



## **Lacombe Minor Hockey Association Position Descriptions**

### **SECTION 1: EXECUTIVE POSITIONS**

The Executive positions shall be elected at the Annual General Meeting and shall serve a term of minimum 2 years.

President, Treasurer and Past-President positions will be available for all even years.

Vice President, Game and Conduct, and Secretary positions will be available on all odd years.

#### **PRESIDENT**

The President shall generally perform the duties of the office of President and, without limiting the generality of the foregoing shall have the powers to:

- Preside at all meetings.
- Exercise the powers of the Executive in case of an emergency.
- Sit on all committees as an ex officio voting member.
- Appoint all committee Chairmen.
- Sign as one of four signing Officers for the Association.
- Shall attend Executive and Operating Committee Meetings
- Shall act as the contact for all outside organizations, including Hockey Alberta, Hockey Canada, and all other Minor Hockey Associations
- Shall oversee and participate with CAS to ensure the continued success of these programs under the LMHA umbrella
- Shall oversee and participate with CAW to ensure the continued success of these programs under the LMHA umbrella
- To perform such other duties as shall be necessary for the good and welfare of the Association.
- Voting member when required to break ties

#### **VICE-PRESIDENT**

- Shall act in the absence of the President.
- In the event of the President's inability to act, the Vice-President shall have and exercise all the powers of the President.

- Shall be one of the four signing officers of the Association.
- Shall attend Executive and Operating Committee Meetings.
- To perform such other duties as shall be necessary for the good and welfare of the Association.
- Shall act as CAHL Director
- Shall act as Governor of Directors and assist Directors with the evaluation process
- Shall assist with player and coach development
- Voting member

## **TREASURER**

- Shall keep an accurate record of all monies received and disbursed.
- Shall present at the Annual Meeting, a report of the year's operations to date and printed Year to Date financial statement and shall provide an audited financial statement at the Fall General Meeting.
- Shall work together with all parties, including government, to reconcile year end financial statements.
- Shall provide oversight of online banking and direct deposit payments along with one other paid position within the association who is responsible for issuing payments or reimbursements.
- Shall handle all liability claims, seeing they are processed properly and settled.
- Shall be one of the four signing officers of the Association.
- Shall attend Executive and Operating Committee Meetings.
- To perform such other duties as shall be necessary for the good and welfare of the Association.
- Shall, together with the Fundraising Convenor, keep fundraising records and ensure all gaming reports are filled out properly and filed.
- Shall work with Team Representatives on Team Budgets and Bank Accounts, and each season, arrange for account signers to be set up
- Shall oversee all bookkeeping duties.
- Voting Member

## **GAME AND CONDUCT MANAGER**

- Shall be responsible for administering and evaluating Lacombe Minor Hockey Association with regards to the game and conduct management initiative and risk management program.
- Shall attend Executive and Operating Committee Meetings.
- Shall collect coach criminal record checks with vulnerable sector check and keep all information secure.
- To perform such other duties as shall be necessary for the good and welfare of the Association.
- Voting Member

## **SECRETARY**

- Shall keep an accurate record of the minutes of all Executive, Operational, General and Special meetings of the organization for the duration of tenure.
- Shall be responsible for all other books and records of the Association.
- Shall have charge of the Seal of the Association, which seal whenever used shall be authenticated by the signature of the Secretary and at least one member of the Executive.
- Shall notify the executive of the time and place of meetings.
- Shall publish the notice of the annual meeting at least two weeks in advance.
- Shall be one of the four signing officers of the Associations.
- Shall attend Executive, General, Special and Operating Committee Meetings.
- To perform such other duties as shall be necessary for the good and welfare of the Association.
- Will be responsible for keeping our Bylaws and other forms and documents up to date.
- Shall provide travel permits for any teams traveling for any exhibition games or tournaments.
- Voting Member

## **SECTION 2: OPERATING COMMITTEE**

Operating Committee and appointed positions shall be elected at the Annual General Meeting and shall serve a term of one year.

