



APPENDIX II Responsibilities of Positions

Executive Board of Directors

Reporting annually to the general membership, and in accordance with the bylaws of the Association, the Executive Board of Directors is responsible and accountable for:

- Developing and approving the organization structure and the administrative, program and operational policies and procedures of the Association.
- Ensuring that policies, programs and procedures of the Association, Hockey Alberta, Hockey Canada and leagues are properly implemented.
- Providing the Association with appropriate financial stewardship.
- Recommending approval of Association bylaws to the general membership.
- Recommending approval of special resolutions to the membership.
- Determine fees for registrants deemed appropriate to efficiently and effectively carry out the business of the Association.
- Consider questions or issues brought before the Board by petitioners with dispatch and due consideration.
- Fill by appointment any office or vacancy which may occur between Annual General Meetings or as a result of the failure of an Annual General Meeting to elect a full slate of officers.
- Suspending the privileges of participants, members, Executive members or team officials in accordance with Association policy.
- Establishing the time, place and date of the Annual General Meeting and Special
- General meetings.

**All Board Members (voting and non-voting) receive the full 10 hours towards their volunteer commitment.

EXECUTIVE – voting members

President - 2 year term, re-elect in odd years

In accordance with the Bylaws of the Association, the President is responsible and accountable for: The general management, direction, and control of the day-to-day activities of the Association.

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- The President is an ex-officio member of all Association committees.
- Presides over all meetings of the Association
- Able to vote on Executive motions only in the event of a tie
- Calling and chairing meetings of the Executive Board of Directors and chairing the Annual General Meeting and Special General Meetings of the membership.
- Acting as the principal signing officer of the Association.
- Ensure the operation of the association is in accordance with the Bylaws and/or Policies of the Association
- Sign all resolutions and membership certificates
- Administer suspensions to coaches and/or players. Overseeing the final implementation of disciplinary action assessed by leagues or by the Association.
- Attend Hockey Alberta, general and zone meetings
- As required, liaison with Hockey Alberta zone and central office officers, officials and with league officials
- Liaison with neighboring associations
- Acting as the primary communications officer of the Association.

Vice President – 2 year term, re-elect in even years

Reporting to the President, the Vice President is responsible and accountable for organizing, directing, coordinating, monitoring and controlling all Association activities.

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs

- Assist any member of the executive with their assigned duties and take over the position of the President in the case of the President's absence.
- Attend all board and general meetings
- Work with level directors to Assist members in resolution of conflicts & chair discipline committee if needed.
- Sitting as a member of discipline appeals committees dealing with issues related to on and off ice operations.
- Providing risk management coordination and leadership for the Association.
- Through the Level Directors, monitoring the implementation of on ice programs and operations to ensure that Association, Hockey Alberta, Hockey Canada and league policies are properly implemented.
- Develop, promote and administer programs designed to assist in a players development & safety.
- Prepare monthly reports to the Ag Board regarding facility safety concerns
- Report to the Executive and Board for funding and progress of the programs
- Attend Monthly Board and General Meetings if requested by Board.

Secretary– 2 year term, re-elect in odd years

Reporting to the President, the Secretary of the Association is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Attend all meetings of the association, board of directors and Executive meetings
- Keep accurate minutes of such meetings
- Assist with association communication including messages, social media, etc.
- Administer & apply for all travel and/or special event permits and /or tournament sanctions for association teams.
- Operate under the direction of the President, the board of directors and the Executive
- Advise and monitor teams on the appropriate use of permits.
- Organize and execute the annual NSMHA Picture Day.
- Seek and apply for any applicable grant money available for the association.
- Complete all final spending reports for grant money received and ensure they are submitted according the grant deadlines.
- Recording and distributing the minutes of Annual and Special General Meetings of the membership and minutes of meetings of the Executive Board of Directors.

- The maintenance and safe keeping of files related to all areas of Association business including but not limited to minutes of meetings, coaching applications, coach evaluations and audited financial statements.
- Under the direction of the President and/or the Executive Board, the production of amendments to bylaws and policies and procedures of the Association and the preparation of resolutions of the Executive Board.
- The maintenance and distribution of policy and procedure manuals of the Association.
- Notifying Executive Board members and the general membership of meetings of the Association.
- Ensure Code of Conduct of Executive forms are signed.
- Ensure Criminal Record Checks are maintained for all active board members. All Board of Executive positions must provide proof of application and/or obtain a Criminal Record with Vulnerable Sector Check (for those working directly with children in the hockey program) before November 15 of each season.

