OMAHA, and BC Hockey meetings. The first Vice President will oversee the Referee in Chief, Assignor, and SAMHA officials. They will report to the President.

3. Vice President #2:

The second Vice President will perform the duties of the first Vice President in their absence and perform other duties as designated by the President. They will attend SAMHA board meetings and maintain signing authority for SAMHA cheques. The second Vice President oversees all facets of SAMHA communications:

i.e. SAMHA website, news releases, where necessary, to local media, local membership, OMAHA, and BC Hockey. They will report to the President.

4. Vice President #3:

The third Vice President will perform the duties of the second Vice President in their absence and perform other duties as designated by the President. They will attend SAMHA board meetings. The third Vice President will oversee the duties of the conflict resolution committee and appoint its members. They will report to the President.

5. Treasurer:

General/Reports: The Treasurer will oversee duties of bookkeeper and assign duties as necessary. They will oversee duties of data input and review internal statements. The treasurer will prepare and present a financial report for the Annual General Meeting and for each regular monthly board meeting. The Treasurer will provide financial information to membership upon request. They will review all team financial statements at season end. The Treasurer will report to the President.

Budget: The treasurer will prepare the annual SAMHA budget, make recommendations to the board, and provide input on financial matters associated with current budget.

Gaming: In consultation with the Bookkeeper the Treasurer will submit the annual Gaming Grant application and Summary report to the BC Gaming commission. They will provide financial information to the BC Gaming Commission as requires and apply for the Annual gaming license for 50-50 at SilverBacks games. At the conclusion of the season they will submit a summary report to BC Gaming.

6. Secretary:

The Secretary will attend monthly meetings and record minutes of the meeting. These are distributed to the President and other designated members for review before they are presented at next monthly meeting for approval. The approved minutes are then put on SAMHA website. The Secretary will maintain and distribute all correspondence as necessary. They will fill the role of Tournament liaison with Administrator and tournament chairs. The Secretary will ensure executive has appropriate application and gaming requirements are met. As well as ensuring annual AGM requirements are met. They will post the date, agenda and location of meeting. After the AGM the Secretary will liaise with administrator to publish the new Board of Directors. Along with the Bookkeeper the Secretary will prepare the Society report online. The Secretary will report to the President.

7. Coach Coordinator:

General: The Coach Coordinator is responsible to the President, Vice Presidents, and Administrator. They work closely with the Coach Mentor, Risk Manager and other Board members. They assist in the overall operation of SAMHA by overseeing coach selection, rep tryouts and team selection. The Coach Coordinator also plays an important role in communicating and informing coaching staff on clinics that will help develop their roles and to keep their credentials current.

The Coach coordinator must have a minimum of 2 years within SAMHA and be prepared to commit 10 hours per week during the season and 2 hours per week during the off-season. They will also attend monthly SAMHA board meetings. These hours may increase at certain times during the year.

The coach coordinator must demonstrate professional actions and mannerism, self-motivation, strong inter-personal skills, problem solving skills, and a full understanding of all responsibilities.

Coach Selection: The Coach Coordinator will create and issue rep coach applications, and organize and plan rep coach interviews. They will select rep coaches with the selection committee. The Coach Coordinator will create and issue Volunteer Rec Official applications and work closely with the Director of Hockey Operations (Jr or Sr as required) and Division Managers to appoint coaches at Rec level.

Rep Tryouts: The Coach Coordinator will chair the tryout committee and oversee the tryout and re-assignment process. They will hire independent evaluators for top 25 selection and gather and input the data for the top 25 (includes inputting results on website). The Coach Coordinator will oversee the transition to the next tier tryouts and provide parent feedback from evaluation notes as needed.

Team Selection (Rec): The Coach Coordinator will assist with player movement to higher levels. They will oversee team evaluations and team selection in all divisions and work closely with the Directors of Hockey Operations (Jr & Sr), Division Managers and coaches to ensure equal teams.

Coach Development: The Coach Coordinator will stay current with coaching clinics and programs offered by BC Hockey and relay coach clinic information to coaching staff. They will work closely with the Coach Mentor to provide coach development clinics and sessions and feedback for coaches. The Coach Coordinator will work closely with Administrator and Coach Mentor to provide coach appreciation gifts and meals.

