



APPENDIX 2

JOB DESCRIPTIONS

THE PRESIDENT SHALL:

- 1 - Call all meetings of the Executive at such time and place as he or she deems necessary, or upon a request signed in writing by at least three Executive Officers of the Association, who shall state the business which they wish to discuss at such meeting.
- 2 - Preside at all Executive Committee and General Meetings of the Association.
- 3 - Sign as a signing officer all legal documents of the Association.
- 4 - Exercise the powers of the full Executive Committee in case of emergency, subject to ratification by the Executive at the next full meeting.
- 5 - Be an ex-officio member of all committees.
- 6 - Suspend any player, coach or manager, as he or she deems necessary until such time as his/her case can be reviewed by the Discipline Committee.
- 7 - Shall represent the Association before the public, Whitecourt Town Council, Alberta Amateur Hockey Association or other body with business that concerns the Association.
- 8 - Sign all player releases as requested and deemed appropriate
- 9 - Be responsible for the strategic long range planning of the Association.
- 10 - Be responsible for the succession planning of the Association.
- 11 – Serve as Chairperson of Coach Selection Committee when 1st VP of Operations or 2nd VP of Operations are unable to attend.

THE PAST PRESIDENT SHALL:

- 1 - Advise the President and the Executive in all hockey matters.
- 2 - Serve as Chairperson of the Awards Committee.
- 3 - Conduct an annual review of the Constitution, By-Laws, Policies and conduct of the Association and make recommendations for changes to each of the above.



THE 1st VICE PRESIDENT OF OPERATIONS SHALL:

- 1 - Serve as Chairperson of the Operations Committee for the Pee Wee – Midget divisions.
- 2 - Call all meetings of the Operations Committee Pee Wee - Midget at such time and place, as he/she deems necessary. It is anticipated that the Operations Committee will meet in October and January per season and at the call of the Chairperson from April to August.
- 3 - Report in writing on activities, decisions and recommendations of the Operations Committee Pee Wee - Midget to the Executive Committee.
- 4 - Serve as Chairperson of the Player Movement Committee.
- 5 - Serve as a Chairperson of the Coach Selection Committee.
- 6 - Be responsible for the appointment and supervision of Divisional Directors.
- 7 - Approve all fund raising activities to be conducted by any team or division of the Association.
- 8 - Coordinate all fund raising activities of teams within the Association.

THE 2nd VICE PRESIDENT OF OPERATIONS SHALL:

- 1 - Serve as Chairperson of the Operations Committee for the Initiation – Atom divisions.
- 2 - Call all meetings of the Operations Committee Initiation - Atom at such time and place, as he/she deems necessary. It is anticipated that the Operations Committee Initiation - Atom will meet in October and January per season and at the call of the Chairperson from April to August.
- 3 - Report in writing on all activities, decisions and recommendations of the Operations Committee Initiation – Atom to the Executive Committee.
- 4 - Serve as Chairperson of the Player Movement Committee.
- 5 - Serve as a Chairperson of the Coach Selection Committee.
- 6 - Be responsible for the appointment and supervision of Divisional Directors.
- 7 - Approve all fund raising activities to be conducted by any team or division of the Association.
- 8 - Coordinate all fund raising activities of teams within the Association.



THE SECRETARY SHALL:

- 1 - Issue notice of all executive committee and general meetings of the association as directed by the President. Prepare the agenda for all Executive Committee meetings of the Association and distribute the agenda to the Executive Officers at least 3 days in advance of each meeting.
- 2 - Keep the minutes of all executive and committee meetings of the Association.
- 3 - Conduct all official correspondence of the Association.
- 4 - Provide the minutes of all Executive Committee meetings to all Executive Officers and Directors.
- 5 - Receive all incoming mail and promptly distribute the mail to the appropriate Executive Officer.
- 6 - Identify, apply for and complete reporting of grants that will enhance the operations of the Association.
- 7 - Invoice all sponsors for the cost of their team sponsorship.

THE REGISTRAR SHALL:

- 1 - Register all players wishing to participate in the Association programs.
- 2 - Obtain the necessary team sheets and player and team official cards to allow all Association teams to register with Hockey Alberta and provide these to the Divisional Directors in sufficient time to allow the registration of all players and team officials prior to their first league game.
- 3 - Submit all completed team sheets, player and team official cards and affiliation sheets to Hockey Alberta for registration.
- 4 - Maintain a complete list of all players and team officials registered with the Association.
- 5 - Maintain a list of players trying out in other associations.
- 6 - Accept tryout requests from players from other associations, and keep a record of permission to tryout forms and other related information.
- 7 - Compile a list of teams wanting to compete in Provincial Play downs and forward onto Hockey Alberta.
- 8 - Issue Income Tax receipts to all players
- 9 - Ensure all directors have a complete list of players and coaches who have or have not completed the Respect in Sport Certification.
- 10 - Primary contact person with Hockey Alberta in regards to all player, coach and team registrations from all divisions.



