

**CONVENOR AND GENERAL MANAGER RESPONSIBILITIES**  
**Red Lake District Minor Hockey Association**  
**2008-09**

**GENERAL RESPONSIBILITIES**

**Convenor**

- Convenor is responsible for the entire division.
- Convenor will organize with coaches, parents and GM's which out of town tournament the teams in the division will attend.
- Consensus based decisions with parents and coaches is emphasized in determining out of town tournaments.
- Convenors will co-ordinate the local tournament for the division.
- Facilitates resolution of issues occurring in the division with coaches and the minor hockey executive.

**GENERAL RESPONSIBILITIES**

**General Manager (GM)**

- General Manager is responsible for an individual team.
- GM will arrange for accommodation, collection of fees and team arrangements for out of town tournaments.
- Provide communication of schedule changes and other team information to parents and players.

**SPECIFIC RESPONSIBILITIES**

**Convenor**

**Beginning of Season Parents Meeting**

- Organize a meeting at the start of the season with all parents, coaches, trainers and GM's. The purpose of the meeting is to: introduce team organization; identify positions to be filled; discuss possible tournaments and any league preferences; when/how teams will be picked; teams may be adjusted in first few weeks and any organizational items. Identify the date of the team photo's and the details.
- There is a "Code of Conduct" document being prepared for use by the league. Expect that coaches will review this document with players and parents.
- Identify parents should watch the bulletin board for schedule updates and division general information. Highlight the RLMH web page for current scheduling information – [RLDMHA.ca](http://RLDMHA.ca).
- For Mitey Mites consider arranging name bars (Sign Hawk or Northern Sporting Goods).

**Tournament—Out of Town**

- Organize team preferences for out of town tournaments. Survey parents and coaches/trainers to determine team commitments. Contact other minor hockey associations on tournament list to get specific details/costs of their tournament. Invite each convenor to our in town tournament, specifying date and fee (2008-09-- \$400). Confirm attendance at tournaments as soon as possible as the popular ones fill up early.
- Meet with GM's to determine the cost per child to attend tournaments. This cost should include tournament fee and any other costs incurred, such as telephone bills, etc. Complete a REQUISITION FORM and forward it to the treasurer to arrange

payment of tournament fees. The treasurer will mail a cheque to the designated association and a copy of the completed transaction will be placed in your mail box. Once the GM's have collected tournament fees, submit the fees with a PAYMENT FORM in an envelop to the treasurer.

- Identify ice times not needed by the division due to tournaments and notify Brian Anderson, Ice Co-coordinator. He will give your ice time to another division. Please identify all out of town tournament times at the beginning of the year to Brian to maximize use of minor hockey ice time.

### **Picking Teams**

- Teams are picked using a draft system for fairness. Include one member of the executive at the draft for ruling on any disputes. The convenor and coaches meet for the draft. Trainers can then be confirmed by the coaches. If there is not a designated trainer, the convenor will recruit volunteers for the position. Teams can not go on the ice for practice, games or tournaments without a trainer. The convenor sets up the team roster and provides a copy to Kelly Amell, Registrar and Dianne Sidders (who will give medical forms to trainers). Minor hockey executive will post the team roster. Adjustments may be made by coaches in the next several weeks. Any changes need to be given to Kelly Amell, Registrar

### **Referee's and Time Keeping**

- Schedule referee's for games through Neil Badiuk. Set up a schedule of parent's or high school students, who are getting community hours, to run the time clock and fill out the game sheet. Please refer to the laminated game sheet to have it filled out correctly. Ensure that people are trained to run the clock.
- Top copy of all game sheets should go to the statistician.

### **Penalty Free Sweepstakes**

- Penalty free sweepstakes are in December and January. Teams are eligible to enter if they have a penalty free game. Mitey Mites and Novice can enter, so convenors should complete game sheets for these months.

### **Team Photos and Hockey Cards**

- Executive will arrange a photographer to come to arena for team pictures. A copy of the team lists will be needed to assist with this process.

