



## **Executive Positions and Duties**

The Directors of the Society shall now be called the Executive, which will consist of the Past President, President, Vice President, Secretary, Registrar, Treasurer, Referee-In-Chief, Head Coach, Equipment Manager, Ice Manager, Risk Manager, Female Hockey, Concession Manager and Fund Raising.

### **President**

The president of the Association must follow the list of Responsibilities below:

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Set TCMHA policy and make sure it is used throughout the association
- Chair the TCMHA Annual General Meeting (AGM)
- Chair TCMHA Executive meetings and also share the title of “Chair” to the other members of the Executive.
- Chair all committees’ meetings in the absence of the Vice President (Discipline, Finance, etc.)
- The primary contact for TCMHA and disperse all information to the according Executive member.
- Attend all TCMHA Executive meetings or provide a written report in replace of
- To make sure quorum is present at each executive meeting in accordance to TCMHA Constitution
- Provide guidance to the other members of the executive in the execution of their duties
- Set the date of the next Executive meeting right after the Annual General Meeting (AGM)
- Provide a yearly report to Board of Directors
- Provide a monthly report to the Executive committee
- The president retains the authority to suspend any Team, Player, Team Official, and Referee for inappropriate conduct on or off the ice, abusive language to any TCMHA coach, parent, volunteer
- Promote the game of hockey to the area

### **Vice President**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Have the ability to run the operation in the absence of the President. Chair the Executive meetings and the AGM in the President's absence.
- Chair all TCMHA committees (Discipline, Finance, etc.)
- Attend all TCMHA Executive Meetings and provide a monthly report
- Prepare and deliver a report at the TCMHA AGM
- The Vice president will in the absence of the President will take over the President's responsibilities
- Other



## **Secretary**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- The secretary's duties shall be to record the minutes of all meetings of the Association, Executive, General or Annual. Meeting minutes should be distributed to the Executive within 3 days of the last meeting.
- Ensure correct input of tournament dates and contact info is entered on the BCH website.
- Attend all TCMHA Executive meetings and provide a monthly report, if absent appoint another member in lieu of your absence
- Other

## **Treasurer**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- The Treasurer shall be responsible for maintaining an auditable set of books to record the financial transactions of the Association.
- The Treasurer is responsible for full cycle accounting and meeting any remitting deadline,
- Provide a Monthly Financial Report at each Executive meeting, Provide a Financial statement and final budget at the AGM.
- Serve as signing officer on all TCMHA bank accounts
- Provide an updated budget following completion of final registration
- Ensure funds have been sent to BC hockey as necessary for the Hockey insurance, BC hockey fees, Omaha fees
- Apply for Direct Access grant and gaming licenses on behalf of TCMHA
- Attend TCMHA Executive meetings to provide a report informing the Executive of the current status of operations vs budget
- Other

## **Equipment Manager**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Maintain inventory of equipment and condition thereof
- Provide Executive with recommendations on equipment new, replace, or repair and costs associated
- Ensure that all keys, jerseys, equipment and inventoried lockers are complete at the end of the season
- Procure repair services of equipment as necessary to maintain it in good order
- Ensure all sponsor' crests are ordered and placed on appropriate jerseys
- Maintain control of keys, ensure master keys are retained in the Minor Hockey Office
- Make sure the locker room is maintained throughout the season and cleaned out at the end of the season



- Ensure the uniforms are cared for
- Make sure the equipment and jerseys are repaired after the season and to be ready for use the following season
- Make sure all equipment is up to code
- Provide an inventory list for each division and have the coach / manager sign off stating that they have been talked with about what they have
- Attend the monthly Executive meetings and provide a monthly report
- other

