

EDMONTON (N.E.Z.) BRAVES ATHLETIC CLUB

OPERATING DIRECTIVE

Operating as "The Brave Raiders" Corporate Access Number 503080038

And hereinafter referred to as the "Club"

Revised June 2011

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1 Officers

The Officers of the Club shall be:

- President
- Past President
- Vice-President of Administration
- Vice-President of Hockey Operations
- Vice-President of Finance

2 Board of Directors:

The Board of Directors will consist of those specified in the Club By-laws.

The Board of Directors is the operating arm of the Club. The Board of Directors is charged with the general and day-to-day operation of the Club. The Board of Directors shall be empowered to call any or, all Committee Chairpersons to a meeting for any reason whatsoever and may request submission of any records needed for the Committee(s).

Matters of member discipline, executive misconduct, and disputes involving Executive Members will automatically be referred to the Board of Directors following presentation to the Executive.

2.1 President

The President is an elected official and is a representative of the Club and a member of the North East Zone Sports Council.

The President is responsible for the general supervision of all activities of the Club.

The President presides at all Regular, Executive Committee, Board of Directors and Special Meetings of the Club. At such meetings the President is responsible for reporting on all decisions made and actions taken by the Club.

The President is an ex-officio member of all Club Committees.

The President has the power to suspend any Player, Coach, Trainer, Manager, Spectator, or Member for conduct unbecoming of a representative or Member of the Club on or off the ice (Arena), for abuse of any Official or Club Officers, or for any other infraction. Such suspensions are effective until dealt with, by the Discipline Committee, which must meet within seven days.

It is the President's responsibility to ensure that a high level of communication be maintained between the President and the Executive Committee and the Membership.

The President shall:

- Liaise with Community League Presidents and Sports Directors – Reinforce importance of ongoing attendance at Northeast Zone Hockey meetings for voting purposes
- Be visible and open with Community League membership
- Develop and maintain relationships with Schools and Businesses
- Sit on Northeast Zone PeeWee 1 and Bantam 1 Team management Committee
- Oversee the hockey program operations through the Vice-President Hockey Operations
- Oversee the Coach selection process
- Oversee entire tiering process

- Oversee all disciplinary issues involving Brave Raiders organization, Teams, players, Coaches and Members
- Administer confidentially and solely all aspects regarding volunteer security clearance program with EPS
- Oversee the hockey program administration through the Vice-President Administration
- Oversee the hockey program finances through the Vice-President Finance
- Receive and review organization monthly bank statements and NSF notifications and submit to Finance
- Attend and report on meetings of the Northeast Zone, Federation Hockey and Hockey Edmonton
- Liaise with the Northstars organization on all aspects of the hockey program to achieve common programs, common fees, common goals, common operations, etc.
- Undertake action for escalated “no-shows” and “non-sign ups” of Bingos/Casinos and Sports Services by membership for commitment or possible player suspension from Team participation

2.2 **Immediate Past President:**

The Past President assumes their office immediately following the election of the President.

- The Past President’s chief responsibility is to be the Chairperson of the Nominating Committee, and to bring a slate of eligible candidates to the Board of Directors and the Executive Committee.
- The Past President assumes all duties assigned to them by the President and or the Board of Directors, and is eligible to sit on, or be Chairperson of a Committee.

2.3 **Vice-President of Administration**

The Vice-President of Administration is an elected official.

The Vice-President of Administration assumes the duties of the President any time the President is unable to act. They continue in this role until such time as the President returns or is replaced.

The Vice-President of Administration is responsible for the administration of the following Standing and Sub-Committees: Public Relations, Website, Special Events, and Grants & Fundraising, and related Tournament. They act as an advisor and information person to these Committees.

The Vice-President of Administration shall be eligible to serve on the Arbitration Board, but shall not be eligible to serve as Chairperson on any other Standing or Sub-Committee. They will however, be eligible to serve as a Member of any Committee.

The Vice-President of Administration shall be responsible for the administration of the Club, including but not limited to the following:

- File Annual Returns with the Vice-President of Finance
- Purchase, maintain and organize office equipment and supplies
- Manage cell phones, and message retrieval, distribution and follow-up
- Manage temporary registration and tiering, tournament phones/systems
- Renew and maintain organization/office insurance
- Manage office space and maintenance
- Manage Office security and keys
- Schedule use of Brave Raiders office for Organization, Executive and Team use
- Budget office related expenditures and submit for Executive approval annually at May meeting
- Pre-approve office and related expenditure invoices and submit to Finance for payment

