



Sturgeon Hockey Club Committee Members Duties

President

- Oversee, direct, coordinate, and control the affairs of the SHC through the responsible cooperation and teamwork of the Executive Committee.
- Arrange and organize regular Executive Committee meetings and notify the Executive Committee members of their time and place.
- Prepare and distribute the agenda for the Executive Committee meetings.
- Together with the Vice-President, Secretary and Treasurer have joint signing authority over all monies spent in the name of SHC.
- Cast deciding vote when committee votes end in a deadlock.
- Ensure all members of SHC Committees conduct their duties in accordance with the By-Laws of the Association.
- Act on behalf of SHC at all League, Zone, and Hockey Alberta meetings. If unable to attend the President must insure a suitable replacement to represent the Association will attend in his/her place.

Vice-President

- Carry out the duties of the SHC President in the absence of the President.
- When it is clear that the President of the Association can no longer carry out the duties of his/her office or is absent from their position, the Vice- President will arrange a General Meeting to elect a new President.
- Assist the President in the running of the Association as directed by the President.

Past President (non-voting)

- Attend meetings of the executive committee when requested by the executive committee.
- Report to the President

Secretary

- Record and compile all meeting minutes and ensure they are properly documented.
- Assist SHC President with preparing agenda for all meetings as well as all pertinent documentation for such meetings.

- Compile with the Registrar a complete listing of all members of the Association and their positions within the Association.
- Assist the President in the running of the Association as directed by the President.

Treasurer

- Ensure the financial affairs of the SHC are controlled and documented.
- Ensure accurate, legible, and up to date records are available for review.
- Prepare for all Executive Committee Meetings a concise brief financial report to assist in ascertaining the Association's financial position.
- Only release Association Funds on the approval of the Executive Committee and with a proper Receipt.
- Present a financial report for all members at the AGM. This statement will be as up to date as possible.
- Finalize the previous year's accounts prior to the following season.
- Prepare the Annual Financial Report to be submitted in accordance with the Societies Act.
- Coordinate and control the team photo shoot each year.

Registrar

- Oversee, direct, coordinate, and control the Annual Registration of the SHC.
- Ensure all teams participating in Provincial Playdowns are duly registered in accordance with Hockey Alberta.
- Keep an up-to-date listing of all Coaches and Team Staff including all qualifications
- Inform the Executive Committee of any issues dealing with registration.

Director of Ways and Means

- Oversee, direct, coordinate, and control the fundraising activities of the SHC.
- Ensure that all team fundraising done at the team level is recorded and reported.
- Present a fundraising report for all members at the AGM. This statement will be as up to date as possible.
- Ensure all licences are dealt with and inform the President of any shortcomings.

Director of Game and Conduct

- Implement, administer and evaluate the SHC game and conduct management initiatives and risk management programs.
- Represent SHC at the Zone Game & Conduct Management seminars.
- Certified in the Canadian Hockey Safety Program (CHSP) and Respect in Sport.
- Ensure all SHC teams have at least one CHSP and Respect in Sport certified person assigned to their team roster as per Hockey Alberta regulations.

- Maintain accurate SHC records of all CHSP and Respect in Sport certified people.
- Ensure all teams have necessary forms to report injuries and ensure serious injuries are reported to Hockey Alberta.
- Head the SHC Disciplinary Committee.

Director of Hockey Operations

- Chairman of the SHC Hockey Operations Committee. The Director of Hockey Operations will manage all hockey related tasks within said committee.