Registrar - 2 year term, re-elect in even years

Reporting to the President, the Registrar of the Association is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Coordinate registration Day(s)
- Ensure registration on Team Snap is complete and accurate
- Input and monitor registration fees with association Treasurer.
- Follow-up on incomplete registration information
- Un-register participants who leave the hockey program
- Order Team Registrations-provincial/non-provincial
- Complete Team / Player Registrations for submittal to Zone registrar
- Liaison with Zone registrar to resolve deficiencies
- Attend Monthly Board and General Meetings
- Monitor 'Respect in Sport' registrations

U11 and Below Director – 2 year term, re-elect in odd years

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Define and advise the board on programs related to the levels
- Host parent meeting at start of the season, ensure team volunteer positions are filled
- Prepare all training documents for Coaches and Managers in liaison with the Coach Development Director. Host the Coach and Manager meeting held at the beginning of the season.
- Liaison with team managers throughout the season
- Liaison with the parents and team managers to bring concerns to the board
- Assist in resolving conflicts at their level and within association
- Facilitating the resolution of complaints registered by players and/or parents: participating in the final stage of complaint resolution by sitting on internal discipline appeal committees; and ensuring that disciplinary decisions are implemented within the level.
- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies to the Executive Board, reporting incidents or violations of Hockey Alberta or Hockey Canada policies to the Executive Board.
- Coordinating player evaluations during tryouts and overseeing the allocation of players to teams within a level within approved evaluation policies and procedures.
- Monitoring, and ensuring that no player proceeds onto the ice without the completion of proper documentation.
- Attend & participate in monthly Board and General Meetings

U13 and Above Director - 2 year term, re-elect in even years

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Define and advise the board on programs related to the levels

- Host parent meeting at start of the season, ensure team volunteer positions are filled
- Prepare all training documents for Coaches and Managers in liaison with the Coach Development Director. Host the Coach and Manager meeting held at the beginning of the season.
- Liaison with team managers throughout the season
- Liaison with the parents, players and team managers to bring concerns to the board
- Assist in resolving conflicts at their level and within association.
- Facilitating the resolution of complaints registered by players and/or parents: participating in the final stage of complaint resolution by sitting on internal discipline appeal committees; and ensuring that disciplinary decisions are implemented within the level.
- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies to the Executive Board, reporting incidents or violations of Hockey Alberta or Hockey Canada policies to the Executive Board.
- Coordinating player evaluations during tryouts and overseeing the allocation of players to teams within a level within approved evaluation policies and procedures.
- Monitoring, and ensuring that no player proceeds onto the ice without the completion of proper documentation.
- Attend & participate in monthly Board and General Meetings

Player & Goalie Development - 2 year term, re-elect in odd years

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Develop, Promote and administer programs designed to assist in a player & goalie development
- Report to the Executive and Board for funding and progress of the programs
- Coordinate and plan clinics & seasonal skills development camps
- Provide player & goalie development guidance to coaches & players
- Coordinate evaluators & determine drills for pre-season evaluations
- Ensure programs are developed, promoted and

Coach Development - 2 year term, re-elect in even years

Reporting to the President, is responsible and accountable for:

- Assessing and determining the need, and lobbying the Executive Board, for changes in Minor Hockey policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Association policies and programs
- Ensuring that coaching staff are in place for teams
- Monitor and input coaches criminal record checks.
- Providing leadership to, and supervising all head coaches; providing coaching staff with advice, direction and support in all areas of hockey
- Develop, Promote and administer programs designed to assist in a coach's development
- program delivery including advice on how to manage player or parent relationship
- Report to the Executive and Board for funding and progress of the programs
- The provision of advice to the Vice President, Level Directors, discipline appeal committees and the Executive Board of Directors related to the application of disciplinary policy - when coaches are the subject of the complaint
- Coordinate the pre-season on ice evaluation & conditioning sessions

ASSOCIATES/REPRESENTATIVES – non-voting members

Past President – after President's term completed, minimum 1 year after term end

- Assist and mentor President and other board members
- Provide background information and data on all matters currently before the board.
- Attend Monthly Board and General Meetings

Treasurer - 2 year term, re-elect in even years

- Keep full and accurate accounts of all receipts and disbursements.
- Report the state of all accounts at the board, executive and association meetings.
- Preparation of the annual Financial Statements
- Obtain professional financial advice when and if needed.
- Preparation of proposed Budget
- Advise Executive and Board of Directors of the financial impacts and alternatives.
- Attend Monthly Board and General Meetings

- Update, complete & file all government reporting in regards to Association & not-for-profit status.

