

SOUTHLAND HOCKEY ASSOCIATION

POLICIES & PROCEDURES MANUAL

APPENDIX A

POSITION/ROLE DESCRIPTIONS

August 2005

SOUTHLAND HOCKEY ASSOCIATION

POSITION/ROLE DESCRIPTIONS

Southland Hockey Association Board Members

POSITION: PRESIDENT

TERM OF OFFICE: TWO YEARS

JOB FUNCTIONS:

1. Provides the general supervision over and direction of the operation of the Board. and acts as chairperson for all meetings attended.
2. Provides the supervision and direction of all officers, including standards of performance, sphere of control and disciplinary action.
3. Prepares the agenda for Board meetings.
4. Manages the conducts of attended meetings.
5. Prepares an annual budget and any budget financial statement.
6. Organizes an annual audit or review of the annual financial statements.
7. Presides at all meetings attended.
8. His/her residence is the focal telephone contact point.
9. Schedules all Board meetings
10. Maintains contact with other hockey oriented resource groups.
11. Serves as an ex-officio voting member on all standing Committees.
12. As a Past President serves the Board in an advisory capacity, if requested
13. Is a signing authority.
14. Approves player transfers and releases
15. Resolves complaints as required
16. Champions player or coach suspension situations with the appropriate hockey body, as required
17. Exercises the powers of the S.H.A.B. in case of emergency.
18. Attends or appoints a designate to attend all Minor Hockey Association of Calgary meetings or any other required meetings.
19. Performs all require Press Releases through the media as required by the Board.
20. Authorizes all travel permit applications.
21. Will have custody and use of the corporate Seal of the Association.

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POSITION: PAST PRESIDENT

JOB FUNCTIONS:

1. If the Past President so chooses he/she may serve in an advisory capacity to the S.H.A.B.
2. If so directed by the President, is the chairperson of the nominating committee of the Board for the annual election of officers.

POSITION: VICE-PRESIDENT

TERM OF OFFICE: TWO YEARS

JOB FUNCTIONS:

1. Shall assist the President with all duties as delegated and, in the President's absence, assumes the duties of the President.
2. Runs all meetings in the President's absence.
3. Serves as an alternate in attendance at various outside hockey resource meetings.
4. Is a signing authority.
5. Assists with the annual budget, as required.

POSITION: TREASURER

TERM OF OFFICE: TWO YEARS

JOB FUNCTIONS:

1. Issues all payments for approved goods or services received.
2. Maintains accounting records and back-up data.
3. Handles all banking functions.
4. Prepares financial statements for the last accounting period for presentation to the monthly Board meeting.
5. Must be a signing authority for all cheques along with either the President or Vice-President.
6. Presents an annual financial statement of all operations for presentation at the A.G.M.
7. Prepares annual audit file for review by two (2) representatives from the Board or for audit by an independent accountant.
5. Prepares financial forecasts compared to the budget of the financial affairs of the S.H.A.
6. Prepares and files applications to the Alberta Gaming Commission for casino, bingo and raffle licenses.
7. Prepares and submits all reports to the Alberta Gaming Commission upon completion of events or upon request.
8. Prepares and files the society annual return with the Alberta registries and other reports as required.
9. Assists with the annual budget, as required.
10. Works with the Registrar to reconcile the registration numbers to the financial records.

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POSITION: SECRETARY

TERM OF OFFICE: TWO YEARS

JOB FUNCTIONS:

1. Diligently records the minutes of all meetings and circulates them to all Board members.
2. Maintains a file record with all previous pertinent data (licenses, permits, minutes, etc.)
3. Attends all Board meetings, in absence, delegates a replacement.
4. Maintains the S.H.A. Bylaws and Policy and Procedure Manual as required.
5. Handles Board correspondence.
6. Publishes the notice of the Annual Meeting at least three weeks before and notifies each Board member in writing.
7. Performs such other duties as designated by the President.

POSITION: REGISTRAR

TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Keeps all documentation relating to registration of players.
2. Prepares annually an analysis of registered players concerning age, division, levy credits summary, etc.
3. Co-ordinates all registration.
4. Works with the Treasurer to reconcile the registration numbers to the financial records.
5. Coordinates all advertising for upcoming registration.
6. Compiles a directory of players regarding names, addresses, and phone numbers.
7. Provides a list of all returning players and those advancing from the previous division to each Division Coordinator prior to registration.
8. Updates computer data concerning registration.
9. Provides a listing of registrations for each community to the respective community associations
10. Submits a written report to the monthly S.H.A.B. meetings, as required.

