

PRESIDENT

The President of the Association presides over all executive meetings, general meetings, annual general meeting, and special meetings. In addition to this, the President also:

- Delegates authority to preside over above meetings in his absence in accordance with the Bylaws
- Presides over all Association functions
- Speaks to the media on behalf of the Association.
- Provides leadership and guidance to all members of the board in the pursuit of their duties.
- Sets the agenda for all meetings and ensures sufficient copies are prepared
- Acts as an ambassador representing the Association to all other Associations such as BC Hockey, OMAHA, Hockey Canada and the like
- Is accountable to the Association
- Agrees to fill the Past President board position and provide advice the following year after end of their term,
- Presents a report at the annual meeting regarding what was accomplished the previous year
- Chairs disciplinary meetings, or delegates to another Executive member as they see fit or if a Conflict of Interest is declared.
- Has the Authority to suspend from participating in CMHA activities in part or in full and pending a hearing, any Member of the Association including Players, Coaches, Officials, Parents and Gaurdians

VICE PRESIDENT

The Vice President is empowered to serve as President if the need arises. The Vice President is to be ready to take over the President position in case of a vacancy or absence or if the President declares a conflict of interest in any Association business.

Additionally, the Vice President of the Association also:

- Preside over meetings at the request of the President in their absence.
- Speak on behalf of the Board and Association in the absence of the President
- Prepare a presentation for the annual meetings regarding past accomplishments and future recommendations, if required. Assist President in preparing their Annual Report
- Attend all meetings
- Responsible for the physical care, management and preparation of the Associations Major Awards and Trophies based on the Trophy Policies and Procedures.
- Chair disciplinary meetings in the case of the President being unable to participate or in the case Pof a conflict of interest.

PAST PRESIDENT

This position is filled by the most recent CMHA Past President and is required for a minimum of 1 year post presidency. The past president can remain in position until the current president relieves the position. This position can go unfilled so long as the past president has completed one year of Office.

The purpose of this position is to

- Provide mentorship to the current CMHA President and current Board.
- Attend OMAHA Meetings if President and Vice President are unable
- Ensures continuity of awareness of hockey related issues that may impact the CMHA Board decisions as these relate to CMHA's relationship with Hockey Canada & BC Hockey & OMAHA.

SECRETARY

The Secretary of the association is tasked with maintaining a record of minutes from all meetings held during the year. These meetings include Executive, Special, General and Annual meetings. Additionally, the secretary must:

- Maintain a record of correspondence received by the Association
- Meetings:
 - Record in detail the minutes of the meeting.
 - Prepares and distributes copies of the previous months' minutes for members attending meeting. Prepared minutes should be completed and distributed to the board members no less than one week prior to the next meeting.
- Assist the President as needed to set the agenda for all meetings.
- Ensures sufficient copies are prepared for general meetings, Special resolution meetings and Annual General Meeting.
- Ensures the typing of reports/correspondence as required by the executive members
- Responds to correspondence for the Association as requested by the office or executive members
- Reports to the Executive on such matters that he/she feels to be of importance
- Shall publish notices of annual meetings as required
- Shall keep accurate record of board members and their terms for Annual General Meeting.

TREASURER

- Properly accounts for all funds of the Association and any individual team accounts and keep all such books as may be required. This will include the payment of all approved bills/invoices ensuring that there is proper audit documentation
- Presents full, detailed accounts of receipts and disbursements to the Executive committee for every meeting in addition to any other occasion as requested by the Executive
- Shall be responsible for the annual audit of the Associations "books" which sets out its financial position for the annual fall meeting each year

- Shall have joint signing authority on CMHA accounts in conjunction with the President and one other Executive Member and will ensure proper banking authorities are maintained
- Meets with the auditors to assist with the audit process if required
- Prepares a report to the Annual General Meeting concerning a prospective budget for the following year
- Puts forth any recommendations for the change of registration fees
- Provides information regarding collection of overdue Registrations and advises the Executive as needed on such matters
- Communicates with Parents on overdue registrations on behalf of the Executive.
- Reviews individual teams' budget and or books for the season as requested by the Registrar, or Executive.