THE TREASURER SHALL:

- 1 - Receive all monies of the Association and immediately deposit same in the account of the Association.
- 2 - Pay all bills approved for payment by the Executive Committee.
- 3 - Present an up to date financial report at all Executive Committee meetings.
- 4 - Responsible to assign executive members to review the financial statements and agree the financial numbers to the books and records.
- 5 - Present a proposed operating budget at the first meeting of the Executive Committee each year.
- 6 - Turn over all monies, accounts, books, papers, vouchers bank statements, cheques, and records of the Association, upon completion of his/her term of office or upon the request of the President or a majority vote of the Executive.
- 7 - Collection of NSF cheques.
- 8 - In conjunction with the 1st and 2nd Vice President of Operations ensure that funds are available to meet the Association's approved budget for the current year.
- 9 - Shall have the records and books of account(s) audited at least once each year by either a qualified accountant who shall not be an officer of the association or by two qualified representatives of the association. Such a person(s) shall be appointed by the board annually.
- 10 - All books and records maintained by a book keeper may be examined by any member of the executive, at any time, upon giving reasonable notice to the Treasurer, who shall arrange with the book keeper to make them available at a time satisfactory to all concerned.
- 11 - Financial background is a must, references are a requirement.
- 12 - Bring all records to support the monthly reports to all executive meetings.

THE PUBLIC RELATIONS OFFICER SHALL:

- 1 - Keep website up to date by adding new information when needed, post draft meeting minutes and approved meeting minutes.
- 2 - Ensure that all Association activities are publicized on website, and on radio stations.
- 3 - Contact photographer and organize team photos and distribute to appropriate teams.
- 4 - Ensure that all team sponsors are thanked publicly for their support and that team pictures are presented to each sponsor.
- 5 - Co - ordinate activities along with the Community Relations and Club Operations personnel of the Junior A team for the annual Tim Horton's day.



THE GAME AND CONDUCT MANAGEMENT COORDINATOR SHALL:

- 1 - Become certified in the Canadian Hockey Association Hockey Safety Program and Respect in Sport.
- 2 - Review the Game & Conduct Management info from the Hockey Alberta website.
- 3 - Review complaints in regards to discipline within the association.
- 4 - Attend all Executive meetings and advise the executive on all safety and risk management matters within the Association.
- 5 - Respond and coordinate action to complaints if required.
- 6 - Chair discipline committee.
- 7 - Have the right to suspend or remove parties due to severity of incidents.
- 8 - Establish procedures for dealing with conflicts.

THE ICE SCHEDULER DIRECTOR SHALL:

- 1 - Prepare a draft ice schedule for approval by the Executive Committee prior to the annual arena users meeting usually held during the month of April each year.
- 2 - Represent the Association and work with the town to obtain the ice schedule required to provide the Association's minor hockey program.
- 3 - Provide game ice times required for all teams participating in the Association's leagues, Provincial Playoffs, tournaments and exhibition games approved by the Executive.
- 4 - Provide practice ice schedules for all Association teams in accordance with the practice ice time allocated to each team approved by the Executive Committee.
- 5 - Provide a detailed ice usage spreadsheet to the Treasurer to reconcile ice costs versus ice usage.
- 6 - Prepare a detailed ice usage spreadsheet, to be submitted at the request of the Executive.
- 7 - Provide a monthly report to the 1st VP of Operations of all games schedules/cancelled prior to each monthly Executive Meeting for presentation and review of the board.
- 8 - Work in partnership with Referee in Chief to ensure all games have appropriate referees.



THE EQUIPMENT DIRECTOR SHALL:

- 1 - Present a budget of anticipated equipment expenses for the coming year for approval by the Executive at the annual budget meeting.
- 2 - Confirm team sponsors prior to the beginning of each season and secure any additional sponsors required by the Association.
- 3 - Ensure that all Association teams are provided with the uniforms and equipment necessary for participation in Association programs.
- 4 - Maintain an inventory of uniforms and equipment provided to each team at the commencement of the season and provides a copy of the equipment list to the Divisional Director.
- 5 - Ensure that all uniforms and equipment is returned from each team to the Association at the completion of the season.
- 6 - Ensure that all uniforms and equipment are properly repaired, cleaned and stored at the completion of each season.
- 7 - Submit a monthly budget update to 1st VP of operations.