### **Fund Raising/Donations**

- Red Lake Minor Hockey is responsible for requesting donations for each year. Our objective is to request donations at the league level not individual teams. Convenors and general manager should not request donations from local businesses for individual team events.
- Fund raising for specific team events may occur by alternate approaches which do not conflict and compete with the league i.e. bottle drives. Any fund raising activity requires prior approval by the executive.

### **In Town Tournaments**

- Contact each out of town convenor to invite them to our tournament, specify date and fee (2008-09-- \$400). Contact them early and encourage participation by; indicating we may attend their tournament; the 'perks' of our tournament, etc.
- Plan the tournament early and start with developing a budget. In 2008-09 effort should be made to manage tournament revenue. Our objective is to minimize expenses to our home town parents; utilize a \$500.00 donation (from RLMH league donations); and break even or generate a profit. Complete a TOURNAMENT FORM and submit it to Chris Amell and Roy Sidders for approval. Following approval a copy of the form should go to Dianne Sidders, Treasurer.
- There are a lot of items to organize, so develop a list and put up a volunteer list or meet with parents and solicit help. Organization items include; trophies, penny auction, hand outs (shirts, towels, pucks, etc.), bake table, chili sale, admission price.
- Organize the ice schedule through Brian Anderson.
- Tournaments scheduled on the HNO schedule for Red Lake must be cancelled if we are not hosting the tournament. This includes tournaments for 'A' and 'AA' teams. Failure to cancel these tournaments, costs the association a penalty fee.
- Organize referee by providing ice schedule to Neil Badiuk.
- Set up a schedule of parents or high school students who are getting their community hours to run the time clock and fill out game sheets. Ensure people are trained to do this.
- At the end of the tournament send a completed TOURNAMENT FORM and all revenue/expenses to the treasurer.
- Within 3 days of the end of tournament, a tournament payment form should be complete and given to the treasurer for payment. All travel permits received from out of town teams should be attached.

### **Division Issues**

- Convenors should facilitate resolution of issues with coaches and parents where possible. In specific circumstances the Referee and/or the Referee in Chief should be contacted to intervene in a 'league rules' situation. Otherwise, the executive will identify a grievance committee (Chris/Roy/Brian) which can be contacted for assistance. The CODE OF CONDUCT and DISCIPLINE PROCEDURE should be consulted for information on policy.

### **Year End Wind Up**

- A convenor's meeting will be held at the end of the year to discuss wind-up arrangements.
- Convenors will contact coaches to arrange for special awards for players (ESSO medallions and other special awards).
- Convenors will arrange for player awards.

### **SPECIFIC RESPONSIBILITIES**

#### **General Managers**

#### **Tournaments—Out of Town**

- Collect tournament fees as agreed by convenor for each child by a date specified. Payment is preferred by cheque and receipts should be given. Complete a PAYMENT FORM and put money in an envelop to give to the treasurer or to put in the safe at the concession.

- Arrange travel permit from Registrar 4 weeks in advance of tournament. This must be provided to the tournament organizer before the team goes on the ice.
- Contact hotels and arrange a block booking and hopefully a preferred rate for group numbers. Identify hotel arrangements to all team parents to encourage a team booking. Provide hotel, phone number and reservation final date.
- Arrange some team activities or meals throughout the tournament. Discuss with coaches for their approval.

### **Team Photos and Hockey Cards**

- Communicate schedule with all parents on the team specify all options and costs.
- Help photo organizers the day of the pictures.

### **Team Communication**

- Communicate all schedule changes and team information to parents and players.

### **Financial**

A receipt book, payment form, requisition, expense form and tournament form will be given to every Convenor. Please contact Dianne Sidders, if you have not received this documentation.

Please contact Dianne Sidders at 662-2036 or email [dsidderf@goredlake.com](mailto:dsidderf@goredlake.com) if you have any concerns or questions about these new forms. Your input and suggestions regarding changing the forms to make them more workable would be greatly appreciated.