- Collect and submit current Ice, Equipment, Tournament, Technical, Special Events, Fundraising, Public Relations, Registrar, Bingo, Casino, Sports Services and Community information for website posting and updating through other Vice-Presidents
- Conduct parent/Team meetings prior hockey season upon completion of each Team roster in close cooperation with Vice-President Hockey Operations and the Vice-President of Finance
- Assist Vice-President Hockey Operations in the collection of all Team roster data and Coach and Team management
- Assist President in attending Northeast Zone, Federation and Hockey Edmonton meetings and reporting to the Executive
- Oversee duties and responsibilities of the Tournament Director with respect to all aspects of planning and execution of the annual year-end Tournament. (Volunteers, Staffing, Concession, Silent Auction, Revenue-generating promotions, Registration)
- File WCB annual returns
- Oversee the Brave Raiders annual participation in various Northeast Zone, Federation Hockey Council, Hockey Edmonton, and Hockey Alberta events and programs in close cooperation with Vice-President Hockey Operations.
- Open and staff office at least one day a week during hockey season
- Pick up and distribute mail in a timely fashion

2.4 **Vice-President of Hockey Operations**

The Vice-President of Hockey Operations is an elected official.

The Vice-President of Hockey Operations assumes the duties of the President any time the President or Vice-President of Administration is unable to act. They continue in this role until such time as the President or Vice-President of Administration returns or is replaced.

The Vice-President of Hockey Operations is responsible for the administration of the following Standing and Sub-Committees: Ice Allocation, Equipment, Tournament, and Technical. They act as an advisor and information person to these Committees.

The Vice-President of Hockey Operations shall not be eligible to serve as Chairperson on any other Standing or Sub-Committees. They will however, be eligible to serve as a Member of any Committee.

The Vice-President of Hockey Operations shall:

- Strike a Committee to establish criteria and procedure under the direction of the President and in cooperation with Northstars and Technical Director for the annual tiering process
- Oversee volunteers, evaluations and player placements with input from the President for the annual tiering process
- Obtain first skate lists from Technical Director and confirm registrations for the annual tiering process
- Collect all tiering skate check-in lists and all evaluation sheets at the end of each day's skates, tally and forward to the President
- Gather all final player, Coach, Team management data and give to President to forward to Finance (Registrar) for hard card generation
- Determine Coach selection criteria under the direction of the President and in cooperation with Northstars and participate in Coach evaluation and selection process
- Source prospective Coaches
- Conduct Coaches meetings as required prior to and throughout hockey season in cooperation with the Technical Director

- Assist President in attending Northeast Zone, Federation Hockey Council, Hockey Edmonton, and Hockey Alberta meetings and reporting to Executive meetings
- Oversee fair and equitable distribution of all organization ice
- Oversee budgeting and spending and invoicing of Ice Allocation, Equipment/Apparel, Tournament, and Technical
- Manage “no-show” ice by Brave Raiders Teams upon advisement by Ice Allocator
- Oversee duties and responsibilities of the Tournament Director with respect to all aspects of planning and execution of the annual year-end tournament related to Ice, Teams, Game Play and Referees
- Collect and submit current Ice, Equipment, Tournament, Technical information for website posting and updates and forward to Vice-President Administration
- Schedule use of Brave Raiders office for Organization, Executive and Team use when the Vice-President of Administration is unavailable.
- Oversee activity, budgeting, spending and invoicing of Equipment Director, Technical Director and Tournament Director
- Assist the Vice-President of Administration in the Brave Raiders annual participation in various Northeast Zone, Federation Hockey Council, Hockey Edmonton, and Hockey Alberta events and programs.
- Source and maintain Coach /player development resource library and television

2.5 **Vice-President of Finance**

The Vice-President of Finance is an elected official.

The Vice-President of Finance assumes the duties of the President upon request any time the President, Vice-President of Administration or Vice-President of Hockey Operations is unable to act. They continue in this role until such time as the President, Vice-President of Administration or Vice-President of Hockey Operations returns or is replaced.

The Vice-President of Finance is responsible for the administration of the following Standing and Sub-Committees: Casino, Bingo, Sports Services, Registration and related Tournament. They act as an advisor and information person to these Committees.

The Vice-President of Finance shall not be eligible to serve as Chairperson on any other Standing or Sub-Committees. They will however, be eligible to serve as a Member of any Committee.

The Vice-President of Finance shall:

- File the Annual Returns with the Vice-President of Administration
- Reconcile bank statements
- Provide bank statements and/or Income/Expense monthly to the Executive
- Prepare, present and report quarterly unaudited Income Statement and Balance Sheet to Executive
- Oversee annual auditing of organization finances and report and present at annual general meeting
- Participate in pre-season Team meetings pertaining to financial matters
- Deposit receivables
- Follow up and collect all membership NSF cheques and forward escalated to President
- Collect all outstanding receivables in a timely fashion
- Invoice Eagles and Northstars for incoming player transfers

- Consolidate all “departmental” Budgeting and Budget organization’s overall revenue/expenses and present to Executive at August meeting for approval
- Renew and report all gaming licensing to the Executive
- Oversee duties and responsibilities of the Tournament Director pertaining to Referee Payment, Ice Payment, Floats, Promotion Pay-outs, budgeting, spending and invoicing of Tournament
- Budget and oversee and reconcile all Club fundraising activities (bingos, Casino, etc.)
- Fulfill the duties of the Treasurer in their absence
- Undertake meetings 3 times a season with Team Treasurer representatives to ensure establishment of pre-season Team bank accounts and monitor periodically, and

Establish deadline, inform, and oversee reconciliation of all Team financial accounting at season’s end, account closure, return of any remaining funds to the organization and accounting of remaining funds to specific players for subsequent season credit

3 Executive Committee:

Membership shall consist of all persons named to the Executive Committee as specified in the Bylaws.

