

# Beaumont Amateur Hockey Association

## ELECTED POSITIONS WHO HAVE VOTING RIGHTS AT BOARD MEETINGS

### PRESIDENT

The President, in conjunction with the Board and Executive will oversee the operation of the Beaumont Amateur Hockey Association. The President is responsible to the membership at large. The President within the jurisdiction of the Association shall have the powers to:

- a) Be the signing authority of the Association and sole authority to the use of the Society's Seal.
- b) Sign as a signing officer of the Association.
- c) Call and preside at all meetings, as chairperson and operate said meetings under "Robert's Rules of Order".
- d) Exercise the powers of the Executive in case of emergency.
- e) Suspend teams, players, coaches, and managers; subject to the Canadian Hockey Association Rules and Regulations.
- f) Vote on all issues and matters.
- g) Attend all League Executive meetings with the ability to delegate to Level Directors to attend tiering meetings.
- h) Serve on the following committees:
  - Chair of the Executive Committee.
  - Official voting member of the Finance Committee.
- i) Appoint the Nominations Committee in February to prepare a slate of candidates for the AGM for upcoming vacancies on the Board of Directors.
- j) Establish and maintain the integrity of the Beaumont Amateur Hockey Association through all correspondence with outside agencies.
- k) Suspend officials, director(s) or any member in good standing subject to ratification at a special board meeting, to be held within 48 hours of the notice of suspension.
- l) Direct the collection of all monies owed to the association.
- m) Upon approval of the Board of Directors, the President may appoint an assistant and may delegate authority to him/her.
- n) Oversees the Executive Administrator Role.

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## **IMMEDIATE PAST PRESIDENT**

The immediate Past-President of the Beaumont Amateur Hockey Association shall be entitled to sit at all Board of Directors meetings and serve as a member on the Executive Committee and the Finance Committee up to a maximum period of one year.

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## VICE-PRESIDENT OF ON ICE HOCKEY OPERATIONS

In the absence of the President, or in the event of his/her inability to act, the Vice-President of On Ice Hockey Operations shall hold and exercise all the powers of the President. He/she shall have the powers to:

- a) Preside over and have control of the operation of the Beaumont Amateur Hockey Association with respect to the running and control of the teams, coaches, managers, players, and officials, reporting directly to the President.
- b) Be one of the signing officers of the Association.
- c) Delegate authority to a Director.
- d) Enforce the By-laws, Rules and Regulations and Operating Practices established by the Association.
- e) Approve or delegate approval for scheduled, exhibition, tournament and provincial games either at home or away.
- f) Obtain for the Association the necessary requirements to operate (ice time, officials, etc.)
- g) Call meetings and submit minutes to the Board for adoption.
- h) Work with level directors to determine which leagues and tiers to participate in.
- i) Work with the appropriate level director and make recommendations regarding the coaching staff for all BAHA teams to the Executive Committee.
- j) Ensure that all personnel who are engaged in leadership roles with our athletes are not only trained and qualified according to the Rules and Regulations of BAHA, but have satisfied the Board that they present no risk whatsoever to the safety and well being of the participants, members, and volunteers that we represent.
- k) Every year, in conjunction with the Secretary, oversee the collection of Criminal Record Checks (CRC's) as required.
- l) Attend all League Executive meetings with the ability to delegate to Level Directors to attend tiering meetings.
- m) Serve as a member on the Executive Committee and the Finance Committee.
- n) Upon approval of the Board of Directors, may appoint an assistant VP of On Ice Hockey Operations and may delegate authority to him/her.
- o) Oversees the Executive Administrator Role.

