

Port Colborne Girls Hockey Association Board Positions/Committees



DUTIES OF THE BOARD OF DIRECTORS:

a) PRESIDENT

- Chief Executive Officer of the Association.
- Charged with the general management and supervision of the affairs and operations of the Association;
- To be kept informed of all business matters pertaining to the Association.
- Preside at all Association meetings.
- Represent the Association at all times and act as the Associations ambassador
- Ex Officio member of all committees.
- Voting representative at OWHA and GHGHL or designate a representative to carry the vote(s)

b) 1ST VICE PRESIDENT

- Take on the duties of the President if the President is absent or unable to carry-on with their position.
- Recommend to the Board the number of teams (divisions and category) for the upcoming season with the assistance of the House League Director.
- Be a member of the Discipline Committee.
- Be a member of the Coaching Selection Committee.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Support to all Programs and Teams.
- Address parental concerns.
- Attend and vote at GHGHL or OWHA meetings or arrange for a delegate to be present on their behalf.
- Ensure all bench staff have their required minimum certification of their respective positions as required by the OWHA.

c) 2ND VICE PRESIDENT

- Take on the duties and chair meetings if the President if the President and 1st VP are absent or unable to carry-on with their position.
- Chair of the Discipline Committee
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Address and investigate parental concerns and complaints
- Follow OSHA standard for conducting hearings
- Maintain safety standards
- Review with all coaches the Code of Conduct prior to the beginning of each season.
- Ensure all coaching staff have their required minimum certification of their respective positions
- Ensure all coaching staff submit their police checks by the deadline given.
- Be a member of the Coaching Selection Committee

d) ADMINISTRATOR

- Be responsible for the safekeeping of all books, minutes and official records of the PCGHA.
- Keep an accurate report of the proceedings of the PCGHA, receive all communications, and conduct all correspondence at the direction of the President and/or Board.
- Perform the duties of recording Board of Directors meeting minutes.
- Schedule monthly meetings, special meetings and AGM
- Distribute the minutes to the executive members, prior to the start of the next Board of Directors meetings and prepare all materials for upcoming Board meetings.
- Make Board meeting minutes available, upon request, to the general membership.
- Nomination Process for elections
- Other duties as assigned by the President

e) TREASURER

- Fulfill all financial obligations of the Association.
- Accounting bookkeeping for the Association, if necessary, to the Auditor of the Association at the end of the year.
- Deposit cheques, issue refunds, pay bills without delay on behalf of the Association.
- Update Quickbooks accounting software
- Work with the Registrar, Tournament Director and other Association events where monies are needed or received.
- Issue all cheques countersigned by the President
- Prepare reports and financial standings for the Association when called upon to do so by the Board.
- Reimburse items approved by the Executive as needed
- Submit a detailed report on finances at the Annual General Meeting.
- Recommend cost-per-player to the Board for Approval.
- Transfer all books, official records and material in their possession to their successor, immediately after the Annual General Meeting elections.

f) REGISTRAR

- Coordinate the registration of PCGHA members and participants
- Roster Approvals through Ramp registration system
- Help with General Administration
- Implement registration fees to registration
- Release players and issue permission to skate to tryouts
- OWHA communication on registration issues
- Other duties as assigned

g) ICE SCHEDULER

- Negotiate and procure ice time from local rinks in support of association activities. Usually done through PCMHA, and the City of Port Colborne.
- Provide a list of home ice times for all Wave teams for the GHGHL scheduling meetings
- Schedule and reschedule games between Association teams and outside Associations.
- Develop recommended policies for ice allocation.
- Make sure age is appropriate for shared ice practices. Lower age groups mostly play games on weekends whereas older teams U15/U18/U22 may require weekday games as needed.
- Maintain positive relationship with the Municipality recreation staff and PCMHA
- Has overall responsibility for scheduling team practices, games and rescheduling.

h) TOURNAMENT DIRECTOR

- Chair and coordinate a committee to run our annual OWHA sanctioned house league tournament..
- Submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- All Tournament proceeds will be given to treasurer
- Maintain a tournament registration list and main contact
- Arrange Wave Frenzy Tournament schedule, medals and trophies.

i) HOUSE LEAGUE DIRECTOR

- Facilitate and coordinate all house league activities.
- Participate Discipline Committee
- Ensure team composition as fair as possible through player evaluation
- Appoint Convenors as needed (depends on the number of teams in a division)
- Responsible for ensuring team personnel have proper certification and team rosters are completed and approved by the OWHA by late October.
- Act as a liaison between between the executive and teams
- Attend individual division or team meetings when deemed necessary.
- Assist with ice schedules on team schedules and conflicts when they arise.
- Responsible for ensuring teams communicate and follow all OWHA, GHGHL and PCGHA rules, regulations, policies and suspensions are observed and respected.
- Will resolve or attempt to resolve all concerns among players, parents, team personnel and division convenors prior to passing it on to Board members.

- Communicate all OWHA and PCGHA suspensions and any other discipline actions to players and team officials.

j) DIRECTOR AT LARGE

- Assist House League Director in fulfilling their duties.
- Assist in administration of sponsorships, and service support.
- Assist Tournament Director
- Assist with team pictures.

k) WEBMASTER/IT

- Non-voting member
- Website content
- Tablets
- Association digital media accounts

l) EQUIPMENT AND INVENTORY DIRECTOR

- Ordering supplies
- Updating sponsorships for jerseys
- Track inventory
- Obtain supplier for Wave merchandise
- Obtain and submit minimum of (2) quotations for new house jerseys and socks for approval by the Board as required.

m) DIRECTOR OF SPONSORSHIPS/MEDIA RELATIONS

- Sponsorships for Teams/Programs
- Advertising
- Donations
- Draws for Wave Frenzy Tournament
- Team photos/Sponsorship plaques
- Banquet/end of the year get together and player recognition

n) SENIOR DIVISION DIRECTOR

- Facilitate the coach selections process
- Shall have 2 Female member representatives per team
- Help promote the senior division through marketing as well as contract any leagues required to complete a season schedule.
- Shall be responsible for the planning and management of the operation of the Senior League
- Work with the PCGHA Board of Directors
- Shall coordinate the appropriate clinics for bench staff (ie Coach Clinics, Trainers, OWHA approved)
- Act as Liaison between coaches and players to the association for all Senior League teams.

o) PAST PRESIDENT

- Non voting member
- Act as an adviser.
- Attend Board of Directors Meetings (as needed)
- Perform the duties of President, if President, 1st VP and 2nd VP are unavailable.

Note: PCGHA Executive can create new positions or dissolve positions as needed by majority vote at any time. Positions not filled will require other positions to cover.

COMMITTEES

1. Discipline Committee:

- 2nd Vice President - Chair
- President
- 1st Vice President
- House League Director
- Follow OWHA guidelines for conducting a hearing: [OWHA Hearing Guidelines](#)

2. Coaching Selection Committee:

- House League Director - Chair
- 1st Vice President
- 2nd Vice President
- President (as needed)
- Selecting Coaches/Bench Staff per team and program
- Make sure all are properly certified