3.1 Bingo Director

The Bingo Director is an elected official.

The Bingo Director acts under the direction of the Vice-President of Finance.

The Bingo Director Shall:

- Attend all meetings for all Bingo halls operated by the Club for Fundraising
- Ensure all positions, all bingos are filled in a timely fashion and replacement workers as required
- Undertake reminder phone calls to all workers 4 to 7 days prior to each event
- Maintain log of all Bingo Credits and submit to Vice-President Finance and/or Treasurer monthly
- Notify Vice-President Finance of any bank deposits made with no-show cheques
- Complete and submit documentation for each bingo worked including bingo sign-in sheet and submit to Finance for on-site office only storage in order to address membership conflicts monthly
- Undertake player bingo sign-ups at Team meetings as each Team is formed
- Advise Vice-President of Hockey Operations of escalated Bingo “no-shows” and “non-sign up” by membership for follow up and possible player suspension from play
- Report Bingo and worker activity at all monthly Executive Meetings
- Manage all aspects of the HOCKEY EDMONTON/Oilers annual 50/50 fundraiser in cooperation with Northeast Zone

3.2 Casino Director

The Casino Director is an elected official.

The Casino Director acts under the direction of the Vice-President of Finance.

The Casino Director shall:

- Ensure ongoing Casino participation for organization in a timely manner
- Advise Executive of next Casino date(s) and worker requirements
- Contract Casino Advisors

- Book “next” Casino immediately at time of close of previous Casino worked – before leaving hall
- Arrange payment of Casino Advisors through Finance
- Prepare and submit all Casino documentation to Finance, including no-shows
- Follow Casino proceeds through to deposit to organization
- Keep Finance informed of “current” guidelines and parameters for spending of Casino proceeds
- Solicit all worker positions for Casinos in a timely manner
- Inform President of Brave Raiders member worker “no-shows” for follow-up and possible suspension of no-show offenders from Hockey Activities
- Notify all workers of Casino commitment in a timely manner
- Report Casino earnings at appropriate Executive meetings

3.3 **Equipment Director**

The Equipment Director is an elected official.

The Equipment Director acts under the direction of the Vice-President of Hockey Operations.

The Equipment Director Shall:

- Maintain inventory of all equipment including, jerseys, socks, first aid kits, pucks, pylons, Coaches boards, jersey bags, used player and goalie equipment
- Budget annual equipment spending and submit to Executive for approval at May Executive meeting
- Tender any purchases exceeding \$5000.00 to no less than 3 prospective suppliers and submit to Executive for selection and approval
- Organize and maintain equipment room
- Schedule and attend start-of-season Team equipment pick-ups and year-end returns
- Initiate requests to Finance to invoice Teams for equipment deposits for collection by Finance through Vice-President Hockey
- Pre-approve equipment, merchandise and apparel expenditure invoices and submit to Finance through Vice-President Hockey Operations
- Undertake the no charge purchase of Timbits & Atomic Jerseys in Brave Raiders colors (Ottawa) every 3 years (Timbits) and every year (Atomic)
- Determine, tender and purchase inventoried merchandise and apparel products for all use by organization and resale to membership
- Provide Finance with Invoice information for all Team and member purchases
- Oversee Team apparel purchases as outlined in Policy (attached)
- Generate a receipt for payment(s) received at time of purchase and forward payment(s) accordingly
- Pre-approve invoices and forward to Finance through Vice-President Hockey Operations
- Attend tournament meetings
- Oversee any tournament apparel purchase
- Assist in determining merchandise/apparel selection
- Tender/purchase merchandise/apparel

3.4 **Grants/Fundraising**

The Grants/Fundraising Coordinator is an elected official.

The Grants/Fundraising Coordinator acts under the direction of the Vice-President of Administration.

The Grants/Fundraising Coordinator shall:

- Determine ideas for raising funds and submit to Vice-President of Administration to take to the Executive for selection, discussion and approval
- Undertake the planning, execution and administration of approved fundraising
- Plan, schedule and execute all aspects of Grey Cup/Super bowl annual fundraiser
- Ensure proper licensing required for all fundraising endeavours under the direction of Vice-President Administration
- Budget approved fundraising activities for Executive approval for fiscal season at May meeting
- Source suitable grant assistance
- Complete, submit and follow up grant applications in a timely manner
- Follow grant applications through to provision of monies to Finance for deposit and spending under the strict terms of the grant approval
- Report grant application status to Executive meetings monthly
- Obtain financial information/documentation for inclusion in grant applications as required

3.5 **Ice Allocator**

The Ice Allocator is an elected official.