## **Head Coach**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Responsible for ensuring all Coaches are informed and trained per the standards of BCH and TCMHA
- Responsible for the development of Coaches within TCMHA
- Be a resource for all coaches within TCMHA and provide guidance when needed
- Create a coaching and maintain a coaching directory (who is coaching, level of certificate, renew certificates, guidance to higher coaching level)
- Work with the Executive during the Coach selection process each season
- Provide a Monthly activity report (written report on the division status and any issues) to the executive each month,
- Create a Coaching Evaluation system and compile and review the results with the Executive (3 x a year Beginning of the season, Middle of the Season (January) and end of the year)
- When a player has been identified as a Player to be moved:
  - From Novice to Atom the Head coach will contact OMAHA, BCH to do the evaluation, their assessment of the player will be the final say
  - From Atom to peewee or from peewee to bantam etc. the Head Coach along with the President and Risk Manager will assess the player and advise the team manager whether or not the player has the ability to move
- Coordinate Coaching clinics at all levels
- Work with the local media to advertise Coaching Clinics dates, times, and Location.
- Conduct a coaches meeting every September, Expectations of each division, new and updated coaching certificates, talk about evaluations for coaches and players
- maintain an effective line of communication between the coaches, the association, the Board of Directors and the parents
- other

## **Referee - in -Chief**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Responsible for training and scheduling Referee's for TCMHA, recruit, train, evaluate and assign officials



- Advise the Executive on programs to support the recruiting, evaluating, and training of officials
- Be a member of the Discipline committee
- Provide a Monthly report to the Executive committee, and deliver a report at the TCMHA Annual General Meeting
- Request clinic date from the district RCM, arrange for a meeting room and ice time on that date.
- Place information on the website
- Provide officiating and suspension rules interpretations upon request (know the rules of the game)
- When discipline or assignment problems arise, contact the vice-president for assistance if required.
- Be informed of Gross, Match and Game Misconduct procedures in order to respond to requests from Coaches and members as required.
- Post in the Ref room all information, bulletins, etc as received from OMAHA and BCH, in order that the officials are current with any and all changes, as they take place.
- To maintain an effective line of communication between the Referees, the Association and the National Referees Certification Program.
- Appoint the referee(s) for all recreational games, exhibition games, tournaments,
- Submit referee payments expense claim at the end of the month
- Other

## **Ice Ambassador**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Responsible for scheduling all TCMHA ice facilities to each division
- Attend OMAHA league scheduling meetings for all leagues within the association
- Develop an Ice schedule for each division within the association
- Provide weekly unused ice time to the association and fill the spot with a practice or a game
- Will host a meeting with all Coaches and Managers in September to block off tournaments for the upcoming year
- the Ice Ambassador shall work with each division manager/coach when scheduling any exhibition games or extra practices
- Attend all monthly executive meetings
- Advise arena managers of any changes to the ice schedule
- Represent TCMHA at the village meetings to discuss allocation of ice to TCMHA for regular season, playoffs and tournaments
- schedule the possibility of early morning practices
- other

## **Registrar**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.



- Responsible for ensuring all players are members in good standing of BCH, OMAHA, TCMHA
- Propose dates for registration:
  - Early registration (usually the month of April)
  - open registration (May - July)
  - Late Registration (August - October)
- Provide the registration forms to all the participants via mail, email, or face to face
- Look at other possible ways for registration (online)
- Maintain a current database of who would like to play on a rep team, who wants to play on a recreational team
- Maintain a waiting list when necessary
- Provide a Monthly activity report to the Executive
- Provide an accurate number of participants for each division including goalies
- Ensure that all players and coaching staff are approved and insured by entering into database
- Provide the Executive a master list who is in what division
- Maintain compliance with all OMAHA and BCH registration deadlines
- Process Player withdraws from league during the season and issue refunds if/when necessary
- Maintain player affiliations for all teams
- Ensure all players and coaches are entered into the HCR database. Advise of any changes to team rosters throughout the season to the OMAHA registrar.