### **DIVISIONAL DIRECTORS**

#### **(Intro to Hockey, U9, U11, U13, U15, U18, Female)**

Divisional Directors are an important part of the communication chain in our association. They act as the middle between the Executive/Operating Committee and the Coaches/Parents/Players. The Director in each division will be responsible for the following:

- Shall organize player evaluations and team selections in accordance with the Lacombe Minor Hockey evaluation process.
  - This includes recruiting and arranging for impartial evaluators at each session required
  - Arranging for on-ice help during the ice times
  - Collecting evaluator comments and results
  - Communicating ice times/groups to players/parents
  - Informing players/parents and keeping them up to date during the process
  - Working with the Development Director and Vice President for practice plan and drills to be used during evaluations
  - Facilitate Coach selection with the VP
- Shall assist the Registrar in the registration of players for his or her division.
- Shall conduct pre-season meetings with coaches and managers.
- Shall function as a liaison between their respective divisions and the Operating Committee.
- Shall attend Operating Committee meetings with a prepared interim report.

- Shall plan ahead for next season.
- To perform such other duties as shall be necessary for the good and welfare of the Association.
- Tournaments
  - Shall organize initial divisional tournament meetings in coordination with the Tournament Coordinator.
  - Will oversee the division's tournament and ensure that the association's Tournament Policy is followed and managing issues as they may arise in coordination with the Tournament Coordinator
- Ice Schedule
  - Ensuring ice allocated to their division is used according to LMHA guidelines and allocated in a fair and equitable way and returning of ice
  - Ensuring all ice times allocated are used
  - Ensure that any returning of ice by a team is done according to LMHA guidelines
- Team Management
  - The Director will assist teams with the initial start up including holding the first team meeting of the year, assist with filling team positions, help with conflict resolution if the parent liaison requests
- Communication
  - The Director is the line of communication between the Executive/ Operating Committee and Coaches/Players/Parents. This includes attending each operating committee meeting and relay any information pertinent to the groups
  - Give a monthly report to the Executive/Operating group regarding your division
  - Keep the President/Vice President/ or Game and Conduct apprised of any issues within the division

## **REGISTRAR**

*Description being updated*

## **ICE CONVENOR**

*Description being updated*

## **DEVELOPMENT DIRECTOR**

- Development Planning
  - Source facilitators for development
  - Fill development ice allocated for divisions or development
    - Ensure all ice allocated is used
    - Ensure development is spread across divisions fairly
  - Goalie Development - ensure goalie development continues to be provided
- Development Organization

- o ensure that development session registration is completed, all payments are made and that those registered are aware of the session time and location
- o Work with the Registrar to prepare for registration
- o Ensure development sessions are cost effective for participants
- o Ensure payments are made before players attend sessions
- o Communication to registrants - through the ramp app and email
- o Ensure a safety rep is in attendance at all sessions or that the facilitator has a safety plan in place
- Communication
  - o The Director is the line of communication between the Executive/ Operating committee and the Coaches/Players/Parents. This will include:
    - Attending each operating committee meeting and relay any information pertinent to the groups
    - Giving a monthly report to the Executive/Operating group regarding your area
    - Keep the President/Vice President apprised of any issues

### **CAHL GOVERNOR (2 Positions)**

- All Governors shall be appointed by the Governor in Chief after approval of the CAHL
- President and may be dismissed for failure to perform his/her duties by either the Governor in Chief or the President.
- Subject to approval of the President, shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within this League and under his jurisdiction for any infringement of the rules or regulations of either this league, Hockey Alberta or the C.A.H.A..
- To obtain consistency each Governor shall communicate the details of the issues at hand to the League Governor or Governor in Chief for advice and direction before implementing any disciplinary action.
- Will report to and are responsible to the President, under the direct supervision of the Governor in Chief.
- Will assist the executive committee in matters of policy as requested.
- Will immediately advise the President of any protests filed.
- A Governor may not be a coach, manager, or parent of a player etc., in the same category of hockey (e.g. Bantam C coach may not be a Bantam C Governor) without permission of the President and Governor in Chief.