The Ice Allocator acts under the direction of the Vice-President of Hockey Operations

The Ice Allocator Shall:

- Source ice for Brave Raiders Teams
- Develop and maintain “ice” relationships with Northstars Ice Allocator, other hockey organizations, private arenas, Edmonton Community Services, and Northeast Zone, Federation/Hockey Edmonton Ice Allocators
- Budget annual ice spending and submit to Executive for preliminary approval at May Executive meeting
- Prepare and submit invoices for “extra” ice taken by Teams in a timely fashion (2 weeks following round) and submit to Vice-President Finance through Vice-President Hockey Operations
- Report all Team “extra” ice distribution to Executive upon completion of each of 3 rounds of season play/practices
- Review and pre-approve all ice invoices including Northeast Zone “surplus” and “expensive” ice and extra ice
- Pre-approve ice expenditure invoices and submit to Finance through Vice-President Hockey Operations
- Draft and allocate all tiering ice in cooperation with Northstars Ice Allocator
- Participate in annual Northeast Zone Ice Drafts with Northstars and Eagles representatives
- Source and contract ice for the technical program in cooperation with Technical Director (or assist Technical Director whenever ice included in program contract)

- Review and pre-approve technical ice invoices and necessary documentation in cooperation with Technical Director and forward to Vice-President Finance through Vice-President Hockey Operations
- Source and contract ice for the annual year-end tournament
- Review and pre-approve tournament ice invoices and forward to Vice-President Finance through Vice-President Hockey Operations
- Work closely with the Special Events Coordinator regarding any planned activity involving ice use

3.6 **Public Relations**

The Public Relations Director is an elected official.

The Public Relations Director acts under the direction of the Vice-President of Administration.

The Public Relations Director shall:

- Distribute registration information to schools and community venues prior to school year-end annually
- Recruit players strictly within the Brave Raiders hockey operating area
- Arrange registration and annual general meeting street signage no less than 30 days prior to event (permitted 2 occasions per year – registration/annual general meeting)
- Communicate with Members via email and/or post mail with AGM, Registration, Tournament and Conditioning Camp information.
- Plan and execute all aspects of the annual Oak Tree Award, and Debbie Witt Team of the Year Award including recipient selection process (attached)
- Maintain Clareview Arena trophy and bulletin showcases and arena wall signage
- Schedule and execute all marketing and advertising activities approved by the Executive
- Assist in receiving Coach applications and forward some to Vice-President of Hockey Operations.
- Liaise with Community Leagues/Presidents
- Develop and maintain relationships with area school Administration
- Undertake membership registration mailout(s)
- Maintain and Manage all Club Signage

3.7 **Registrar**

The Registrar is an elected official.

The Registrar acts under the direction of the Vice-President of Finance.

The Registrar shall:

- Take the required HCR Training
- Establish registration dates and arrange locations
- Assist Vice-President Finance, Vice-President of Hockey Operations and the Technical Director to establish fees, registration program and process
- Register players
- Provide adequate registration forms to registrations
- Submit EFCL membership reporting to EFCL and to Vice-President of Finance for Payment
- Ensure all players and Coaches are in the HCR systems upon final Team formation.

- Receive final Team roster information from President or Vice-President of Hockey Operations and enter in HCR system
- Collect and enter all player, Coach and management information in HCR system for hard cards
- Provide Team, Coach, Parent management roster to each member of the Board of Directors upon final Team formation and Team start-ups meeting where parent management positions are elected/appointed.
- Develop registration information package in close cooperation with Vice-President Finance, Vice-President of Hockey and Technical Director
- Field registration inquiries
- Liaise with Northeast Zone and Hockey Edmonton Registrar
- Attend all NEZ and City Registrar Meetings
- Enter player affiliations in HCR system
- Generate player transfers and forward to Vice-President Finance for collection
- Administer overage/underage player requirements and forward to Northeast Zone Registrar
- Advise Public Relations of registration dates, locations and times for street sign set-up and membership/community notification
- Provide Public Relations with Contact information for email and post mail announcements

3.8 **Secretary**

The Secretary is an elected official.

The Secretary acts under the direction of the Vice-President of Administration.

The Secretary shall:

- Record minutes of Executive, Sub-Committees, Board and Special meetings and distribute accordingly
- Obtain and manage contact information for all Executive members.
- Obtain, manage and distribute annual Northeast Zone Hockey Executive, Northeast Zone Referee Assignors, Federation Hockey and Hockey Edmonton Executive contact lists
- Maintain Executive action item log
- Notify Executive in advance of meetings
- Prepare and distribute meeting minutes within one week following meetings
- Participate in preparation of annual organization activity calendar with Vice-President Administration for management, distribution and website posting
- Maintain Brave Raiders meetings minute book for Office only storage
- Obtain and distribute all HOCKEY EDMONTON, Federation, Northeast Zone and organization meeting agendas and minutes and file in Brave Raiders "in-office" minute book
- Solicit agenda items and distribute agenda items in advance of meetings

3.9 **Special Events**

The Special Events Coordinator is elected.