Communication: The Coach Coordinator will host Rep Coach and Rec coach start-up meetings. They will host division parent meetings at start of year* and town hall meetings (Initiation – Atom Rec). The Coach Coordinator will host parent and player meetings as needed. They will relay information from Board level, such as, hazing and bullying. The Coach Coordinator will issue a mid-season parent questionnaire (Nov) and an end-of-year parent and player questionnaire (Feb & Mar). The Coach Coordinator will keep the Coaching page on the SAMHA website updated.

Meetings: The Coach Coordinator will attend monthly SAMHA board meetings, the SAMHA AGM, the OMAHA AGM, and the BC Hockey AGM.

8. Female Hockey Director:

The Female Hockey Director will oversee all facets of female hockey and attend monthly board meetings to report. They will ensure all coaches of female teams are aware of certification needs/requirements. The Director will communicate information to coached regarding female development opportunities and advocate for female hockey. They will review female registration numbers and advise board on team formation options (board/exec to ultimately decide) and will work directly with the coach coordinator to establish female teams for the coming year and provide input to recommend coaches. The Director will promote the female game in the community and establish programs as needed (Esso fun days, and promotional programs to encourage female participation). They will liaise with all female teams in the association and communicate with the OMAHA female director. The Director will ensure that the needs of all females in all programs are being met. The Director will attend OMAHA and BC Hockey meetings where necessary and prepare a report for the SAMHA AGM.

9. Director of Hockey Operations – Junior and Senior:

Junior Director: Initiation, Novice, Atom, and Pee Wee Divisions

Senior Director: Bantam, Midget, and Juvenile Divisions

Pre-Season/Evaluations: The Directors will assist with coach recruitment and selection. They will assist with formation of teams and number of coaches required after liaising with registrar/administrator for division registration numbers. During evaluations the Directors may assist on ice with sessions. They will supply evaluation forms for coach and assist in the evaluation process. Once evaluations have been completed they will assist rep coaches with reassignments and rec coaches with team selections. The Directors will liaise with the Risk Manager during evaluations. They will assist the Coach Coordinator with player movement requests.

General: The Directors will assist with team parent meetings as requested. They will liaise with Division Managers throughout the season and assist with conflict resolution where needed. The Directors will ensure that ice staff have the appropriate and current qualifications. They will assist division manager with new player assessment and assignment. The Junior and Senior Director of Hockey Operations will attend monthly SAMHA board meetings.

10. Risk Manager:

The Risk Manager is responsible for mandating all Risk management programs in the Association. They will have knowledge of the Risk Management guidelines and the Shaw Centre's Emergency Plan (see arena manager).

Pre-season: Contact Elora Chow of ePACT well before season starts and review process of submitting information to ePACT. Liaise with Division directors to ensure that all parents have completed ePact information before their child goes on the ice. The Risk Manager will liaise with Administrator and ensure all potential volunteers interested in coaching complete the on-line application form. These are distributed to the Coach Coordinator and Administrator. The Risk Manager will ensure all safety kits are replenished at start of season and returned at the end of the season and order supplies as needed.

Bench Staff: The Risk Manager will ensure that all team staff have up to date Criminal Record checks on file (results valid for three years). They will liaise with the Administrator on current certification requirements for HCSP. All basic requirements of Hockey Canada Safety Person can be completed online through BC Hockey: HCSP course, Respect in Sport (Leadership version), Concussion Awareness Training Tool (CATT), and Criminal Record Check (CRC).

Communication with teams: The Risk Manager will host a risk management meeting with all HCSP personnel at the beginning of the season, they will share the Shaw Centre Emergency Plan with all teams and ensure that teams have access to Injury Reports and return to play policy. The Risk Manager will distribute all pertinent BC Hockey bulletins to teams. They will perform regular drop-ins on practices and games and observe and evaluate safety Issues. i.e. cell phone use.

Meetings: The Risk Manager will attend board meetings to consult and advise of any risk management issues.

Facilities: The Risk Manager will complete regular safety checks on all facilities used by SAMHA and communicate any rink issues to arena staff. Contact Arena Mgr. before doing check

Note: For more comprehensive duties of Risk Manager, see administrator.