## **Risk Manager**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Responsible for implementing, administering and evaluating the association's risk management program.
- The BCH, Safety and Risk management Manual, is utilized by the Risk manager in administering TCMHA's risk management program.
- Qualified in the HC Safety Program
- Qualified in Respect in Sport
- Ensure all teams have at least one HCSP qualified person assigned to their team roster.
- Maintain accurate and current Association records of all HCSP qualified people.
- Attend association executive meetings and advise the executive of all safety and risk Management concerns within the association.
- Complete regular arena safety checks on all facilities used by the association and liaise with the arena facility manager with respect to association safety issues.
- Conduct regular meetings with team safety people
- Act as a risk management advisor for Association tournaments/special events
- Ensure that all teams have adequate supply of and access to HC injury report forms.
- Establish a protocol for handling all injury report forms - i.e receiving completed forms back from injured players, ensuring forms are completely and accurately filled out, copy forms for player file, forwarding completed form to BCH office within 90 days.



- Establish Association protocol for responses to serious injury and/or death of a member i.e. Association risk manager to be notified immediately, risk manager to notify BCH immediately, ensure serious injury report form is completed and forwarded to HC through the BCH office.
- Receive and act upon all injury statistics.
- Inform facility managers(s) of any injuries which may arise as a result of facility hazards / deficiencies.
- Support the decision-making authority of the team safety people and be prepared to communicate with parents, team officials, or players should there be conflicts of opinion with regard to removal from/return to play.
- Investigate all safety concerns reported by a team safety person or other interested party
- Ensure every parent in the Association is aware that “safety for All” booklet is available to download on the BCH website.
- Advise facility management staff of the Emergency Action Plan
- Set up EAP information sheet for visiting teams/ tournaments/ special events
- Conduct annual safety/ risk management meetings for parents
- Be responsible for the association inventory for first aid kits. Distribute to teams at the beginning of the season and establish replenishment procedures.
- Ensure teams have completed their medical history forms prior to their first games of the season.
- Facilitate the Safety Persons Program
- Provide each team's Safety person with HC injury forms.

## **Fundraising Manager**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- All teams within the association will fundraise on a two-tier system
  - 1) Each team will fund raise for the Association (Sandbagging, meat orders, etc...)
  - 2) Each team can fundraise for themselves, ONLY AFTER they fundraise for the association.
- Fundraising Manager will provide a number of sandbags each team must reach. (500) per team.
- Team fundraising idea will be presented to the Executive before being approved.
- All teams must submit a detailed financial statement to the Minor Hockey Treasurer.
- All Fundraising events are sanctioned through TCMHA and in doing so all policies will be adhered to.
- All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.
- All monies fundraised by individual teams will help with tournament costs i.e. Entry fee, hotel/motels, Swag,
- All monies fundraised throughout the year



## **Past President**

- Consultant to the President and the rest of the Executive
- Assist the Executive as requested

## **Female Hockey Manager**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Have a genuine interest in the development of females in hockey
- Have a thorough understanding of the development, rules and regulations of female hockey in conjunction with OMAHA and BC Hockey/Hockey Canada
- Ensure the effective integration of female players, officials and volunteers into hockey development plans, player placement and team formations in conjunction with the Coach Coordinator within the local association considering OMAHA and BC Hockey/Hockey Canada policies.
- Monitor, evaluate and report on girl's development within the association.
- Promote and advocate the opportunities for females to get involved and stay involved in hockey as a player, coach or volunteer.
- Identify, organize and promote appropriate training opportunities to support the development of female hockey.
- Be present to monitor all evaluations or try outs where female players are involved and shall be included in decision-making process.
- The Female Hockey Coordinator should be included and/or notified of the following: Complaints, written or verbal where a female player, coach or volunteer is involved.
- Any Disciplinary action internal or external where a female player, coach or volunteer is involved.

## **Concession Manager**

- To fully understand the policies set forth by the Board of Directors of Thompson Cariboo Minor Hockey Association.
- Provide a Monthly report to the Executive
- replenish the concession
- provide accurate financial statements monthly to the Executive
- provide a mandatory work schedule for each team in the association
- Provide workers for Tournaments
- Track the hours worked
- Deposit money every Monday following the weekend activities
- Expand the menu to include nutritious food and drinks
- Provide a year end report to the AGM
- Be food safe certified