The Special Events Coordinator acts under the direction of the Vice-President of Administration.

The Special Events Coordinator shall:

- Plan, schedule and execute Volunteer And Coach appreciation events
- Plan, schedule and execute Team Photos
- Plan, schedule and execute Organization and member year-end activities/parties
- Participate in planning, scheduling and executing tournament-related special events
- Execute the presentation of the annual Oak Tree Award & Debbie Witt Team of the Year Award
- Plan all social aspects of Executive Christmas meeting
- Prepare special events information/announcements and submit to Administration for distribution
- Assist the Vice-President of Administration in coordinating the Brave Raiders annual participation in various Northeast Zone, Federation Hockey Council, Hockey Edmonton, and Hockey Alberta events and programs.

3.10 **Sports Services Director**

The Sports Services Director is an elected official.

The Sports Services Director acts under the direction of the Vice-President of Finance.

The Sports Services Director shall:

- Attend all meetings pertaining to working Rexall concessions
- Ensure all positions, all games are filled as committed to the Rexall in a timely fashion
- Undertake reminder phone calls to all workers 4 to 7 days prior to each event
- Maintain log of all worker Credits and submit to Vice-President Finance
- Notify Vice-President Finance of any bank deposits made with no-show cheques
- Advise President of escalated worker “no-shows” and “non-sign up” by membership for follow up and possible player suspension from play
- Complete and submit documentation for each concession worked including concession sign-in sheet and submit to Finance for on-site office only storage in order to address membership conflicts
- Arrange agreements directly with Rexall or with a Community League at the direction of the Brave Raiders Executive
- Undertake worker sign-ups at registration

3.11 **Technical Director**

The Technical Director is an elected official.

The Technical Director acts under the direction of the Vice-President of Hockey Operations

The Technical Director shall:

- Ensure all Category Director positions are appointed and maintained in cooperation with the Northstars
- Oversee activity of Brave Raider Teams
- Determine the criteria for and establish, purchase and/or manage the annual Player and Coach Technical and Developmental Program and Instructors in cooperation with Vice-President Hockey Operations
- Establish and attend all Coaches meetings prior to and throughout the season in cooperation with the Vice-President Hockey Operations

- Determine, source and schedule Coaching, Speak-out and Safety certification for Coaches as required by Hockey Edmonton under the direction of the Vice-President of Hockey Operations
- Determine and establish any additional development for Coaches
- Pre-approve technical program expenditure invoices and submit to Finance through Vice-President Hockey Operations
- Submit instructional/technical/development resource requests to Vice-President of Hockey Operations for purchase
- Determine program ice requirements in cooperation with and submit to Ice Allocator for purchase
- Establish criteria and procedure for and participate in annual tiering process in close cooperation with the Northstars, the Ice Allocator and Category Directors through the Vice-President Hockey Operations
- Source, schedule and manage all on-ice and off-ice tiering volunteers
- Assist Vice-President Hockey Operations to collect and check all tiering skate check-in lists and all evaluation sheets at the end of each day's skates
- Budget annual technical/development program expenditures and submit to Executive for approval at May Executive meeting
- Attend registrations and assign registered players to appropriate "first skates" for tiering
- Field all tiering, technical and developmental inquiries at registration

3.12 **Tournament Director**

The Tournament Director is an elected official.

The Tournament Director acts under the direction of the Vice-President of Hockey Operations

The Tournament Director Shall:

- Establish and schedule a Committee to plan and execute all aspects of the annual year- end tournament
- Submit all tournament sanctions to Vice-President Hockey Operations for presentation by the President to the Federation Hockey meeting for approval following the annual tournament
- Budget annual tournament revenue/expenditures and submit to Executive for approval at November Executive meeting
- Fill tournament roster with 3 acceptable Teams per Brave Raider Team division/tier in cooperation with Category Directors/Coaches through the Technical Director
- Plan, schedule and execute all off-ice tournament activities
- Appoint Disciplinary Committee and direct all disciplinary action to the tournament Disciplinary Committee
- Update and post all game scores and standings
- Ensure distribution, collection and copy disbursement of all tournament game sheets
- Determine any fundraising activities including 50/50, silent auction, tonier sticks, raffles, etc.
- Determine and schedule Executive members for all on- and off-ice announcements and presentations
- Distribute game sheets to City Category Directors within 24 hours of the end of tournament
- Pre-approve tournament expenditure invoices and submit to Finance for payment

- Submit and update all tournament-related information for the Webmaster to Administration through Vice-President Hockey Operations
- Report monthly tournament planning and activity to the Vice-President of Hockey Operations
- Fill and schedule all tournament Team volunteer positions including 50/50, timekeeping, penalty box, merchandise table, silent auction, raffle workers and concession
- Plan, schedule and execute all games and on-ice activities in cooperation with the Ice Allocator
- Pre-approve invoices and forward to Finance through Vice-President Hockey Operations
- Determine all merchandise and apparel for sale/use at the tournament in cooperation with and for tender/purchase by the Equipment Director
- Report tournament spending and profit/loss to budget at May Executive meeting

3.13 **Treasurer**

The Treasurer is an elected official.