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POSITION: HOCKEY DEVELOPMENT

TERM OF OFFICE: ONE YEAR

COORDINATOR

JOB FUNCTIONS:

1. Develops and manages programs for the development of coaches and players
2. Co-ordinates and helps Divisional Coordinators with coach selection for each division.
3. Collects and maintains copies of all coach related documentation
(i.e. Application forms, coach evaluation forms, etc.).
4. Develops and maintains coach review material.
5. Arranges coach reviews, as required.
6. Organizes coach reference checks, as required
7. Coordinates pre-season and post season coach meeting.
8. Distributes related MHAC, HA and CHA information to coaches
9. Ensures that each coach has an up to date CHA Rule Book, access to S.H.A. Policy & Procedure Manual and Coach Manual.
10. Ensures that all coaches are aware of the necessary level of instruction with regards to the National Coaches Certification Program.
11. Provides supplementary training and development for the coaches, as required.
12. Develops and maintains the format and guidelines for the evaluation of coaches.
13. Coordinates player development through specialty clinics.
14. To temporarily fill the position of team coach or division coordinator if the position is vacant.
15. Maintains the Coach Manual.
16. Submits written reports to the monthly S.H.A.B., as required.

POSITION: ICE COORDINATOR

TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Has the authority to sign contracts for ice commitments on behalf of the association.
2. Allocates practice ice as received to the Divisional Coordinators.
3. Coordinates ice times to provide appropriate times relative to age and division.
4. Attempts to get ice allocation to teams within 72 hours of receiving same.
5. Schedules ice time for special events such as Skate-a-Thon, 3 on 3, team photos etc.
6. Assists with the Annual Budget, as required.
7. Follows up use of ice by teams and ensures full utilization.
8. Follows up complaints by Division Coordinators or coaches in regard to ice time.
9. Returns unrequired ice to MHAC within 7 days to eliminate unnecessary charges.
10. Continually monitors public/private sector for ice availability and cost. (Expenditures must remain within pre-approved yearly budget. Any additional ice purchases must be approved by the Board).
11. Arranges for the sale of excess committed ice that is unused.
12. Submits a written report to the monthly S.H.A.B. meetings, as required

POSITION: EQUIPMENT COORDINATOR

TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Manages the purchase and maintenance of all equipment.
2. Maintains documentation for any allocating equipment to teams.
3. Prepares an inventory list and budget requirements for equipment prior to budget meeting.
4. Controls access to equipment room(s).
5. Reports to Board on needs or changes to budget.
6. Obtains three bids (written quotes) on all purchases over \$500.00.
7. Outside purchases (not budgeted for) must receive approval from the Board.
8. Ensures that a deposit is paid by teams and individuals for use of the equipment.
9. Arranges for handling, storage, repairing, cleaning and inventory of equipment.
10. Ensures that all equipment is returned to stock by May 30.

POSITION: REFEREE COORDINATOR

TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Arranges for training and development of S.H.A. referees.
2. Organizes referee clinics at the start of the season that meet the guidelines of the Central Zone Referee Committee.
3. Compiles and maintains up-to-date list of certified S.H.A. referees, including name, address, telephone, age and experience
4. Provides a list of referees to the Division Coordinators for distribution to teams.
5. Monitors referees progress/development and arranges for supervision if required/ requested.
6. Works closely with Referee Assignor from M.H.A.C.
7. Establishes guidelines for referee advancement within S.H.A..
8. Handles all complaints regarding S.H.A.'s referees
9. Develops an evaluation process for S.H.A.'s referees
10. Represents S.H.A at all M.H.A.C. referee meetings.
11. Ensures that fee schedules are collaborated to other communities

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POSITION: DIVISION COORDINATOR

TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Manages the annual evaluation process, including identifying evaluators, organizing ice times, arranging appropriate on ice, on bench support and selecting the skill drills as required etc
2. Uses the results from the evaluation process to form teams within specific divisions that are balanced and competitive.
3. Works with the Hockey Development Coordinator in the selection of head coaches and the head coach in selection of assistant coaches
4. Receives the monthly ice allocation for the division from the Ice Coordinator and allocates this ice time to the teams in the division
5. Ensures that ice allocations do not conflict with a game schedules
6. Oversees and enforces all discipline and/or suspensions
7. Receives copies of all approved travel permits.
8. Must maintain resource distribution network, ensuring information to be handed down to teams or parents actually reaches its destination.
9. Contacts the Divisional Coordinators from other associations to arrange games and the placement of players.
10. Submits a written report to the monthly S.H.A.B. meetings, as required.

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Southland Hockey Association – Designated Volunteers

POSITION: COMMUNICATIONS COORDINATOR TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Oversees the Web Site for the S.H.A.
2. Produces a minimum of three newsletters (Fall, Winter and Spring).
3. Publicizes needs and results for all functions.
4. Coordinates all advertising and printing costs incurred for the newsletter as approved by the Board.
5. Liaises with all function coordinators to ensure adequate coverage for all events.
6. Develops a format and guidelines for persons who are reporting to the Southland newsletter.
7. Manages the distribution of sufficient copies of each newsletter in a timely manner to each Division Coordinator.
8. Reports to the Board.

