

HGHA board positions 2024/25 season

All board members are required to join a monthly meeting held at the Summit Center in Huntsville to discuss ongoing details about the season. Meetings are held on the first Wednesday of each month at 7pm. Board members are required to be contactable by email daily throughout the season.

Board Position responsibilities: (include but are not limited to)

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
- 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/coaches suspensions.
- Sits on the Coaching selection committee with V.P., Junior teams representative and competitive teams representative.
- Sits on the disciplinary committee with V.P and other board members
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

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/coaches suspensions.
- Sits on the Coaching Selection committee with the President, Junior Team Representative and competitive teams representative.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

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 to 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.
- 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.
- 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.

Registrar

- Shall be required to gain a working knowledge of RAMP online association management system used by the OWHA.
- Will be responsible to be 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
- 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 and Team Officials to OWHA rosters on an ongoing basis.
- Is required to provide HGHA Coaching Staff with updated official rosters once approved.
- Is responsible for the transfer of players between organizations, and for 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.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

Junior Divisions 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 houseleagueTeam 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 V.P
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

Scheduler:

- Works with Huntsville, Burks and Baysville 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 Junior divisions representative on allocations of practice times, and rescheduling of games or practice during the season if necessary.
- Works with the Competitive team representative around allocations of practice times.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

Senior Divisions Representative

- Responsible for overseeing all things Senior C related and is the liaison between the team and the HGHA board members.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

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 a working knowledge of the RAMP teams app, and gamesheet 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 manager 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.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

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
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

Director of HGHA Website

- Must obtain an in-depth working knowledge of the Association Website.
- Is responsible for general updating of the HGHA Website information, pictures, articles, announcements etc. regularly.
- Keeps track of sponsors/logos and provides acknowledgement on the HGHA website.
- Keeps track of the STING STORE purchases and provides the financial tracking information to the HGHA treasurer and registrar.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

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 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.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

Director of Training and Development Programs

- Will consult with Scheduler regarding available ice specific to Programming Ice.
- Will consult with HGHA board members to ascertain the goals and objectives of the Association regarding Training and Development Clinics and Programming opportunities for players.
- With agreement from the board, will contact and arrange qualified instructors and assistants to perform the various training and Development Clinics.
- Will create a financial budget for expenses and review it with the HGHA board members.

- Will work with the Junior Division's representative to coordinate any team-specific development opportunities.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

Director of Health and Safety

- Stays on top of current situations and is the go-to person for all things related to health and safety.
- Is responsible for ensuring all teams have complete trainer bags.
- Provides team trainers with all necessary information for certification, medical forms for their families, injury report logs and return-to-play documents as outlined by the OWHA.
- Is the director of all team trainers, and liaison between team trainers and the HGHA, and records all reports of injuries and incidents.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

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.
- 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, trainers 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.
- Must monitor their email daily and respond to all HGHA-related communications within 24 hours.

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.

Tournament Director:

- Sets up home tournament sanctions with the OWHA
- Will work with the scheduler to secure ice times for the tournament.
- Creates tournament registration for teams, tracks registrations and provides all communication with the team coaches/managers.
- Sets up the rules and schedule for the HGHA tournament.
- Gains a working knowledge of RAMP tournament portal and Ramp game sheet portal.

- Camps out at the arena for about 50 hours over the tournament weekend and puts out a million fires.

SMGHL Liason

- Attends monthly meetings with the SMGHL representatives from Barrie, Orillia, Midland and Collingwood and reports back to the HGHA with any relevant information and with anything requiring a vote.
- Supplies the junior division rep with all information to pass on to coaches and families regarding seasonal programming, championship weekend and U7 jamborees.
- Represents the HGHA at the championship weekend and secures volunteers from the HGHA for that week-end.
- Must monitor their email daily and respond to all HGHA/SMGHL-related communications within 24 hours.

**Next SMGHL meeting April 20th in Barrie at 10 am.

HGHA Board meetings are first Wednesday of each month at 7pm at the Summit Center