The Treasurer acts under the direction of the Vice-President of Finance.

The Treasurer shall:

- Report to the Vice-President of Finance
- Ensure all records, reports, payments are kept up to date
- Fill in the duties of the VICE-PRESIDENT of Finance in their absence
- Collect Registration, Conditioning Camp, Tournament and other applicable fees

3.14 **Webmaster**

The Webmaster is an elected official.

The Webmaster acts under the direction of the Vice-President of Administration.

The Webmaster shall:

- Maintain functional and visual site
- Administer website updates, information received from Hockey Operations, Administration, Finance Vice-Presidents and Community Leagues
- Manage and distribute all incoming emails to appropriate Executive members through Hockey Operations, Administration, Finance Vice-Presidents
- Manage braveraiders.com email addresses, and ensure forwards are up to date.
- Establish, maintain and report site activity to Executive periodically
- Create and update annual Organization "Activity" Calendar in close cooperation with Vice-President Administration
- Manage Social Media (Twitter and Facebook) accounts

3.15 **Category Directors**

The Category Director(s) are appointed positions. They will report directly to the Technical Director.

The Category Directors shall:

- Assist with the tiering process for assigned categories under the direction of Vice President Hockey Operations through the Technical Director
- Liaise between Teams and Brave Raiders Organization through Team Parent representative

- Develop and maintain relationships with Coaches, Players, Parents and Team Management
- Attend Team meetings and Coaches meetings
- Oversee Team games and practices (minimum 1 each per round) on behalf of the organization and report to Executive meetings
- Develop and maintain relationships monthly with Northeast Zone and City Category Directors
- Assist in identifying and soliciting Teams for year-end tournament participation under the direction of Vice-President Hockey Operations through the Technical Director
- Participate in the Tournament Committee planning and execution for assigned categories

4 Coaches

Head Coach appointed by the Brave Raiders/Northstars Coach Selection Committee

The Head Coach is completely responsible for his Team on and off the ice and in any public functions. He is responsible for actions of the Team treasurer and manager. Coaches may only be carded with one Team.

The Head Coach shall:

- Identify his assistant Coaches for approval by the Coach Selection Committee
- Must be on the ice for the Technical Ice Time with Coaching staff
- Ensure his/her Team participates in and contributes workers to the Club's mandatory Annual Tournament as is required by the Tournament Committee.

The Coach is the person who carries the reputation of the Club out to the public and who is a role model for our Children, and for these reasons, the Club will expect exemplary conduct by them at all times.

4.1 Selection:

The Coaches Selection Committee does selection of the Coach from all the resumes received prior to the selection date. The Applicant must provide a copy of Coaching Certification, or, for first time Coaches must obtain Certification during the season. The Children of members are entrusted to our Coaches for development and improvement.

The Coach Selection Committee is made up of the Vice-President of Hockey Operations, Technical Director, and Category Directors, and report to the President.

All non-playing club members listed on Team hard cards will be subject to a security clearance within 30 days of being accepted into their position(s) on a club Team.

4.2 Expectations:

The Head Coach shall:

- Have the ability to lead a Team based on the similar ability demonstrated by the players in the areas of skating, puck handling, hard work and a positive attitude.
- Accept the Team they are assigned based on the Club's tiering process.
- Deliver and accept constructive criticism.
- Delegate duties to Assistant Coaches.
- Treat all players equally
- Possess knowledge of the well-organized practice session beneficial to the Team assigned.
- Teach, motivate and also be a positive leader to all players of the Team.
- Instill fair play and sportsmanship through example and self-discipline.

- Control conduct and language of the Team players, both on and off the ice.

4.3 **Communication:**

- The Head Coach sets standards expected from the players relating to efforts required, times to report for games, practices and Team meetings. It is to be set out in writing, the expectations of the Parents to assist in running the Team efficiently, a copy will be sent to the Technical Director to be filed for reference.
- The Head Coach is to ensure a Parent Representative is selected and meets as needed, with the Parents from the Team, to resolve problems as they occur. The Parent Representative will not be the Manager of the Team.
- The Head Coach prepares and distributes to all Parents a timetable of events planned for the Team and outlines those skills they plan to teach.
- The Head Coach can select, or a volunteer may step forward to be the Team Manager. The Manager will establish a Team budget and clearly communicate the expectations of all involved and keep the Parents updated with a financial report at least once per month. Budgets are to be presented to the Executive Committee and Financial Statements are to be submitted to the Club at the end of each season.