THE TOURNAMENT DIRECTOR SHALL:

Provide direction to the Divisional Director in the planning and organization of Divisional and Provincial Tournaments including such matters as:

- a) Appointment of Tournament Chairperson.
 - b) Fund Raising activities.
 - c) Tournament entry fees.
 - d) Tournament scheduling.
 - e) Scheduling of off-ice game officials.
 - f) Presentation of awards.
 - g) Appointment of Tournament Appeal Committee.
 - h) Submission of all game sheets to the Zone 3 Discipline Chairperson.
- 1 - Submit a tournament budget prepared by the Tournament Chairperson to the Executive for approval.
 - 2 - Submit a financial report prepared by the tournament chairperson on the revenue and expenses of the tournament to the executive for approval.
 - 3 - Obtain a tournament sanction permit from Alberta Amateur Hockey Association for all association tournaments.



THE REFEREE IN CHIEF SHALL:

- 1 - Recruit and train all officials assigned to officiate exhibition, league and playoff games played under the authority of the Association.
- 2 - Assign officials as required by Alberta Amateur Hockey Association and Sturgeon Pembina Hockey League requirements to officiate all exhibition, league and playoff games played under the authority of the Association.
- 3 - Supervise and provide feedback to officials assigned to games played under the authority of the Association.
- 4 - Maintain and enforce all rules pertaining to the conduct of officials working under his/her authority.
- 5 – Keep a detailed spreadsheet of officials, games & tournaments. Records must include a balanced ledger consisting of officials name, paid amount, game and ice details. The detailed spreadsheet is required as part of the Referee In Chief report at the monthly Executive meeting.
- 6 - Work in partnership with Ice Scheduler to ensure all games ice is confirmed.

THE COACH DEVELOPMENT DIRECTOR SHALL:

Qualifications:

The Coach Director should be an individual with strong ties to your community and a comprehensive understanding of coaching within a Local Minor Hockey Association.

Qualifications will be set by each association but you may want to consider the following:

Coaching Experience

NCCP Coaching Certification

Position: *Coach Director- Local Minor Hockey Association*

Supports: *LMHA Executive*

Understanding of player development and the Long Term Player Development Model

Strong interpersonal, communication and leadership skills

Ability to support coaches both on and off ice

Hockey Alberta Support:

The position of Coach Director has been identified as a key position within the minor hockey system and Hockey Alberta is committed to providing leadership, training and ongoing networking opportunities in an effort to support these individuals. In building a strong network of Coach Directors, we can work collaboratively in supporting Coaches throughout Alberta.

This support will start with the Coach Directors and will include:

Coach Director training – Hockey Conference and AGM

Resources- Presentation, Technical information, Documentation

Sharing of best practices



1 - Serve as Chairperson of the Coach Selection Committee –

- Oversee coach selection process including:
- Application process - Receive and review applications for all coaching positions within the Association.
- Interviews
- Final Selection - Recommend to the Coach Selection Committee the appointment of coaches to all teams within the Association.
- Coach Evaluation
- Implement and oversee coach evaluation plan
- Player, parent and peer feedback & evaluation
- Coach Retention/Appreciation plan
- Coach Education & Certification - Ensure the presentation of clinics required by coaches working within WMHA programs. Maintain a record of certification and training for all coaches working within WMHA.
- Provide opportunities for all Association coaches to further advance their training and development.
- Monitor the progress of coach development and provide the Executive with any suggestions for the improvement of existing programs.

2 - Oversee coach mentorship plan and implementation –

- Direct implementation of the Initiation Program in accordance with the directives of Hockey Alberta and the Canadian Hockey Association.
- Monitor all coaches within the Association and where possible offer advice to the coaches on means of increasing the effectiveness of their coaching.
- Maintain a library of written and video coaching materials.
- Help develop and outline coach and development philosophy
- On Ice/ Practice planning support
- Coach development meetings and presentations

3 - Communicate to association and coaches, the certification requirement. Work with Hockey Alberta Staff to request and host coaching clinics. Development 1 Field Evaluation

4 - Work with division director and coaches to ensure player evaluation process is upheld
Coach Mentorship

5 - Advise the 1st and 2nd Vice President-Operations on all requests for player movement.

6 - Prepare the Association Coaching Manual and present all information and coaching seminar for all coaches at the beginning of each season.

Ongoing support and leadership – Provincially and through Hockey Alberta Staff



THE PLAYER DEVELOPMENT DIRECTOR SHALL:

- 1 - Provide a budget for programs related to players and goalies within Whitecourt Minor Hockey.
- 2 - To provide opportunity for the enhancement of skills to players and goalies within Whitecourt Minor Hockey.
- 3 - Organize and co-ordinate player and goalie camps.