REGISTRAR

Annually coordinates the registration process

- Processes and distributes all registration forms of eligible hockey players within the boundaries of CMHA
- Maintains a list of all registered players within the Association and provides such list to BC Hockey, OMAHA and to the Executive as required. Acts as a liaison between BC Hockey and the Executive on matters of registration
- Reconciles registration fees collected, recommends or advises any refunds if requested
- Receives all monies paid to the Association and shall be responsible for the deposit of all monies in the appropriate account, ensuring there is proper audit documentation
- Prepares a presentation to the annual general meeting in regards to the past year and any recommendations for the following year

ICE AMBASSADOR

Determines and provides the ice requirements of the Association

- Acquire sufficient ice and allocates the ice times required fairly and equitably in accordance with the policies of the Association and directives of the Executive
- Attend OMAHA Meetings in person or by conference to help build seasonal schedules for all CMHA Teams
- As required, meets with Arena and Recreation Board representatives regarding the monitoring, review of and changes to the contracted schedules, determine and resolve any scheduling problems and update them to schedule changes
- As required, makes ice available for referee and coaching clinics and player development clinics
- As required, makes ice available for team pictures
- Acts as a clearing center for surplus ice if it becomes available
- Determines tournament requirements for the year, schedule those tournaments to minimize disruption to the normal program requirements and provide tournament schedules to tournament committees and concession operators
- Schedules OMAHA playoffs
- Monitors "no show" ice reports to determine problem areas and invoice appropriate team for lost time

- Prepares a presentation to the annual general meeting in regards to past performance and any recommendations for the following year

Referee In Chief- Job Description

This position is a voting position on the Chase Minor Hockey Association Board of Directors.

Qualities & Competencies

- Familiarity with the Vision, Mission, Values, Regulations, Policies and Procedures of BC Hockey, Chase MHA and OMAHA
- Passionate about hockey, a positive attitude and ability to collaborate with coaches, board members, players and the hockey community in general.
- You should be a working official but not mandatory. Having experience is a fundamental requirement.
- Ability to organize and assist Referee Scheduler set schedules for Officials
- Willing to be a community leader and role model, and a “Coach” for all Officials.
- Regular access to a mobile phone and email for communication purposes.

Recruitment & Retention

- Work with Chase MHA and your community to identify individuals who would be interested in officiating, including former players, current players, assistant coaches, officials from other sports, board members etc. A rule of thumb would be 3-4 officials for every minor hockey team you have in your MHA.
- Work with your Regional Clinic Coordinator to host an Officiating Clinic early in the the season
- Engage your senior officials to help you with certain tasks, not limited to supervisions, evaluations, assigning and coaching officials.

Responsibilities

- Provide day to day support for the officials in your Minor Hockey Association. -Provide shadows, mentors, evaluations and coaching to officials to help aide in their development.
- Assign or have a designate to assign officials to hockey games on either a weekly or monthly basis.
- With Referee Scheduler, Ensure officials are assigned games that they can both competently and confidently officiate.
- Provide updates, with/without the help of your senior officials, to the Regional Coordinator as to the ability of who can move to a higher level. -Develop relationships with neighboring RIC's in order to share ideas, hold joint clinics and, if necessary, share officials.
- Respond to Internal and External Complaints and Concerns regarding Officiating on behalf of the Association. If required, meet with the Official to review, discuss and if appropriate, modify Officiating rulings. Assist young or new Officials with pointers on writeups on major and misconduct penalties if required or requested.
- Attend CMHA Executive and Regional meetings and OMAHA meetings, generally held monthly throughout the hockey season.

The position of the MHA RIC is critical to the ongoing development and success of your community's officials and of your Minor Hockey Association. The RIC provides a vital perspective about the

contribution and concerns that officials and MHA's have during a hockey season. The RIC is a rewarding position and plays an integral role in the mentorship and the ongoing development of Officials

Referee Scheduler-Job Description

This position is responsible for setting up/booking referees for all of our home games and home tournaments during the hockey season. This person works behind the scenes and will need to work closely with our Ice Scheduler and RIC.

