

Board Positions

President:

- Must have been on the board for at least 2 years prior to being President
- Chairs the meetings and oversees all aspects of HGHA including but not limited to ice allocation, endorsing OWHA policies, overseeing Financials, etc
- Is the signing authority on all association contracts
- Is the signing authority on all association Banking Accounts with the Treasurer and/or Vice President
- Shall be made aware of and monitor all complaints and issues arising during the season
- Shall be made aware of and monitor all player/coach suspensions
- Serves on all committees (as per the bylaws)
- Has the authority to create committees and committee terms of reference as needed with consultation from the Board of Directors
- Acts as a representative of HGHA to OWHA
- Shall act as the voting member of HGHA for all OWHA meetings
- President and Vice President will be invited to participate on all Discipline/coaching selection etc committees. It is expected that any individual will not participate in committees where there is a conflict of interest ie. a coach applicant shall not serve on the coaching selection panel within their division.
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours or sooner for situations of urgent matter

Vice President

- Must have been on the board for at least 2 years prior to being Vice President
- Works closely with the President on all aspects of running the HGHA
- Chairs the board meetings if the President is not available
- Shall be made aware of and monitor all complaints and issues arising during the season
- Shall be made aware of and monitor all player/coach suspensions
- Sits on the Coaching selection committee with the President, Junior Teams Representative and Competitive Teams Representative

- Sits on the disciplinary committee with the President and with whomever else the current Board appoints
- President and Vice President will be invited to participate on all Discipline/coaching selection etc committees. It is expected that any individual will not participate in committees where there is a conflict of interest ie. a coach applicant shall not serve on the coaching selection panel within their division.
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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Treasurer

- Is responsible for all banking and financial aspects of the HGHA
- Is the signing authority on all association banking accounts with the President and/or Vice President
- Is responsible for submitting all OWHA Team Finance Forms with applicable fees to the OWHA by the required deadlines
- Will submit Provincial Bonds for all Competitive Teams
- Will oversee payments for referees and arenas for ice times
- Will provide payments to tournaments and work with Team Managers for reimbursements from teams
- Provides financial information to the Board who then determine upcoming fees etc together
- Shall be responsible for ensuring the completion of the required year-end financial report
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours

Secretary

- Shall monitor the HGHA email account daily and respond or forward all messages to appropriate Board Members
- Shall prepare and send an agenda to all Board Members prior to monthly Board Meetings and the AGM

- Shall take the minutes at the HGHA's monthly meetings and the AGM
- Shall send the minutes after the monthly Board Meetings within 4 days for Board approval and posting on the website within 7 days of Board meetings
- General knowledge of HGHA Policies and By-Laws as well as RAMP Teams App
- Will be responsible for accepting any motions, correspondence or proposed amendments to the Constitution and By-Laws, Rules and Regulations, Policies and Procedures prior to the AGM and will forward all correspondence to the Board Members
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability

Registrar

- Shall be required to gain a working knowledge of RAMP online association management system used by the OWHA
- Will be responsible for being familiar with the administration of the HGHA RAMP registration setup and process
- Is the OWHA registrar liaison and point of contact for the HGHA
- Shall set up HGHA seasons and registration packages for players and coaching staff on RAMP, including competitive in the spring
- Is responsible for submitting OWHA Intent to Register (ITR's) by the OWHA deadlines
- Is responsible for OWHA Player Registration and the assignment and/or removal of Players, Staff and Team Officials to OWHA rosters on an ongoing basis
- Is required to provide HGHA Coaching Staff updated official rosters once approved
- Is responsible for the transfer of players between organizations and providing signed Permissions to Skate
- Is responsible for submitting all OWHA Team Finance/Multiple Team Finance Forms to the HGHA Treasurer to submit with fees to the OWHA by the required deadlines
- Is responsible for submitting any requests for refund to the OWHA if applicable
- Is responsible for managing all player registration records and collection and record of registration fees received and any outstanding accounts and verifying with the treasurer
- Is responsible for reporting to the HGHA Board Members current registration numbers, projections for following seasons, registration fees and outstanding balance information
- Must obtain an in-depth working knowledge of the Association Website

- Sets up Coaching
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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House League Representative