VOLUNTEER COORDINATOR JOB DESCRIPTION:

1. Oversee all fundraising activities that involve the whole association.
2. Apply for Casino date through ALGC.
3. Recruit and organize volunteers for the Casino fundraiser.
4. Investigate other large fundraisers that benefit all of WMH and apply to participate in these.
5. Keep accurate records of the volunteers that participate in the fundraising events.
6. Keep accurate records of expenses for fundraising events.
7. Work with team managers to track volunteers for individual teams.
8. Participate in preparing the annual WMH budget



THE DIVISIONAL DIRECTORS SHALL:

- 1 - Together with the Coach Development Director recommend the appointment of coaches for each team within his / her division.
- 2 - Ensure that fair and unbiased tryouts and team selections are conducted for all teams within his/her division.
- 3 - Advise the Vice President-Operations on all requests for player movement.
- 4 - In conjunction with the Head Coach hold a meeting with the coaches and parents of each team at the beginning of the season to advise them of any new directions from the Association or Hockey Alberta, establish goals and objectives for the coming year, establish team management and finances and determine parent interest in tournament and exhibition games.
- 5 - Ensure that all players are properly registered with the Association prior to participation in any practices or games.
- 6 - Ensure that all players and coaches are properly registered with Hockey Alberta prior to participation in their first league game.
- 7 - Obtain from the Equipment Director a list of equipment provided to each team, provide a copy of this list to each team coach and ensure that all equipment is returned to the Equipment Director at the end of the season.
- 8 - Deal with any concerns between parents and /or players and coaches. The Director shall bring any unresolved concerns to the attention of the Vice President-Operations.
- 9 - Be responsible for the planning and conduct of all Tournaments within their Division.
- 10 - Provide teams within their Division with copies of all practice and league schedules.
- 11 - Copies immediately following the completion of the tryout process.
- 12 - Report any match penalties received by players in their Division to the Discipline Director. of all player evaluations are forwarded to the 1st and 2nd Vice President of Operations



HEAD COACHES SHALL:

- 1 - In conjunction with the Divisional Director, hold a meeting with the parents of their team at the beginning of the season to establish goals and objectives for the coming year, team management and finances and to determine parent interest in tournament and exhibition games.
- 2 - Either have or shall obtain by December 1st of the current season the coaching certification required by the Alberta Amateur Hockey Association for his/her team.
- 3 - Ensure that the necessary certified personal are on the bench for all games.
- 4 - Be responsible for the conduct of players and assistant coaches both on and off the ice within the arena and in any other place the team is gathered.
- 5 - Be responsible for game and conduct management of his/her team.
- 6 - Develop a spirit of sportsmanship and teamwork within his/her team.
- 7 - Encourage all parents, guardians and fans to show respect for all participants and game officials.
- 8 - Be responsible for the preparation of practice plans and the conduct of all practices.
- 9 - Provide all players with an equal opportunity to improve their skills participate and enjoy the game of hockey.
- 10 - Maintain open lines of communication with all parents, assistant coaches and the team manager.
- 11 - Not permit team sweaters and socks to be worn at practices or any non-Association function. Team sweater should be washed regularly during the season and kept in the team locker between games.
- 12 - In consultation with the team manager and the parent/guardian, have the authority to bench a player for up to one full game. Any proposed suspension beyond one full game must be agreed upon by the Divisional Director and the parent/guardian. If agreement between the Divisional Director and the parent/guardian cannot be reached the matter shall be referred to the Vice President-Operations for resolution.
- 13 - Report all match penalties to the Divisional Director.
- 14 - **Must** complete the “**Coach**” Respect in Sport Certification before the first practice.



ASSISTANT COACHES SHALL:

- 1 - Assist the Head Coach in the completion of all responsibilities as described for the Head Coach.
- 2 - Be responsible for work as assigned by the Head Coach.
- 3 - **Must** complete the “Coach” Respect in Sport Certification before the first practice.

THE TEAM MANAGER SHALL:

- 1 - Be responsible for the conduct of all players and team officials both on and off the ice within the arena and in any other place the team is gathered.
- 2 - Be responsible for game and conduct management of his/her team.
- 3 - Develop a spirit of sportsmanship and teamwork within his/her team.
- 4 - Encourage all parents, guardians and fans to show respect for all participants and game officials.
- 5 - Schedule exhibition games and arrange for ice time and game officials. Enter tournaments as agreed upon with the players and parents.
- 6 - Be responsible for all Association equipment and uniforms provided to his/her team and provide an inventory of equipment returned to the Equipment Director at the end of the season.
- 7 - In consultation with the coach and the parent/guardian, have the authority to bench a player for up to one full game. Any proposed suspension beyond one full game must be agreed upon by the Divisional Director and the parent/guardian. If agreement between the Divisional Director and the parent/guardian cannot be reached the matter shall be referred to the Vice President-Operations for resolution.
- 8 - Obtain approval from the 1st or 2nd Vice President of Operations for all planned team fund raising activities.
- 9 - Obtain a travel permit from the Tournament Director for travel outside of Zone 3.
It is recommended that all travel permits be obtained at least 10 days prior to planned travel outside of Zone 3.
- 10 - **Must** complete the Respect in Sport Certification.