

New Westminster Minor Hockey Association

Duties and Responsibilities

Executive Positions

Revised March 14, 2011

President

1. Shall preside at all meetings of the Executive Committee, General and Annual Meetings and shall perform the duties usual to the office of President;
2. Following the AGM, shall set a date for the first executive committee meeting;
3. Shall appoint executive members to the Grievance/Discipline Committee and Appeals Committee as the need arises;
4. Shall have the power and authority, as set out in Policy 5, to suspend any team, player, team official, or referee for unsporting conduct on or off the ice, abusive language to any of the officials, or failure to comply with the NWMHA Constitution, By-laws, and Regulations such suspension being subject to review by the Grievance/Discipline Committee;
5. Shall be a Committee member in the screening and selection process for coaches;
6. Shall be a signing officer of the association;
7. Shall attend meetings of the PCAHA Presidents' Caucus and monthly caucus meetings of the Presidents' C-League;
8. Shall attend the AGM of the PCAHA to be held in the Spring and the AGM of the BCAHA to be held in the Fall of any given year.

1st Vice-President

1. In the absence of the President, shall have all the powers and perform all the duties of the President;
2. Shall be responsible for acquiring minor hockey sponsorship and promoting NWMHA fundraising and to that end shall initiate, establish and coordinate short and long-term fundraising ventures including Casino Nights;
3. As required, shall act as Chair of the Grievance/Discipline Committee;
4. Shall assume other duties as assigned by the President including the attendance of minor hockey meetings on behalf of the President.

2nd Vice-President

1. In the absence of the President and 1st Vice-President, shall have all the powers and perform all the duties of the President;
2. Shall coordinate and delegate in assuming responsibility for all NWMHA tournaments and jamborees;
3. Shall enlist Division Managers to equally share in the workload of tournaments and major events that are annually or from time to time promoted by their division;
4. Shall arrange, in consultation with the ice-coordinator, ice times for tournaments, jamborees and special events;
5. Shall be responsible for the preparation of programs for tournaments and jamborees;
6. Shall be a member of the Appeals Committee.

3rd Vice-President

1. In the absence of the President, 1st Vice-President and 2nd Vice-President, shall exercise the powers and perform all duties of the President;
2. Shall arrange for the preparation of newsletters, the posting of minutes of Executive meetings and for communicating to the association members all information with respect to special events;
3. Shall provide support to the 1st Vice-President in arranging for sponsorships and in promoting and carrying out fundraising;
4. Shall arrange for and coordinate team and individual picture-taking for the Association;
5. Shall be responsible for arranging the annual NWMHA dance;
6. Shall be a member of the Grievance/Discipline Committee.
7. Shall be the risk manager for the association.

Secretary

1. Shall keep an accurate record of the proceedings of all Association meetings;
2. Shall notify Executive Members of the time and place of meetings;
3. Shall publish notice in local newspapers of the time and site of the Annual Meeting at least (14) days prior to the date of the meeting and facilitate informing Association members of the annual general meeting and any other general meetings which may be called from time to time;
4. Shall be responsible for all correspondence of the Association and other related duties as required;
5. Shall be a signing officer of the Association.

Treasurer

1. Shall keep all financial records for the Association;
2. Shall provide financial reports at executive meetings and General Meetings and provide a financial statement at the Annual General Meeting;
3. Shall be a member of the Player-aid Committee;
4. Shall be a member of the Appeals Committee;
5. Shall be a signing officer of the Association.

Registrar

1. Shall make all necessary arrangements for player registration;
2. Shall collect registration fees and submit the funds to the treasurer;
3. Shall coordinate all phases of player carding and the carding of team officials;
4. Shall establish divisional player lists and make them available to divisional managers, Parks and Recreations and others where required;
5. Shall arrange for the mutual aiding of coaches and other officials;
6. Shall be member of the Player-aid Committee;
7. Shall attend the AGM of the BCAHA in the Fall of a given year.

Equipment/Purchasing Manager

1. Shall issue equipment and uniforms to all teams and be responsible for keeping a record of the location of all equipment at all times;
2. Shall purchase needed equipment and uniforms and arrange for the repair of same where required;
3. Shall account for all spending and provide the treasure with invoices for all purchases;
4. Shall collect equipment and uniforms for safe storage at year end.

Ice Coordinator

1. Shall, together with the President and/or his or her designate, meet with Parks and Recreation to establish ice time allocations for the year;
2. Shall determine ice allocations for teams and arrange scheduling in consultation with divisional managers;
3. Shall encourage effective use of ice times by teams and provide for rescheduling where required.

Referee Allocator(s)

1. Shall assign referees for all exhibition and league games;
2. Shall work in conjunction with the 2nd Vice-President in assigning tournament referees.

Referee-In-Chief

1. Shall arrange to conduct referee clinics;
2. Shall organize a listing of Association referees by order of carded level;
3. Shall arrange for regular reporting on Association referees;
4. Shall assist the 2nd Vice-President in arranging for the assignment of tournament referees;
5. Shall arrange to provide timekeepers and scorekeepers clinics;
6. Shall have the authority to discipline referees, scorekeepers, timekeepers and goal judges subject to appeal to the Grievance/Discipline Committee;
7. Shall be a member of the Grievance/Discipline Committee;
8. Shall attend the AGM of the BCAHA in the Fall of a given year.

Coach Coordinator

1. Shall develop and present on-ice programs within the Association;
2. Shall liaise with the Executive Committee on behalf of the coaches within the Association;
3. Shall collect application forms for all team officials and initiate the screening and selection process;
4. Shall review coach applications with the President and divisional managers, shall participate in the interview process and shall assist in assigning coaches to teams;
5. Shall meet with association coaches to discuss problems and attempt to reach solutions;
6. Shall perform evaluations of coaches during games and practices;
7. Shall assist with evaluation of players for team selection;
8. Shall establish team guidelines;
9. Shall coordinate meetings of coaches and players with the PCAHA referee-in-chief or BCAHA Rules Committee Member for better understanding of the rules of the game;
10. Shall attend the AGM of the BCAHA in the Fall of a given year.

Divisional Managers

1. Shall review coach applications with the President and Coach Coordinator, shall participate in the interview process and shall assist in the assigning coaches to teams;
2. Shall act as an executive liason between coaches, managers, and team parents;
3. Shall attend PCAHA meetings in arranging for team play;
4. In consultation with the ice-coordinator, shall arrange ice times for teams;
5. Shall arrange for the provision of referee money to team managers;
6. Shall arrange with the registrar for the carding of players and team officials, including the collection of carding fees for Peewee, Bantam and Midget Divisions;
7. Shall be responsible for ensuring that house teams are of equal strength at the start of season;
8. Shall report on discipline problems to the Executive and the Grievance/Discipline Committee;
9. Shall be responsible for appropriate conduct of teams, players, team officials and parents within their division;
10. Shall work in cooperation with other Executive members and equally with the 2nd Vice-President in arranging and coordinating divisional tournament activities;
11. Shall work with the Equipment/Purchasing Manager in the distribution and collection of equipment and uniforms.

Past President

1. Shall assume an advisory role with the NWMHA on administrative matters;
2. May at his or her discretion assume duties or responsibilities of the association at the request of the President or the Executive Committee;
3. Shall chair the Appeals Committee;