Non-voting Volunteer Positions

1. Equipment Manager:

Pre-Season

In discussion with administrator the Equipment Manager will estimate the number of teams in each division, rec and rep. (see previous year's list). They will complete an inventory of jerseys and socks for each team/match jersey sponsors with each team and order/replace sponsor bars where necessary. (Brushstrokes). Check with administrator.

Socks: Socks are to be ordered through the local sports shop. See notes on Tim Horton jerseys/socks and AtoMc jerseys/socks (see notes), all other socks for rec and rep peewee division and up are to be ordered as needed.

Team equipment: order pucks (Big Al's) and cones as needed. Suggest at least 12 cases to start year off. Ensure there are enough puck bags, pucks and cones for each team. Suggest to have at least 50 pucks per bag and 10-12 cones. The Manager will place jerseys, socks, and puck bags in each division locker and issue jersey bags as required. The lockers are left unlocked at the start of the season, each head coach will be issued locker keys. The manager will issue goaltending equipment as needed to Novice and Atom coaches and order goalie sticks as needed.

Tryout Jerseys: The Equipment Manager will establish the number of jerseys needed for rep tryouts. Then record each number and assigned tryout jerseys to rep head coaches (size according to division/4 colors). The Manager will appoint a designate of rep tryouts to hand out jerseys and record jersey numbers. All must be returned to equipment manager after tryouts are over (see notes).

Tournament supplies: The Manager will check the tournament bin for supplies and order where necessary (to be discussed with tournament designate?)

Safety Bags: Bags are to be checked by Risk Manager and issued to each team's Safety Person.

During season

Jerseys: The Equipment Manager will ensure that all tryout jerseys are returned. They will ensure that all teams, rec and rep, have correct sponsor bars (replacing as necessary). Teams will order their own practice jerseys as needed (does not include Initiation, Novice or Atom Rec). Equipment Manager will attempt to supply old jerseys if requested.

General: The Equipment Manager will order pucks as needed. They will ensure that the equipment room is organized and orderly throughout the year. If necessary the manager may inquire on student helpers to assist with duties (see administrator). Communication with head coaches is vital, the Manager should be flexible and assist where possible.

End of season

The Equipment Manager will ensure all jerseys are washed by team rep and are returned in numerical order on hangers and in jersey bags. Teams to leave in respective lockers or on jersey rack in hallway. They will also ensure all SAMHA goaltending equipment, puck bags, cones, and safety bags are returned to respective lockers. The Manager will check the condition of all jerseys returned and ensure they are okay to use for the coming year. They will issue socks as necessary (see sock notes). The Risk Manager will ensure that all safety bags are returned and replenish the supplies as needed for the coming year. The Manager may designate an assistant for succession purposes if necessary.

Sock and Jersey notes:

- Rec socks (knitted) are supplied by SAMHA.
- Rep socks are ordered by team. Rep team pays difference between knitted and synthetic. Minor hockey pays and then invoices team after.
- Tim Horton jerseys: ordered annually through head office. Order medals too. Free.
Can see Kelly Moores as he often donates toques for tournament and other stuff???
- McDonalds jerseys: two sets per team including socks are ordered through head office. Free.
SAMHA pays for logo and printing services. Each player keeps one jersey but not one with sponsor bar.
- Rep tryout jerseys...possible solution to getting them all back...Shawn mentioned he meets with all players before final 25 is announced. Each player brings jersey to meeting. He collects all and then takes home to wash them and then begins final reassignment with 25. He collects all when this process is done.

2. Division Director:

There will be one division director for each division of SAMHA. The Division Director should not have a child playing in the division that they are overseeing.

Pre-Season: The Division Director will have access to a list of all players registered in their division once they access Ramp (See [Webmaster](#) for assistance). They will manage the parent email list until teams are created and should send out a welcome email to families. The Director will collaborate with DHOs and the coach coordinator to decide how many teams will be formed (based on number of players and coaches) and choose rec coaches. They should review the evaluation and team selection process with the DHO. The Director will keep track of all player placement requests. Once the Director has an idea of how many teams will be formed they should try to secure a spot in one tournament for each of the teams, this can be done with consultation with the Administrator or coaches as to location. SAMHA will use funds from the division contra account to cover the entry fee. The funds must be repaid by the team ASAP.