### **SOUTH CENTRAL LEAGUE REP**

Please email [lacombehockeyoffice@gmail.com](mailto:lacombehockeyoffice@gmail.com) for more info

### **CAS GOVERNOR**

Please email [lacombehockeyoffice@gmail.com](mailto:lacombehockeyoffice@gmail.com) for more info

## **CAW GOVERNOR**

Please email [lacombehockeyoffice@gmail.com](mailto:lacombehockeyoffice@gmail.com) for more info

### **SPONSORSHIP CHAIR (2 Positions)**

- Shall solicit corporate sponsorships.
- Shall provide reports to the Executive.
- Shall work with the Tournament Committee to raise the profile of Association Sponsors.
- Shall attend Operating Committee Meetings.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

### **REFEREE-IN-CHIEF**

- Shall maintain a list of qualified referees, certified by Hockey Alberta, to referee all league and play-off games. (Preference being given to local referees, if possible.)
- Shall through the aid of clinics, train and supply sufficient referees to satisfy the demands of the Association.
- Shall have the authority to remove an incompetent referee from the list.
- Shall secure an official interpretation of all contested rule interpretations if requested.
- Should a referee contest being removed from the list, he may appeal to the Executive of the Lacombe Minor Hockey Association.
- Shall attend Operating Committees meetings.
- Shall provide supervision and encouragement for younger officials.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

### **FUNDRAISING CONVENER:**

- Shall organize fund raising activities.
- Shall keep fund raising records and manage annual AGLC reporting requirements.
- Shall provide liaison between groups in regard to fund raising activities.
- Shall provide reports to the Executive.
- Shall attend Operating Committee Meetings.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

### **LEAD COACH MENTOR (1 Position) AND COACH MENTOR (Multiple Positions)**

- Shall provide supports to LMHA coaches with practice preparation, team and game management.
- Shall be available to attend practices and provide support and mentorship for coaches.
- Provide support to coaches as issues arise
- May identify equipment needs

## **SAFETY OFFICER**

- Shall ensure that each team has a qualified safety person, as well as a qualified safety person is present during evaluations.
- Shall ensure all resources required by the team safety person is readily available, including required documents and stocked First Aid Kits.
- Shall ensure that each teams safety person has collected required safety documentation.
- Shall ensure that each team has developed an emergency action plan that is communicated to the entire team.
- Shall ensure that the team safety person has completed all required paperwork when an injury occurs and all return to play steps have been completed
- Shall promote a safe environment within the Lacombe Minor Hockey Association
- Shall provide development, support and mentorship to his or her team safety people
- Shall ensure that Hockey Alberta safety initiatives are being implemented within Lacombe Minor Hockey and provide feedback as needed
- Shall communicate Hockey Alberta Safety Information within Lacombe Minor Hockey
- Shall provide Hockey Alberta with safety related information from or pertaining to, Lacombe Minor Hockey
- While the ideal candidate will have a background in health care, the most important characteristics for this position are a passion for safety in the game, the ability to communicate effectively, and strong organizational skills.

## **ROCKETS GIVE BACK COORDINATOR**

- Coordinate the Rockets Give Back programming
- Partner with local charitable organizations to provide opportunities for teams to give back to our communities and foster a sense of volunteerism and community spirit

## **SPECIAL EVENTS COORDINATOR**

- Coordinate and work with special event team representatives to organize special events including
  - Welcome Back Breakfast
  - Alumni Game
  - Come try hockey
  - Used Equipment Sale

## **TOURNAMENT COORDINATOR**

- Shall organize initial divisional tournament meetings
- Shall maintain records for tournaments
- Shall facilitate smooth operation of all tournaments
- Shall attend Operating Committee Meetings

- To perform other such duties as shall be necessary for the good and welfare of the Association

#### **SOCIAL MEDIA COORDINATOR**

- Post on social media in an appropriate and brand consistent manner, ensuring personal views are not included and that they represent Lacombe Minor Hockey in a positive way
- Maintain a social media presence on social platforms such as Facebook and Instagram
- Create a social media plan and execute for Sponsorship
- Include sponsors in all team posts
- Post pictures of Lacombe minor hockey events, gathering pictures either directly or from other LMHA members