4.4 **Regulations:**

- Coaches are encouraged to form a Dress Code.
- Coaches commit themselves, not only to the Team, but also to the functions of the Club. The Coach is expected to attend all required meetings.
- All Coaches will have the proper certification for the Season, as per NEZ, HOCKEY EDMONTON, and Hockey Canada's Regulations.
- The Head Coach will refer any "Hardship" circumstances to the Board of Directors.
- The Head Coach is responsible for all equipment, sweaters, pucks, bottles, etc. as issued by the Equipment Director. The Players are not permitted to take sweaters home and the Coach or their assigned person shall bring both sets to each game, distribute and collect the required set.
- The Head Coach shall not involve himself with problems relating to Parents discipline. These matters must be referred to the Discipline Committee for decision.
- The Head Coach will at all times show the Team the respect that is expected in return.
- The Head Coach is responsible to ensure the game/practice ratio be given and maintained throughout the season.
- The Team Treasurer and Parent Representative will not be related to the Coaching Staff.

4.5 **Parent Representative:**

- Parent Representatives are in place to deal with Parental concerns regarding the Team and act as a liaison between the Parent and the Coach. They are welcome to discuss any concerns with the Coach first then the Category Director.
- Complaints must be in writing, signed and then forwarded to the appropriate Club Category Director within Forty-Eight (48) hours.

5 **Team Treasurers (1 Per Team)**

The Team Treasurers are elected by Team Parents

The Team Treasurers shall:

- Liaise and meet 3 times a season with Vice-President Finance to update and review all Team's financial activity
- Establish Team bank account immediately upon formation of Team and organization pre-season Team meeting
- Report to Vice-President Finance 3 times a season, at end of each round of play
- Submit bank statement photocopies to Vice-President Finance 3 times a season
- Reconcile Team bank accounts at close of hockey season in close cooperation with the Vice-President Finance
- Close Team bank accounts at close of hockey season and submit remaining funds and necessary documentation to Vice-President Finance for deposit into and savings on behalf of players receiving credit to the amount earned by each player
- Act as one of three signing authorities on Team account to ensure protection of Team funds and membership
- Report monthly financial activity and balance to Team members
- Provide player credit, if any, report to VICE-PRESIDENT Finance at end of Season

6 Team Manager

Team Manager may be elected by the Team's parents or appointed by the head Coach.

Team Manager may:

- Look for extra practice ice and will book ice upon approval of head Coach.
- Will distribute practice and game schedule to players and parents
- Search out desired amount of Tournaments for approval by Coach
- Will have game sheets available for all home games
- Fill out game sheet if required by Head Coach
- Will call ambulance if a player is injured and requires one
- Will be required to go into dressing room with Coach if no one else is available
- In Charge of the sweaters, make sure they are washed, maintained and at all games.
- Will be responsible to ensure proper conduct by the parents at the arenas during games and practices
- Team manager is responsible in making sure that any restricted parent does not attend games or practices

7 Discipline Committee

The President is the Chairperson of the Discipline Committee. The Discipline Committee shall consist of the Board of Directors, Technical Director and Category Director.

The Discipline Committee Chairperson shall be empowered to replace members when deemed necessary.

The Discipline Committee shall hear all matters brought to it relating to the games played by the Teams registered by the Club and shall be empowered to match any suspensions given to any Player, Coach, Manager, Trainer or Member by any Sports Authority.

The Discipline Committee may issue such suspensions, as it deems necessary to any Player, Coach, Manager, Trainer or Member for any action reported to the Committee prior to the matter being sent to higher authority. The Committee does not have to forward its decision to the next highest Sports Authority, when, in its wisdom, decides the matter is best handled internally within the Club, unless a proper demand is received from said Authority.

The Discipline Committee may restrict any parent until said parent does the Parent Respect on the Hockey Edmonton website and shows proof that it was completed.

The Discipline Committee will at all times cooperate with and support the NEZ Category Director, the City Director, the Federation Hockey Commissioner and the Hockey Edmonton Discipline Chairperson.

The Discipline Committee shall issue suspensions to Players, Coaches, Managers, Trainers, Members and Spectators when it is the first hearing authority for:

a) Conduct unbecoming	Minimum	1 Game
b) Severe conduct unbecoming	Minimum	2 Games
c) Swearing at officials	Minimum	3 Games
d) Matters referred by Coaches	Minimum	1 Game
e) Matters referred by Parents	Minimum	1 Game
f) Second offense of same player	Minimum	2 Games
g) Player taking excessive penalties	Minimum	2 Games
h) Fraudulent acts against the Club by any Player, Coach, Manager, Trainer or Member		Permanent removal from the Club

The Discipline Committee shall meet and rule on the matter referred to, within seven (7) days of receipt of a written complaint.

