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## **Athabasca & District Minor Hockey Association**

<b>APPROVED:</b>	November 2012
<b>POLICY:</b>	ATHABASCA HOCKEY PARENT ASSOCIATION GUIDELINES
<b>PURPOSE:</b>	To provide guidance and structure to the ADMHAHPA for supporting key fundraisers, member initiatives, committees and have an overall positive impact on the association.
<b>RESPONSIBLE:</b>	ADMHA EXECUTIVE / MEMBERSHIP / ADMHA HOCKEY PARENTS

All positions on the AHPA are fulfillment of the ADMHA Fundraising requirements. The ADMHA Executive positions do not fulfill this commitment.

All hockey parents are required to fill two volunteer shifts per family or accept an organizing position. Of these two shifts one must be on Hawkey Night and one other volunteer shift.

### **1. AHPA Organizational Structure**

There are four (core) AHPA voting positions. The Chairperson and Treasurer are voted in at the ADMHA AGM. The Secretary and Volunteer Organizer are selected by the current Chairperson and Treasurer from the general membership. Typical volunteer time will be from 50-60 hours.

1. Chairperson
2. Treasurer
3. Secretary
4. Volunteer Organizer

There are **seven volunteer voting positions** required. All these positions are posted and volunteers are selected by the core AHPA. Typical volunteer time will be from 15-20 hours.

1. 50/50 Organizer
2. Two Skate-a-Thon Organizers
3. Awards Night and Memorabilia Organizer
4. Hawkey Night Organizer and an assigned group of 7 to support
5. Hockey pool Organizer
6. Casino Organizer

## 2. **AHPA Core Duties / Responsibilities;**

### 2.1. Chairperson

- Chairs all AHPA meetings – keep group focused and on track.
- Involved in a limited capacity with all groups
- Government forms require formal signatures from the Chairperson
- Supports all other committee members.
- Participates in the executive meetings
- Participates in all AHPA meetings
- Supports the ATM
- Signing authority
- Develop, add to, or edit a manual for the next person to take the position.

### 2.2. Treasurer

- AHPA books
- Pay bills
- Participates in the executive meetings
- Signing authority
- Participates in all AHPA meetings
- Support the ATM
- Signing authority
- Develop, add to, or edit a manual for the next person to take the position

### 2.3. Secretary

- Agendas and meeting minutes
- Participates in all AHPA meetings
- Organizes hockey pictures.
- Participates in all AHPA meetings
- Supports the ATM
- Signing authority
- Develop, add to, or edit a manual for the next person to take the position

### 2.4. Volunteer Organizer

- Track volunteer hours required versus what is available to ensure everyone does similar
- Volunteer hours
- Assign volunteers to tasks. (Bingo and Pictures are the same volunteers)
- Participates in all AHPA meeting
- Supports the ATM
- Signing authority
- Develop, add to, or edit a manual for the next person to take the position

### 3. **AHPA Volunteer Duties / Responsibilities;**

#### 3.1. 50/50 Organizer

- Leads the 50/50 team
- Will work some of the 50/50 to support their team
- Participates in the AHPA meetings as requested
- Completes AGLC forms
- Ticket tracking and recording
- Collect funds and ensures the treasure receives them
- Develop, add to, or edit a manual for the next person to take the position

#### 3.2. Skate-a-Thon Organizer(s)

- Provide forms so each family can raise \$100 in pledges
- Support participants
- Choose an appropriate date and time early in hockey season
- Communicate status and needs to core AHPA and coaches
- Participates in the AHPA meetings as requested
- Collect funds and ensures the treasure receives them
- Develop, add to, or edit a manual for the next person to take the position

#### 3.3. Awards Night & Memorabilia Organize

- Book venue
- Responsible to provide a program
- Arrange for MC
- Arrange all awards / gifts
- Setup
- Develop, add to, or edit a manual for the next person to take the position

#### 3.4. Hawkey Night Organizer and group of 7 to support

- Leads the Hawkey night group
- Will need to have meetings for just this group... these meeting minutes should be shared with the main committee
- Organize the hockey night into manageable portions
  - Food - Order, pickup, prepare, serve, clean, return
  - Liquor - Order, pickup, prepare, serve, clean, return
  - Decorations / Tables - Order, pickup, place, clean, return
  - Entertainment / TV's? / Band / Satellite - Order, pickup, place, return
  - Door / Security / Evening Volunteer support - Go to person for Hawkey evening to ensure that support volunteers have direction as required.
  - Silent auction - Solicit, pickup, prepare, sell, clean, acknowledge support.
  - Raffles / Games - pickup, prepare, serve, sell, return
- Participates in the AHPA meetings as requested
- Develop, add to, or edit a manual for the next person to take the position

### 3.5 Hockey pool organizer

- Complete license requirements
- Create pool and distribute early in September to Directors. Each pool needs to be numbered and tracked for ownership.
- Track returned pools and ensure receipts match director's documentation.
- Forward funds to treasurer
- Assigned volunteers will enter pools into online tracking.
- Publish results monthly
- Publish final results – inform treasurer of the winner and the cheques required.
- Distribute the cheques and thank you letters.
- Participates in the AHPA meetings as requested.
- Develop, add to, or edit a manual for the next person to take the position

### 3.6 Casino Organizer

- Complete license requirements
- Will work the casino if required because of emergency
- 13 other volunteers will work the casino.
- Must have worked a casino in the past to volunteer as the organizer.
- Participates in the AHPA meetings as requested.
- Develop, add to, or edit a manual for the next person to take the position