Evaluations: Once the evaluation times have been set the Director must group the players (as per coaches or DHOs instructions) and communicate evaluation times and expectations to families. Prior to evaluation times the Director will contact the Equipment Manager to confirm the number of evaluation jerseys needed. They must be at the evaluation times to hand out jerseys and record the numbers. Using the lists provided by the Risk Manager the Director will confirm that all ePact info has been completed prior to any player going on the ice. As the evaluation process continues Directors may be asked to collect jerseys and reassign, the Director will record any jersey numbers assigned to ensure that all jerseys are returned. After the final evaluation time the Director will collect all evaluation jerseys and return to the Equipment Manager.

Team start up: Division Directors will confirm division ice times and make the initial practice schedule for rec teams (with input from coaches). They will make sure that all teams have a manager and safety person in place and provide assistance as needed (share Manager's handbook). Directors should familiarize themselves with the clock and scorekeeping tablet and offer to teach team managers how to do both jobs. They will provide the Super League scheduler with contact info for all coaches and managers. They will handout red and yellow cards with guidelines for use to each team manager. The Director will hand out hockey pool packages and team photo packages when they come out. They will double-check HCRs for accuracy and ensure rosters are sent in to registrar. The Director will pass on any coach deficiencies to team managers.

Communication: Division Directors will forward any pertinent information from SAMHA, OMAHA, or BC Hockey to parents, coaches, or managers as needed. Each Director should attend the parent meeting at the start of the season and introduce themselves. Throughout the season the Director will pass on any

details about extra clinics or ice times. They will inform parents of any meetings communicate with coaches/teams/players at the request of the board. Directors should review parent expectations re: team fees, scorekeeping, and home tournament volunteering.

Home tournament: The Division Director should review the Home tournament structure before the season (specifically length of games vs. entry fee for younger divisions). The Director will contact parents well ahead of the tournament date and find a tournament director or organizing committee (refer to tournament handbook).

Scheduling: The Director will arrange any exhibition games if necessary, striving to schedule games in a fair and equitable way. The Director will create an ongoing practice schedule including all clinics and extra ice times.

End of Season: The Director will collect the list of year-end award winners from each team and pass on to the Administrator. They will ensure that all jerseys are washed and returned and all equipment is returned to the lockers. The Director will remind managers and the tournament chairperson that financial reports are due and remind parents to complete year-end surveys.

The Division Directors will attend board meetings and the SAMHA AGM.

3. Referee in Chief:

Certification: The RIC will arrange with BC Hockey to set up referee certification clinic. After confirmation, press release should go to local media announcing the clinic information. Post on SAMHA website as well. Organize food and refreshments based on registrations. Also, RIC will book ice for an on-ice clinic. Arrange senior officials to assist in the on-ice session. This will be mandatory for all first year officials and level 1 officials.

Mentorship: Organize sessions with senior officials during the season. This will include shadowing on ice officials during tryouts or exhibition games. See BC Hockey referee mentorship program. Contact Larry Krause.

Evaluations: Meet with local evaluator to set up schedule and expectations. Review program with all officials. Contact potential prospects for BC Hockey High Performance events.

Communication: Keep the board informed of Referee Program. Attend meetings where necessary. Discuss and confirm rates for upcoming year. Board will need to approve any changes. Vice President #1 is the liaison for referee related matters. Set up general meetings with officials on a monthly basis as needed. Discuss topics as needed. Notify officials of meetings, picture dates, scholarships and other available opportunities. Review assigning format. Publish list of available officials and qualifications and discuss with assignor recommended levels to officiate. This will change as the year progress. Evaluations will be a key factor in upgrading assignments.

Payroll: Discuss with payroll person and administrator process of payroll. Review travel rates to neighbouring associations. Update on Officiating tab on SAMHA website.

Website: Keep pertinent information updated on SAMHA website. i.e. Minimum suspension guidelines for each year. Review with officials.

Suspensions/Incident Reports/Concerns: Handle as needed. Keep an open line of communication with officials, board liaison person and area RCM regarding any matters deemed necessary.

BC Hockey Referee School: Nominate to OMAHA officials to attend Referee School in Osoyoos. Also there are at least one to two officials who are supported by SAMHA to attend this school. One is from the Lloyd Johnston Memorial Referee funding program.