The Discipline Committee Chairperson shall prepare a report detailing all activity for the Board of Directors and the Technical Director. The President shall inform the Executive Committee at the next regular meeting, striving to protect the privacy of the individual(s) involved. The Technical Director will be responsible for informing the Category Directors and the appropriate Coach of any actions taken by the Committee.

In cases where hearings involve minors, a parent(s) or legal guardian(s) must accompany the minor. Hearings involving adults shall be restricted to those directly involved in the complaint. The Committee shall have the authority to call such witnesses, as it may deem proper, to any hearing it may convene.

8 Annual Tournament

- All Brave Raider Teams must participate in the tournament.
- Team entrance fees will be determined each year by the tournament director and Committee.
- Each Team will be expected to bring in 2 silent auction items per Team valued at \$50.00 per item or more. Tournament Director or Committee member will keep a record of the Team and their donations.
- Each Team will be responsible to get business cards, half page or full-page ads for the tournament program. Priced for same as follows: business card - \$100.00, Half-page ad - \$250.00, Full-page Ad - \$500.00
- Team must have a least 5 parents to work 50/50 draw, silent auction and concessions.
- Each Team is expected to bring in one Team from their division.
- Every player in the tournament to receive a gift. Special MVICE-PRESIDENT award to be made of a special gift (one player per tea). A player may only be awarded MVICE-PRESIDENT once during the tournament

9 General Information

A MEMBER IN GOOD STANDING will be defined as, one who has paid all fees and or dues to their Community League of residence and the Club. As well as, one who acts with honesty, integrity and respect to all fellow members and to the Club itself.

10 Glossary of Terms

Annual General Meeting	The Association meeting open to all Members held on the first (1st) Sunday of June of each Hockey Season.
Annual Operating Budget	The financial / accounting document setting out in detail, the proposed revenues and expenses for a Hockey Season.
Appointed	To designate a candidate for a Standing or Sub-Committee as Chairperson whom has been nominated and approved by the Executive Committee.
Arbitration Board	Shall be the Board of Directors, who shall clear disputes that may result, due to the interpretation of the objectives, and / or By-laws of the Club.
Club	The Brave Raiders Athletic Club.
Board of Directors	The elected members of the Executive Committee who are responsible for the overall management of the Club.
Chairperson	The Director appointed by the Executive Committee to lead and oversee a Club Committee or group.
Committee or Sub-Committees	The Board of Directors may appoint and establish such Committees or Sub-Committees as may be required from time to time to ensure that the objectives of the Club are met. Such Committees or Sub-Committees shall remain constituted at the discretion of the Board of Directors.
Community Representatives	A representative appointed by the President of each Community League as defined by the North East Zone Sports Council. Each representative will have one vote.
District	The geographic area in which the Club is permitted for the operation of a hockey program by the NE Sports Council.
Executive Committee	All elected and appointed members of the Club.
Hockey Season	The period beginning in August and concluding in June of the next calendar year.
Interim Meeting	An Executive Meeting called by the Board of Directors, between Regular Meetings as deemed necessary.
Non-Resident Player	Shall be defined as a Player who resides outside of the boundaries of the District that the Player is registered with.
Officers	The elected members of the Executive Committee.
President	Is an elected member of the Board of Directors who is in charge of the management of the Board of Directors. The President may only vote in the event of a tie.
Proxy	A written letter to the President or Vice-President, authorizing an Executive member to act upon another member's absence.
Quorum	The amount of eligible voting Members required before a Club meeting shall proceed.
Regular Meeting	The Club meeting held the third Sunday of each month over the course of the Hockey Season.
Registrar	The person elected to the Board of Directors, who handles the day-to-day activities of registration within the Club.

Residence	The particular municipal address where a player resides at the time of registration for the Hockey Season.
Secretary	The duty of the Secretary to attend all meetings of the Club and of the Board, and to keep accurate minutes of those meetings. In the absence of the Secretary, any Officer appointed by the Board shall discharge those duties. The Secretary shall be entitled to one vote at all proceeding of the Board.
Special Meetings	Meetings of the Board of Directors which may be called on the requisitions of any four (4) Directors provided that such request shall be made to the President, in writing or by phone to call such meeting and such request shall state the business to be brought before the meeting.
Special Resolution	A resolution requiring at least three-quarters of the Members entitled to vote at that meeting.
Treasurer	An elected member of the Board of Directors in charge of financial affairs of the Club. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall ensure that there is prepared, for submission, to the Annual General Meeting, an Audited Statement of the financial position of the Club. The Treasurer shall be entitled to one vote at all proceedings of the Club.
Vice-Chairperson	The Vice-Chairperson shall, in the absence of the Chairperson, exercises the duties of the Chairperson and shall preside at all meetings in the absence of the Chairperson.
Voting	Motions or Questions arising at any meeting of the Club or Board shall be decided by a majority of votes cast at that meeting. In the case of a tie, the President shall cast the deciding vote.