

100 Mile House Minor Hockey Association Roles Overview

Officers of the Association

Officers of the Association are nominated and voted by our Association's members at the Annual General Meeting.

Officers of the Association's key responsibilities are:

- To be familiar with the Constitution, Bylaws, Policies, Procedures, and Regulations of our Association, BC Hockey, Hockey Canada, North Central District Minor Hockey Association (NCDMHA) and Okanagan Mainline Amateur Hockey Association (OMAHA), as well as the BC Societies Act
- Authorize all programs and services to be delivered by our Association
- Act as trustee for the Association on behalf of its members
- Establish, implement, and maintain our Association's policies and operations

President

- Position voted in by the membership at the Annual General Meeting
- Shall be present at all Board, General, Annual General, and Special Committee meetings
- Attend or appoint designate to attend Hockey Canada, BC Hockey, and NCDMHA, and other relevant meetings
- Supervise and direct all board members in the execution of their duties
- Maintain contact with other hockey-oriented resource groups

First Vice President

- Position voted in by the membership at the Annual General Meeting
- Perform duties of the President in their absence as well as other duties as designated by the President
- Act as Chairperson of the Discipline Committee

Second Vice President

- Position voted in by the membership at the Annual General Meeting
- Perform duties of the President in the absence of both the President and First Vice President as well as other duties as designated by the President

Secretary

- Position voted in by the membership at the Annual General Meeting
- Record minutes of all meetings of the Association
- Responsible for all correspondence and any other related duties
- Update and maintain the files and records of the Association

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Treasurer

- Position voted in by the membership at the Annual General Meeting
- Be responsible for maintaining the financial records of the Association and work with the Association's accountant
- Chairperson of the Finance Committee where they do budget planning and review finances and expenses
- Write cheques, make deposits, and have signing authority on all accounts
- Apply for and maintain gaming licenses and reports
- Provide financial report at each Board meeting and a financial statement for the Annual General Meeting

Director of Female Hockey

- Position voted in by the membership at the Annual General Meeting
- Promote and oversee activities of female hockey throughout the Association
- Act as an advocate and resource for the Association with respect to female development
- Be the liaison between female players and the Officers of the Association

Director at Large

- Three positions voted in by the membership at the Annual General Meeting
- Perform duties as designated by the President
- Will chair and/or participate on one or more committees

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Executive Committee

Executive Committee roles are appointed following the Annual General Meeting. They typically attend all Board, General, and Annual General Meetings, and work with the Officers of the Association to complete their duties.

Registrar

- Accept, record, and organize the registration of players/teams with BC Hockey and Hockey Canada Registry
- Ensure that all players are properly registered in accordance with BC Hockey and Hockey Canada
- Verify all bench staff have proper certification as required by our Association, BC Hockey, and Hockey Canada

Equipment Manager

- Distribution, maintenance, and collection of equipment owned by the Association
- Purchase all new equipment with the approval of the Officers of the Association
- Inventory and maintain a list of all jerseys and equipment

Referee-in-Chief

- Coordinate and advise referees of dates, times, and locations of referee clinics
- Provide referees for all the Association's home games and tournaments
- Act as a mentor and assist referees with developing their skills

Ice Scheduler

- Prepare and assist with setting league schedules and attend district scheduling meetings
- Prepare the ice schedule and ensure it is communicated out to our members
- Facilitate all ice bookings on behalf of the Association and advise the Officers of the Association with respect to ice allocations

Coach Coordinator

- Coordinate and advise coaches of dates, times, and locations of coaching clinics
- Act as a resource person and assist coaches with developing skills programs for their divisions/teams
- Coordinate and recommend the appointment of coaches to the Officers of the Association

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Representative Team Coordinator

- Oversee, support, and advise Rep teams
- Act as a liaison between the Rep teams and the Association

Division Managers

- Oversee Recreational teams in their division
- Coordinate the movement of players between teams within their division
- Inform the Equipment Manager of equipment requirements and ask the Ice Scheduler for approval of scheduling changes

Tournament Coordinator

- Ensure BC Hockey sanctions are in place for each tournament
- Provide support for the teams/divisions hosting each tournament
- Maintain a record of all registered teams and collect payments
- Order awards for each tournament

Risk Management Coordinator

- Knowledge of Hockey Canada and BC Hockey risk management guidelines
- Complete regular safety checks on our facility and communicate any risk issues to facility staff and Officers of the Association
- Distribute all pertinent BC Hockey safety bulletins to the Association

Sponsorship Coordinator

- Follow up on leads of interested sponsors and contact individuals and businesses to obtain sponsorship money for teams and general sponsorship funds for the Association
- Ensure appropriate recognition of the sponsors as per our policy
- Collect and identify for the treasurer all sponsorship revenue