



# Eganville District Minor Hockey Association

## Executive Positions and Responsibilities

### Existing Executive Positions

*Duties indicated in dark blue are new or amended for that Executive role.*

#### **PRESIDENT**

- Maintain the Constitution
- Call all meetings of the Association.
- Shall preside at all hockey meetings.
- Make decisions or rulings on behalf of the Executive, in collaboration with the VP, when time is of the essence and are of such a nature that if a decision or ruling is not made, smooth running of the Association will not be assured. The President will make known to the executive, as soon as possible, the decision made and the justification for the decision.
- Appoint committees and shall be empowered to call meetings of these committees at his/her own discretion.
- Shall automatically be a member of all committees.
- Shall ensure insofar as possible that all executive members know their responsibilities and carry out their duties in a conscientious manner.
- The President shall not vote unless there is a tie, then he or she shall cast the deciding vote. -The President cannot put forward a motion unless he relinquishes the chair to another member of the Executive, who then will be unable to vote unless there is a tie.
- The President is responsible to ensure that all meetings of the UOVMHA, District or any other associations that EDMHA has teams playing in, are attended either by himself or an appointed replacement.
- The President is responsible for the discipline within the association, including, but not limited to, all hockey players, coaches and team officials, referees and the members of the executive.
- The President is responsible for implementing and overseeing all matters pertaining to the association as directed by the governing bodies.

#### **VICE PRESIDENT**

- Perform all duties of the President in his absence.
- Automatically be a member of all committees.
- Responsible for the organization of a volunteer appreciation event, with assistance as needed from other members.
- Organize and co-host a start of year meeting for bench staff, along with the President and other members as needed.
- Equipment management including jerseys and training aids:
  - Issue jerseys at start and collect at the end of the season.
  - Track jerseys or equipment not returned and enforce collection action as necessary.
  - Organizing jersey storage, maintaining jersey inventory including advising when replacements are needed.
- Perform other such duties as the President may direct.

## **TREASURER**

- Maintain accurate bank account information, suitable for the purposes of the association and preparation of the financial statements.
- Be responsible for the handling of EDMHA funds and shall be accountable for those funds, maintaining accurate and complete records of all income and expenses.
- All disbursements shall be made by cheque or eTransfer. All cheques will require two authorized signatures – one which must be that of the treasurer.
- Shall see that financial statements are available for executive meetings, or whenever requested.
- Shall prepare an annual year end financial statement for audit and present it at the annual meeting.
- Submit independently reviewed financial statements to the President within three months of the end of the fiscal year. The Association's fiscal year runs May 1 – April 30 annually.
- Collaborate with the Registrar to ensure that all participants are properly registered and have paid their fees before the season starts.
- Perform other such duties that the President may direct.

## **SECRETARY / MEDIA RELATIONS**

- Record the minutes of the executive and general meetings and distribute copies.
- Receive, action, and forward correspondence addressed to the Association.
- When a secretary retires or resigns, all records and information of the EDMHA shall be placed in the custody of the President until a new secretary is elected or appointed.
- [Liaison with media, publicity \(Eganville Leader, Facebook, etc.\)](#)
- Prepare any official correspondence on behalf of EDMHA (on EDMHA letterhead)
- Perform other such duties as the President shall assign.

## **REFEREE IN CHIEF**

- Manage all on and off ice officials within the Association.
- Ensure all listed officials are available as directed and that they are adequately trained and certified to perform their task.
- Be responsible for the preparation and distribution of the official duty roster.
- Be responsible for the application of the rules and penalties of the game of hockey.
- Answer questions relating to officiating by on and off ice officials or bench staff members.
- Recruit new officials.
- Submit assignment information for on and off ice officials to the Treasurer for payment.
- Inform all officials of training opportunities and requirements.
- Perform other such duties that the President may direct.

## **Proposed New Executive Positions**

### **FUNDRAISING COORDINATOR**

- Coordinate, in collaboration with the Secretary and Treasurer, all fundraising initiatives.
- Receive and review all fundraising requests submitted by teams, bringing forwards the requests to be approved by the Executive.
- Identify sources of funding for the EDMHA, including grant opportunities.
- Manage the canteen (ordering, inventory, hiring and scheduling) in collaboration with the Treasurer and other members as required.
- Perform other such duties that the President may direct.

## **REGISTRAR**

- Using the Hockey Canada Registry (HCR), creating and opening the online registration process including updating all mandatory requirements (ie. waivers).
- Completing player registrations in Spordle (HCR).
- Assisting new families with registration process including answering questions and providing forms.
- Creating official team rosters in conjunction with District 5 Registrar.
- Completing Affiliated Player requests including assigning to team rosters.
- Verifying player and bench staff profiles and qualifications to ensure all requirements are met.
- Providing information about player and bench staff profiles and qualifications (ie. course requirements) including liaison with team managers to ensure compliance.
- Collaborate with the Treasurer to ensure that all participants have paid their fees before the season starts.
- Maintain an up-to-date list of participants and team contacts.
- Perform other such duties that the President may direct.

## **RISK, SAFETY, and DEVELOPMENT COORDINATOR**

- Share pertinent information regarding participant safety with participants, bench staff and parents.
- Ensure that all bench staff have submitted vulnerable sector checks, maintain a registry to this effect and share this information with the Registrar.
- Identify any possible risk factors and share them with the Executive.
- Organize and participate in meetings, along with another member of the Executive, between bench staff and parents when mediation is needed. In the event of a conflict with this Executive member, this duty shall be given to another Executive member.
- Identify training aids that would be beneficial to members.
- Identify, organize, and share opportunities for player and bench staff development (clinics, etc).
- Perform other such duties that the President may direct.

## **SCHEDULE / WEB / TOURNAMENT COORDINATOR**

- Scheduling / Ice Allocation - Responsible for all scheduling and ice allocation for the association.
  - Liaison with arena staff to allocate ice slots for the season and maintain communication with schedule changes.
  - Create schedule for all teams.
  - Within the OneDB platform, create ice slots for all team that will be used for league scheduled games.
  - Coordinate with the UOVMHL Scheduler and other Ice Allocators when rescheduling of games is required.
- Web Site – Update and manage the EDMHA web site:
  - Publish news articles in a timely fashion.
  - Enter practice ice times, tournaments, and other events for all teams and adjust/cancel when required.
  - Create images/graphics for the website, social media, or newspaper articles.
  - Create and manage online forms and RSS feeds (League News)
- Tournaments – Coordinate tournaments for all levels.
  - Submit request for sanction at beginning of season.
  - Create all tournaments within EDMHA web site.
  - Solicit registrations and communicate with registered teams, coordinating payments with the Treasurer.
  - Assist EDMHA managers including creating tournament schedule, dressing room assignments, etc.
  - Be present at tournaments (or designate) to address any concerns or issues.
- Perform other such duties that the President may direct.