# Beaumont Amateur Hockey Association

## VICE PRESIDENT OF OFF ICE OPERATIONS

In the absence of the President and Vice-President of On Ice Hockey Operations or in their inability to act, the Vice-President Of Off Ice Operations shall have the powers of the President. He/she shall have the powers to:

- a) Preside over and have control of the administration and business activities of the Beaumont Amateur Hockey Association, overseeing registrations, volunteers, fundraising, and tournaments reporting directly to the President.
- b) Sign as a signing officer of the Association.
- c) Ensure that all players have registered according to the guidelines set out by Hockey Alberta and Hockey Canada and have paid their annual fees plus volunteer commitments.
- d) Chair the Finance Committee, and serve as a member on the Executive Committee.
- e) Administer the rental and/or purchase of all facilities and required office equipment to operate each particular year.
- f) Administer the rental of facilities on behalf of BAHA, including but not limited to Black Gold Regional Schools Facilities for the purpose of dryland.
- g) Provide Hockey Alberta Insurance, BAHA Insurance and non-profit status when required.
- h) Organize and delegate authority to a Committee Chairperson for all special events.
- i) Organize, delegate and be accountable for all Team Managers in BAHA:
  - Host a Manager meeting after BAHA teams are formed for the season.
  - Collect team account budgets for each hockey team that plays under BAHA.
- j) Call meetings and submit minutes to the Board for adoption.
- k) Act as a liaison between the Town and BAHA to facilitate the selection of the G.J. Magnan and the Liz and Jon Thompson Scholarship winners.
- l) Act as a liaison between the Philip Oh Memorial Foundation and BAHA to facilitate the selection of the Philip Oh Memorial Scholarship winners.
- m) Ensure the appropriate insurance coverage(s) is obtained for the association.

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- n) Review fundraising activities of any BAHA team, as well as scrutinize the final disbursement of funds upon the request of any team member who would like funds reviewed.
- o) Oversees the Executive Administrator Role.
- p) Upon approval of the Board of Directors, the VP of Off Ice Operations may appoint an assistant VP of Off Ice Operations and may delegate authority to him/her.

# Beaumont Amateur Hockey Association

## TREASURER

The Treasurer shall report directly to the President and keep a record of all monies received and disbursed, and shall deposit all monies in the bank, making all disbursements by cheque. The Treasurer shall:

- a) Present a monthly, balanced financial statement at regularly scheduled meetings.
- b) Present at each Annual Meeting a report of the year's operation and a duly audited financial statement. This statement must be completed at any Annual Meeting, regardless of the number held in any season.
- c) Serve as a member on the Executive Committee and the Finance Committee.
- d) Sign as a Signing Officer of the Association.
- e) Ensure that the financial records of the Association are reviewed by a CPA Accountant.
- f) Inform the Board of any measures that the Association has in its practices that are not cost-effective, be it operations or administration.
- g) Ensure that all Gaming Commission Financial Reports, Alberta Societies Act renewal, audits, statements and any other relevant materials are kept up to date and/or applications are filed where necessary.
- h) Attend, or delegate an individual to attend, the Alberta Gaming and Liquor Commission's (AGLC's) GAIN Program (Gaming Information for Charitable Groups) to ensure full understanding of license usage and compliance of financial reporting.
- i) Notify the Alberta Gaming and Liquor Commission of any changes to Board Members as per APPENDIX E.
- j) Notify Canada Revenue Agency of any changes to the Board Members.
- k) Upon approval of the Board of Directors, the Treasurer may appoint an assistant Treasurer and may delegate authority to him/her.

# Beaumont Amateur Hockey Association

## SECRETARY

The Secretary shall report directly to the President and perform all general secretarial duties, attend all meetings designated by the President and relieve the Board of all routine details whenever possible. The Secretary shall:

- a) Have charge of the Seal of the Association.
- b) Report to the Board on such matters that they so direct and on other matters that he/she feels may be of importance.
- c) Ensure notice of the Annual Meeting at least twenty-one (21) days before the meeting.
- d) Notify the Board and other hockey personnel deemed necessary, of the time, location and date of any meetings or functions.
- e) Record all minutes of meetings and ensure that all members of said meeting receive a copy of the minutes on a timely basis. The signature of the Secretary and the President shall authenticate the minutes.
- f) Keep a record of all the Board members of the Association and their addresses and send all notices of the various meetings as required.
- g) Serve as a member of the Executive Committee and the Finance Committee.
- h) Shall be responsible for collecting and tracking all Criminal Background Checks for carded team officials.
- i) Upon approval of the Board of Directors, the Secretary may appoint an assistant Secretary and may delegate authority to him/her.
- j) Completion of bi-monthly newsletter.

In case of the absence of the Secretary his/her duties shall be discharged by such officer as may be appointed by the Board.