Events / Volunteer Coordinator - 2 year term, re-elect in even years

- Administer commitment hours made by association members and report deficiencies to board.
- Coordinate Year End Awards Night including the Esso Medals, players gifts/medals, booking the venue, planning the program.
- Manage the New Sarepta Fair Ball Hockey Tournament with the Fundraising Coordinator and Ball Hockey Committee.
- Collect all pictures and documents for the Yearbook to be provided to the printing company.
- Assist the Fundraiser Coordinator with organizing volunteers for fundraising events including the annual Demolition Derby.
- Attend Monthly Board and General Meetings if requested by Board.

Fundraiser Coordinator - 2 year term, re-elect in odd years

- Coordinate all fundraising events (New Sarepta Fair, demo derby, casinos, 50/50's, etc)
- Chair all fundraising committee meetings & update board with minutes.
- Report to Board on status of events (attendance, financials, pros/cons, etc)
- Attend Monthly Board and General Meetings if requested by board.
- Manage and promote the Jersey Sponsorship program.
- Maintain the NSMHA Alberta Gaming, Liquor and Cannabis (AGLC) account and reporting.

U11 and Below Equipment Manager - 2 year term, re-elect in odd years

- Issue equipment to teams for season
- Maintain accurate records of the equipment owned by the association
- Report to Executive missing or abused equipment for team charge backs when applicable
- Order new jerseys and equipment when approved by the Executive
- Collect Equipment deposits for equipment issued
- Maintain Inventory of consumable items (First Aid Kits)
- Attend evaluations to provide jerseys
- Purchase new and coordinate repairs of equipment approved by Board
- Attend Monthly Board and General Meetings if requested by Board.

U13 and Above Equipment Manager - 2 year term, re-elect in even years

- Issue equipment to teams for season
- Maintain accurate records of the equipment owned by the association
- Report to Executive missing or abused equipment for team charge backs when applicable
- Order new jerseys and equipment when approved by the Executive
- Collect Equipment deposits for equipment issued
- Maintain Inventory of consumable items (First Aid Kits)
- Purchase new and coordinate repairs of equipment approved by Board
- Attend evaluations to provide jerseys.
- Attend Monthly Board and General Meetings if requested by Board.

Ice Allocator - 2 year term, re-elect in even years

- Develop and communicate yearly ice and tournament schedules for the teams to the Agricultural Society.
- Report, monitor and record on-going ice schedule changes and inform the board of un-used ice.
- Maintain records to ensure fair ice allocations for all teams.
- Verify ice invoices and inform the President and/or Treasurer to approve for payment.
- Report to the Executive and Board
- Attend Monthly Board and General Meetings if requested by the Board.

League Director Representative - 2 year term, re-elect in even years

- Attend all League Meetings
- Attend all tiering meetings if required
- Liaison between association teams and the league
- Advise teams on League rules and regulations
- Report to the Executive and Board on the League
- Assist in resolution of conflicts between teams and the league or other teams
- Attend Monthly Board and General Meetings if requested by Board.
- Perform duties as defined under league policies of the position

Website/Communication Coordinator - 2 year term, re-elect in even years

- Coordinate communications from Association to newspapers, magazines and schools
- Coordinate association advertising efforts for special events and business.

- Administer and update association website and social media at the direction of Executive.
- Attend Monthly Board and General Meetings if requested by Board.

Referee in Chief - 2 year term, re-elect in odd years

- Monitor Referees to ensure acceptable standards
- Develop, promote and administer programs designed to assist in a referee development including referee clinics
- Liaison between Coaches and Referees to resolve conflicts
- Report to the Executive and Board on issues related to refereeing
- Attend Monthly Board and General Meetings if requested by Board.

Referee Assignor - (Paid \$350.00/month) - 2 year term, re-elect in even years

- Assigns Referees to games.
- Liaison with surrounding communities to establish outside available referees.
- Record and report Referee assignments to the Treasurer for payment
- Attend monthly Board and Yearly Fall and Spring General Meetings

New Sarepta Ag Board Liaison

- Attend Ag Board Meetings
- Represent NSMHA views at these meetings
- Report to the NSMHA Executive and Board on issues affecting NSMHA

Pond Hockey Coordinator

- Monitor Pond Hockey to ensure acceptable standards
- Develop, promote and administer programs designed to assist in recreational hockey development as per Hockey Alberta
- Report to the Executive and Board on issues related to the Pond Hockey Program.
- Attend Monthly Board and General Meetings if requested by Board.

League Tier Governor

- Position is detailed in league policy & may not be required depending on league requirements.