POSITION: GOALTENDER COORDINATOR TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Champions the recruitment and skill development of the S.H.A goaltenders
2. Serves as a resource to help team coaches find goaltender coaches, to properly equip their goaltenders and to find goaltender materials (e.g. videos etc.)
3. Develops standard goaltender practice drills for teams
4. Develops and maintains the goaltender evaluation process
5. Supports the divisional Coordinators in the evaluation and team placement of goalies.

POSITION: FUNDRAISING COORDINATOR TERM OF OFFICE: ONE YEAR

JOB FUNCTIONS:

1. Oversees all fundraising functions approved by the Board.
2. Ensures all money collected and/or applicable documentation from fundraising functions is handed over to the Treasurer upon completion of event.
3. Ensures that there is appropriate licensing for fundraising functions.
4. Coordinates master volunteer list for all fundraising event, and ensure that equal opportunity is given to all names on the list.
5. Prepares and approves any Levy Credits and provides this to the Treasurer for processing.
6. Submits a written report to the monthly S.H.A.B. meetings, as required.

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**POSITION: GIRLS HOCKEY TEAM TERM OF OFFICE: ONE YEAR
REPRESENTATIVE**

JOB FUNCTIONS:

1. Provides a liaison function between the S.H.A.B. and the various girls' hockey teams that are sponsored by the S.H.A.

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Southland Hockey Association – Coaches and Managers

HEAD COACHES

Southland Hockey Association Head Coaches, as chief team officials, are fully responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches, Trainers, Managers and parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his/her staff in consultation with the Division Coordinator.

Head Coaches are expected to:

1. Serve as the official spokesperson on behalf of the team.
2. Coordinate the delegation of responsibilities to the assistant coaches and manager
3. Plan on and off ice hockey activities
4. Respond to directives of the S.H.A.B. and operate the team within established policies and guidelines.
5. Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her potential.
6. Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. **Physical abuse, verbal abuse, or profanity is absolutely forbidden and offences may result in dismissal. All such incidents will be reviewed by the Divisional Coordinator and the Hockey Development coordinator**
7. Be sensitive to parental concerns, and prepared to respond cordially when warranted.
8. Establish regular communication with parents on games, practices, schedules, fund-raising, etc.
9. Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority, it comes after family and educational responsibilities and reasonable accommodation to these other factors is expected.
10. Commit themselves to the continued development of all players for the full season.
11. Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours, or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
12. Ensure proper supervision of the team, before, during and after all games and practices and accept reasonable responsibility for the conduct, safety and well being of their players.
13. Develop a set of rules for the team which are clearly communicated and enforced equally on all players.

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14. Encourage and motivate their players towards enjoyment of the game, team concept, and skill development.
15. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league, or S.H.A. hockey.
16. Comply with normal administrative directives by:
 - holding a beginning of season parent meeting
 - completing a coaching application
 - submitting a team directory
17. Ensure that the team has adequate support personnel.
18. Become familiar with and operate within the rules established by C.H.A., H.A. and M.H.A.C.
19. Recognize that they are an integral part of the information distribution network and must ensure information handed to them from their Division Coordinator is distributed properly
20. Attain training as required by M.H.A.C., S.H.A., C.H.A. or H.A.
21. Networking with other coaches is encouraged

(REFER TO THE COACH MANUAL)

ASSISTANT COACHES

The Assistant Coach position(s) are to be filled by the Head Coach, in consultation with the Division Coordinator. Duties are assigned by the Head Coach. All teams will have assistant coaches.

Duties

Assists the Head Coach where and when needed.

COACH QUALIFICATIONS

The following qualifications can be applied to both the head and assistant coaches

- Strong hockey background in playing and coaching
- Strong interest and commitment to child/athletic development
- Ability to work with fellow coaching personnel
- Ability to communicate on and off ice requirements to players and parents
- Available to meet time requirements

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MANAGERS

Southland Hockey Association Team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. The Team Manager will also serve as a liaison between the parents and the coaching staff.

Team Managers are expected to:

1. Respond to directives of the S.H.A.B. and operate the teams within established policies, guidelines, and regulations.
2. Ensure financial requirements of S.H.A. are fulfilled.
3. Assist the Head Coach in monitoring off-ice conduct by team members and team followers to ensure that the team's role as a community and S.H.A. ambassador is maintained.
4. Liaise with League Chairpersons ensuring game scores are phoned in and game sheets are forwarded when required.

Specific Tasks

1. Handles M.H.A.C. registration cards or team sheets.
2. Gathers relevant player medical history data, and establishes a medical treatment permission waiver.
3. Obtains travel permits.
4. Organizes parent meetings.
5. Participates in the formulation of team objectives and rules.
6. Supervises and monitors the collection of money and fundraising.
7. Arranges for team transportation, accommodation, and meals.
8. Arranges for additional ice.
9. Returns cancelled ice to the Division Coordinator.
10. Organizes and manages parents or parent committee as may be required from time to time, e.g.:
 - . team treasurer
 - . fund raising committee
 - . equipment manager
 - . referee coordinator
 - . social committee
11. Organizes team building activities outside of the arena.

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