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## IP/NOVICE/ATOM/PEE WEE/BANTAM/MIDGET LEVEL DIRECTORS

The Director(s) of Initiation, Novice, Atom, Pee Wee, Bantam, and Midget shall report to the Vice-President of On Ice Hockey Operations and shall:

- a) Be responsible for the operations of all teams within their respective level assignment/division.
- b) Inform the Equipment Director regarding equipment requirements to operate the division.
- c) Ensure the required ice time to operate successful teams within their division.
- a) Call group and/or parent meetings and submit minutes to the Board for review and adoption.
- b) Have the authority (through the Vice-President of On Ice Hockey Operations) to enforce the Rules and Regulations of the Beaumont Amateur Hockey Association.
- c) Consult the Vice-President of On Ice Hockey Operations to determine potential disciplinary actions for infractions or inappropriate conduct of any coach, manager, team official, participant, or member of the Association.
  - Be responsible to ensure that all disciplinary decisions of the league are enforced and complied with, informing the appropriate coach involved and the Vice President of On Ice Operations.
- d) Work with the Vice-President of On Ice Hockey Operations to determine which leagues and tiers their respective teams will participate in.
- e) Work with the Vice-President of On Ice Hockey Operations to make recommendations regarding the coaching staff for their respective teams to the Executive Committee.
- f) Recruit coach candidates for all teams within the division and:
  - Convene a head coach meeting at beginning of the season to ensure coaches understand the philosophy and vision of BAHA.
  - Ensure that all coaching staff receive manuals, Rules and Regulations and any other relevant material deemed necessary by the Board.
  - Be responsible to ensure that all Coaches, Assistant Coaches and Trainers within the division obtain proper certification.
  - Request all head coaches and or managers submit a monthly report updating their team highlights to compile for review at the board meeting.



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- g) Oversee and coordinate the player affiliation process applicable to the division teams.
- h) Ensure that the affiliation procedure is communicated to coaches in their respective division and that the rules regarding player affiliation are followed.
- i) Ensure the player evaluation process as set out by the Beaumont Amateur Hockey Association is followed in conjunction with the VP of On Ice Hockey Operations.
- j) Oversee the final team selection process for the division.
- k) Assist the Tournament Director with all BAHA run tournaments within the division.
- l) Oversee the coordination and planning of any BAHA development session for players and coaches for their respective division.
- m) Represent the Beaumont Amateur Hockey Association at any league tiering meetings.
- n) Ensure that all game sheets are submitted as per the rules of the leagues as well as tournaments and exhibition games.
- o) Report to the Board on the status of all leagues that the Association holds membership in for their division, and the potential for entering any other leagues that will improve and ensure that the teams compete at the highest possible level they are capable.
- p) Be responsible to ensure that all representative teams' league registration is complete and submitted within the proper time frame.
- q) Upon approval of the Board of Directors, may delegate authority to an assistant(s).

# Beaumont Amateur Hockey Association

## DIRECTOR OF FUNDRAISING

The Director of Fundraising shall report to the Vice-President of Off Ice Operations and shall:

- a) Coordinate all BAHA fundraising events.
- b) Be responsible for the operation of all promotions, special events or socials that the Board may approve, including but not limited to: the BAHA Dance, Team Photos, Coach's Appreciation, Fan Ware Sale, Town and Country Daze Parade, Coaches/Manager's Appreciation and Year End Bash.
- c) Be responsible for the operation and supervision of all Casinos and Oilers 50/50 when awarded.
  - Create and maintain worker shift schedules, finding replacements as required for Casinos and Oilers 50/50.
  - Attend all Casinos association meetings, or appoint a delegate.
  - Work with the Treasurer to obtain required cheques for Casinos and Oilers 50/50.
  - Complete all paperwork required for Casinos and Oilers 50/50.
- d) Publish dates and organization of BAHA functions.
- e) Compile a list of fundraising activities for ratification by the Board and be responsible for the completion of all approved activities.
- f) Be responsible for the organization and completion of team pictures for the Association.
- g) Work in conjunction with the Tournament Director for the successful operation of all Beaumont Amateur Hockey Association Tournaments.
- h) Apply for Alberta Gaming Commission licenses for BAHA functions, and maintain BAHA's gaming number in good standing.
- i) Continue to implement and monitor the apparel program to ensure consistency throughout BAHA.
- j) Work in conjunction with BAHA Executive Administrator and Social Media Coordinator to ensure all events are publicized to the membership.
- k) Upon approval of the Board of Directors, the Director of Fundraising may appoint an assistant and may delegate authority to him/her to coordinate BAHA Fundraising Events.