Director of Coaches

- Direct and oversee the coaches under the jurisdiction of the Executive to ensure all registered players in SHC receive the highest standard of coaching and leadership available. He or she must have or attain a minimum of coach's level certification at the earliest possible opportunity if not certified already.
- Ensure each team has a coach for the entire season and that they are in receipt of a National Coaches Certification Program Certificate.
- Notify all potential and active coaches are notified of coaching clinics being offered in the affected season.
- Form part of the Coaches Selection Committee and be the official spokesperson when presenting names of coaches to the board for approval.
- After receiving majority consent from the Coaches Selection Committee, present the names and qualifications of all coaches being granted teams to the board for official approval. If a majority decision can not be reached by the Coaches Selection Committee a Board decision may be requested and shall be deemed final.
- Responsible for the direction, supervision, coordination and control of the selected coaches during the season.
- Evaluate all coaches in practice and game situations to ensure proper techniques, leadership, sportsmanship and manners are being displayed to the best of the coaches ability.
- With the assistance of a minimum of two other Coaches Selection Committee members, write a document appraising each coach under his/her directorship compiled in an on-going Director of Coaches file.
- Not responsible for selecting assistant coaches or team managers and shall not be responsible for player discipline, officiating complaints or player/coach disputes.

Member at Large

- Act for members of the Association Committee when current members are unavailable.
- Assist the Executive Committee when called upon to head sub committees under direction of the Executive Committee.

Communications Director (non-voting)

- Responsible for maintaining the SHC website and social media accounts.
- Provide all email accounts and website logins for Association Directors, Managers and Coaches, as well as provide technical support for the Association.
- Communicate information to SHC members on behalf of the Association.
- Oversee, direct, coordinate, and control all publicity and advertising for SHC.
- Prior to submitting any correspondence on behalf of the Association, ensure the SHC President is informed.

Equipment Director

- Oversee, direct, coordinate, and control the distribution of all SHC Equipment (including Jerseys).
- Ensure all equipment shortcomings are reported to the Executive Committee for correction.
- Clear all purchases with the Executive Committee prior to taking delivery.
- Keep an up to date inventory of all SHC holdings including where all equipment is at all times.

Referee in Chief

- Oversee, direct, coordinate, and control all referees within the SHC.
- Ensure all referees used in the SHC are fully qualified for the games they are officiating.
- Evaluate all officials under his/her jurisdiction; abide by the policies and procedures set forth by the Referees Association.
- Notify the Director of Hockey Operations of any rule changes as soon as possible.
- If unavailable for a portion of the active season inform the Executive Committee of the suitable replacement.
- Make available to the Executive Committee a list of all officials used within the Association.

Referee Assignor (paid position / non-voting)

- Oversee, direct, coordinate, and control the assigning of game officials for the SHC.
- When referees are unavailable for a particular game inform the Head Coach of that team as soon as possible.
- Coordinate with the Executive Committee the prompt payment of all officials.
- If unavailable for a portion of the active season inform the Referee in Chief of the suitable replacement.
- Coordinate with all Head Coaches to ensure there is adequate officiating for all league, play-off, provincial, and exhibition games.

Ice Scheduler (paid position, non-voting)

- Oversee, direct, coordinate, and control all matters dealing with the equitable distribution of ice for the SHC.
- Coordinate with Head Coaches all discrepancies in regards to ice time.
- Consult with the Executive Committee when a situation warrants.
- Ensure that teams participating in the Provincial playdowns are afforded every concession in regards to scheduling provincial games.
- Collect from Head Coaches their monthly ice usage including their unusable ice times (first week of every month).

Level Directors (U7 - U18)

- Ensure all players within their division have received proper registration/carding with Hockey Alberta prior to the 1st league game or November 15 of the current hockey season, or whichever comes first, with the assistance of the Registrar.
- Ensure all players in their respective division have received proper carding by Hockey Alberta through the SHC Provincial representative.
- Ensure all players have submitted appropriate additional registration fees for their respective division level by November 1st of the playing season to the Treasurer.
- Oversee the daily operation of all teams within their division under the Executive Committee's jurisdiction and report any and all infractions of the rules to the Executive Committee for consideration.
- Participate with Coaches Selection Committee to ensure adequate and capable coaches are available, through the pursuit of volunteers.
- Act as liaison between the coaches of their respective division and the Director of Coaches during a dispute.
- Attend the 1st coach/parent meeting on behalf of the Executive Committee so as to introduce any and all information as may be required.
- Report to the Director of Hockey Operations.