- Is the HGHA liaison between all House League Coaching Staff and Managers for all divisions
- Is the HGHA liaison to Sting families and provides all information to registrants regarding the season
- Must have a working knowledge of the RAMP Teams app and Gamesheet app and will provide team Coaches and Managers with their portal login information and game codes when needed
- Shall be designated on all House League Teams OWHA ITRs as the Team Contact and is responsible for all communications with the OWHA regarding these teams
- Will be the liaison between Head Coaches and the HGHA Scheduler
- Will work with the Scheduler to reschedule any games or practices due to cancellation during the season
- Will be the liaison between teams and the HGHA Referee Scheduler
- Will co-ordinate and supervise Pre-Season Player Evaluations and Draft Process, to ensure a fair and equitable team selection
- Is responsible for facilitating the acquisition of all required certifications and police checks for all bench staff
- Will provide the registrar with completed rosters for all House League Teams for submission to the OWHA
- Is responsible for monitoring all House League Player/Coach suspensions and forwarding all reports of suspensions to the President and Vice President
- Must be available by text at all times due to last-minute rescheduling of games and referees
- Could sit on the Coaching Selection Committee with the President and Vice President
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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Ice Scheduler

- Works with arenas on ice allocations and securing ice times for games and practices
- Is the signing authority on all association ice time contracts
- Provides the SMGHL with available ice times for games by the deadline provided
- Works with the SMGHL schedulers on the yearly game schedule
- Works with the Tournament Director to secure ice for the annual HGHA Tournament
- Works with the House League Representative on allocations of practice times and rescheduling of games or practices during the season if necessary
- Works with the Competitive Team Representative around allocations of practice times
- Works with teams to cancel ice that is not being used
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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Competitive Divisions Representative

- Is the HGHA liaison between all competitive Coaching Staff and Managers for all divisions
- Sets up Coaching Applications and tryouts in the spring
- Provides all information to the Competitive Coaching Staff and registrants regarding the season
- Must have working knowledge of the RAMP Teams app and will provide team Coaches and Managers with their portal login information
- Is the liaison between the Competitive Teams and the HGHA scheduler regarding practice times
- Is the liaison between the Competitive Team Managers and the HGHA Board
- Each Competitive Team must have an OWHL league liaison (Manager) and Team Scheduler who receives all information regarding their season directly from the OWHL league and sets up all game schedules for the season
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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Director of Social Media and Public Relations

- Is responsible for keeping the HGHA Facebook and Instagram accounts updated and engaging
- Supplies stories to local media outlets, radio programs etc on an ongoing basis
- Keeps track of sponsors/logos and provides acknowledgement on social media
- Helps create the HGHA Tournament advertising booklet
- Facilitate content between all teams in HGHA
- Communicate with one representative from each team on a consistent basis throughout the regular season
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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Director of Fundraising/Sponsorships

- Takes the lead on all fundraising/sponsorship initiatives
- Creates a yearly “Sponsorship Package” for the community
- Is responsible for securing sponsors for our Home Tournament
- Is responsible for the tracking and payments of Association Sponsorship fees from HGHA members
- Will provide the registrar with any outstanding association sponsorship fees by March 1st to apply to members’ registrations
- Should explore any available grants and application process and present to the HGHA board
- Shall be responsible for acknowledging Sponsors by email during the season and end of the season
- Consistently promotes current HGHA sponsors and upholds professionalism at all times
- Communicate consistently with the Director of Social Media and Public Relations to relay content for posting
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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HGHA Equipment Manager

- Is responsible for the inventory and cataloguing of equipment
- Is responsible for the ordering of required hockey jerseys, name bars, medals and socks each season, as directed by the HGHA Board of Directors
- Is responsible for the distribution and recollection of all equipment to teams during the season
- Is responsible for the storage of all Association-owned equipment in our storage room and locker. This includes pucks, pylons, training aids, jerseys, trainer bags etc.
- Will advise the HGHA Board on the condition and/or requirements for consideration of replacing or purchasing additional Jerseys and/or equipment
- Provides the HGHA registrar with team name lists and their jersey numbers to be entered into RAMP at the beginning of the season
- Will abide by all Hockey Canada, OWHA & HGHA policies and bylaws. Will serve with integrity to carry out the missions and objective of HGHA to the best of their ability
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Referee Scheduler

- Weekly: Organizes and sets up referee schedules for all home games
- Assists with reffing schedule for Home Tournament
- Provides information regarding reffing clinics and certifications to all current and potential new refs
- Provides the treasurer with financial information regarding referee payments
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours or sooner for situations of urgent matter

*Disciplinary/Complaint Resolution Committee

- President and/or Vice President and a minimum of one Director as nominated by the Board on a case-to-case basis