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## REFEREE-IN-CHIEF

The Referee In Chief shall report to the Vice-President of On Ice Hockey Operations and shall:

- a) In conjunction with the Vice President of On Ice Hockey Operations, create a budget for referee costs which will include: preseason, regular season, provincial and playoff games.
- b) Have the authority to select Referee Assignors
- c) Have the authority to recommend referee fees to be approved by the Board.
- d) In conjunction with the Referee Assignors, set up referee schedules and assign officials required by the teams.
- e) In conjunction with the Referee Assignor, be responsible to schedule and utilize qualified referees outside the Association for his/her level of hockey assigned to ensure that representative teams have the most competent officials available.
- f) In conjunction with the Referee Assignor and the Tournament Director, set up tournament budgets, and supply officials for all BAHA sanctioned tournaments.
- g) Have the authority to recommend suspension of an official on matters of conduct, competence, attire and professionalism to the North Zone Referee Committee, Vice-President of On Ice Hockey Operations and the President.
- h) Authorize and be responsible for the distribution of payment to the officials, in conjunction with the Vice-President of On Ice Hockey Operations.
- i) Through the Vice-President of On Ice Hockey Operations, ensure the competence and quality of BAHA Officials through frequent meetings, briefings and possible on-ice sessions as required.
- j) Attend all zone referee chief meeting(s) and have a working relationship with the Zone RIC Co-coordinator and the North Zone Referee's Committee.
- k) Upon approval of the Board of Directors, the Referee-In-Chief may appoint an assistant and may delegate authority to him/her.
- l) Have the authority to schedule referee clinics through Hockey Alberta.

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## EQUIPMENT DIRECTOR

The Equipment Director shall report to the Vice-President Operations and shall:

- a) Compile a list of equipment requirements from the Director of each division, compile a cost analysis for the upcoming season and submit quotes to the Board of Directors for new equipment purchases.
- b) Select and purchase as necessary the equipment requirements for each Minor Hockey division.
- c) Periodically throughout the season, meet with the Directors of the appropriate level to ensure the equipment requirements are satisfactory and in keeping with the high quality standards that the Association maintains. (Safety at all times will not be compromised).
- d) Be responsible for the disbursement of First-Aid Kits for each team within the Association, and establish a system whereby the contents of the kits are replenished as necessary.
- e) Ensure the security of the equipment is never jeopardized and that the keys and locks that are supplied to specific teams are returned at the conclusion of the season.
- f) Maintain an inventory system to control the equipment and to conduct inventory at the conclusion of each season with a full report being submitted to the Board.
- g) Be responsible for the storage, cleaning, repair and purchase of all equipment within the Association's inventory.
- h) Upon approval of the Board of Directors, the Equipment Director may appoint an assistant and may delegate authority to him/her.

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## TOURNAMENT DIRECTOR

The Tournament Director shall report to the Vice-President of Off Ice Operations and shall:

- a) Make recommendations to the Board for ratification of fees and format structure for tournaments for each level of hockey.
- b) May call group meetings and submit minutes to the Board for adoption.
- c) Shall establish, and be accountable for an approved budget to run tournaments within the sanction power of the Beaumont Amateur Hockey Association, and submit to the Board, a detailed expense account of each tournament.
- d) Shall ensure all BAHA sponsored tournaments conform to Hockey Alberta Rules and Regulations.
- e) Shall work with BAHA administrator to ensure all tournament permits are in place
- f) Upon approval of the Board of Directors, the Tournament Director may appoint an assistant and may delegate authority to him/her.
- g) Shall obtain certification of BAHA Tournaments through Hockey Alberta, and the appropriate Zone Chairman.
- h) Shall oversee all tournament coordinators