Tasks include but are not limited to:

- Ensure all home game ice slots are covered by accredited official(s).
- Make sure ALL officials have a fair amount of games, based on their availability
- Communicate with RIC on progress of new refs and education
- Facilitate Referee Clinics and provide extra clinics/ice time as needed.
- Be willing to understand the Officials roster to find out who is comfortable officiating certain games.
- Work with Kamloops and other out of town Ref Schedulers and RIC to ensure U15 and U18 games have properly certified and experienced officials for games.
- Make sure payment is issued for out of town officials including travel time (Coordinate with HR Block for payment)
- Be willing to learn and work with the Spordle scheduling system
- Check the Spordle scheduling system often to ensure all our ice slots are covered.
- Track the hours the officials worked and submit those hours monthly to the Association Treasurer, or direct the official to the proper information.
- Monitor and respond to emails, texts and phone calls regarding schedule.
- Must be available by cell phone or email in case a referee doesn't show up, a game is added or one is rescheduled

JOB DESCRIPTION – ASSOCIATION HEAD COACH/COACH MENTOR

The Association Head Coach / Mentor shall:

Be responsible for requesting, organizing and promoting Hockey BC Certification Programs and Clinics within CMHA.

Approve and relay requests for clinic funding or reimbursement of Certification expenses to the Treasurer

Establish and Chair a Coach Selection Committee, as situations require

Ensure CMHA Coaches are familiar with, plan and adhere to the CMHA Player Development Program (when completed)

Liaise between the CMHA Executive and the Coaches; Ensure any parent concerns are directed to the Executive

Liaise with the Association Referee In Chief; forward comments and concerns regarding officiating. Act as mediator or arrange meetings between Parents and Coaches if required.

Ensure that the Manager or Coach of each team in CMHA has an up-to-date copy of the By-Laws, *Player Development Program* and Codes of Conduct at the start of each season;

Ensure that the Coaches are aware of and adhere to the CMHA/Hockey BC and OMAHA By-Laws and Rules of Operation and are familiar with important dates such as registration deadlines, playoffs and AP Registrations

Assist Coaches and Executive with team selection, team balancing and Player Evaluations, as well as facilitate meetings for Coach support and feedback in an advisory capacity;

Arrange with the Ice Convenor the necessary ice time for on-ice clinic sessions, as required

Coordinate the evaluation of coaches a minimum of once a year; This is to assist and improve CMHA Coaches in their tasks, not to belittle or criticize them.

Have the authority to recommend to suspend any member of the Coaching Staff as deemed necessary until a meeting of the Executive Committee has been convened to discuss the matter of the suspension.

Carry out other duties as assigned by the Executive Committee or the President. The Association Head Coach reports directly to the Executive of CMHA.

Health and Safety Director

This position is a voting position on the CMHA Board of Directors

Keeping participants safe is one of the most important aspects in the game of hockey. The Local Minor Hockey Association Safety Director plays a significant role in ensuring that the association's participants enjoy the game in a safe and fun environment by leading the association's safety program.

Duties and responsibilities , Risk Management

- Implement an effective risk management program within his or her association, including identify risks, determine the potential impact of a risk, and identify a strategy to manage the risk
- Ensures that each team has a qualified team safety person as well as a qualified safety person is present during try outs.
- Ensures all resources required by the team safety person are available, including required documents and stocked first aid kits. Ensures that each team's safety person has collected all required safety documentation.
- Ensures that the team safety person completes all required paperwork when an injury occurs and all return to play steps have been completed.

Leadership

- Promotes a safe environment within his or her association.
- Communicates regularly with the Board, Coaches, Team Safety People, and parents on safety related matters.
- Leads the recruitment, selection, and management of each team's safety person.
- Provides development, support, and mentorship to his or her team safety people.
- Ensures that BC Hockey safety initiatives are being implemented within his or her Association.
- Communicates BC Hockey safety information within his or her Association. • Provides BC Hockey, OMAHA with safety related information from his or her Association.

Qualifications

The ideal candidate for a Local Minor Hockey Association Safety Leader role would have experience in athletic therapy, health care, safety, or similar a profession however the minimum qualifications include:

- Must take the Hockey Canada Safety Program
- Must take the Respect in Sport Activity Leader Program
- Must have strong communication, leadership, and time management skills
- Must be well organized
- Support Local Minor Hockey Association and BC Hockey/ Hockey Canada initiatives