- Appointed by League Governor in Chief following approval of the League (CAHL) President
- Accepts and follows the Tier Governor responsibilities as defined in the current CAHL Operating
- Attend League Governor Tiering Meetings and/or Regular League Meetings where required.
- Supports NSMHA League Director Representative if required.
- When appointed, the Tier Governor will be responsible for the overall monitoring and management of the assigned tier of teams in their age category and to provide communications point for the league activities, leadership, direction, confirmation of all entered data, complete all corrections as need, communicate and dispense reprimands as needed to the teams in their tier.
- Regular duties include:
 - Ensuring that each Team Manager in their division has their telephone and email contact information at the start of the season.
 - Enter game changes after they approve them following the appropriate procedure outlined in League Regulation Manual (Section 9(m)). Completed game changes entered should be summarized in provided form to the League Administrator weekly.
 - Arrange and approve cross-over games involving their tier. These crossover games played should be reported to the League Administrator on a weekly basis in the provided League form.
 - Be responsible to verify the accuracy of the game stats on the website by Wednesday at midnight directly following the weekend of games played. The data entry of the game sheet information will be the responsibility of the designated Data Entry Person of the Home Team of each game.
 - Must provide update reports as requested at all CAHL Meetings, including the AGM.
 - Non-Lead Governors are encouraged to attend as many meetings as possible, however the Lead Governor may excuse Non-Lead Governor from attending in consultation with the Governor in Chief. Non-Lead Governors are required to send a full report of their tier to Lead Governor for presentation on their behalf at meetings.
- NSMHA must provide at least 1 League Tier Governor candidate to be appointed by the League for every 1-7 teams the association has playing in the League (e.g. 8 teams requires 2 Tier Governor candidates to be provided)
- A Governor may not be a coach, manager, or parent of a player etc., in the same category of hockey (e.g. U11 Tier 3 coach may not be a U11 Tier 3 Governor) without permission of the League President and Governor in Chief.

INDIVIDUAL TEAM POSITIONS – Re-elect each year by Team Vote

Head Coach – 10 Hours

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Attend the mandatory Head Coach / Team Manager Meeting held by the NSMHA Executive at the start of the season.
- Plan on and off-ice activities in consultation with the assistant coaches
- Organize parents meeting to inform them on the team's hockey season plan
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coaches
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of the players
- Managing the bench during games and providing instruction to players and feedback on-ice performance, applying and enforcing disciplinary measures in a consistent manner
- Providing proper supervision of the team before, during and immediately after practices and games to ensure appropriate conduct by, and the safety and well-being of players.
- Develop and enforce, uniformly, rules governing team operation, implementing disciplinary action applied by referees, league officials, the Association or by Hockey Alberta.
- As the first step in the resolution of player/parent/guardian issues, coordinate with team manager to ensure player/parent/guardian concerns are responded to with respect and due consideration on a timely basis.
- Obtain assistance with conflict resolution from Level Director and/or Coaching Development Director when needed.
- Acquiring the credentials necessary to coach effectively at the assigned level.
- Follow Coach Code of Conduct.

Assistant Coach – 10 Hours

****Maximum of 4 assistant coaches per team and will only get hours if attendance at games/practices is proven**

- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- In collaboration with the Head Coach, provide instruction to players related to individual skill development, positional play, team play and Association purpose, and values.

- Assisting with bench management during games and the provision of instruction to players and feedback on performance; assisting in the application and enforcement of disciplinary measures in a consistent manner.
- Bring concerns to the attention of the Head Coach
- Providing proper supervision of the team before, during and immediately after practices and games to ensure appropriate conduct by, and the safety and well-being of players.
- Acquiring the credentials necessary to coach effectively at the assigned level.
- Report to the head coach
- Ensure the first aid kit is present at all practices and games.
- Ensure the contents of the first aid kit are not expired.
- At least one Assistant Coach on the team must obtain the required online safety training.
- Follow Coach Code of Conduct

Manager – 10 Hours

- Act on direction of the team's head coach and report directly to the team head coach
- Attend the mandatory Head Coach / Team Manager Meeting held by the NSMHA Executive at the start of the season.
- Communicate the team schedule to all coaches/players/parents/guardians, including practices and games. (i.e. via email or TeamSnap)
- Generate a team contact list and circulate
- Ensure player's and parent's code of conduct have been signed before start of season
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, discipline etc.)
- Communicate needs for referees and officials with association
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines according to league and Hockey Alberta and Hockey Canada policies. Liaison with coaches regarding injuries and return to play for players.
- Monitoring the on-ice and off-ice behavior of players and parents and reporting incidents that are not consistent with approved Association values, principles or policies, reporting incidents or violations of Association, Hockey Alberta or Hockey Canada policies to the Level Director.
- Review all game sheets for accuracy.
- Liaison with Ice Coordinator on any ice requests or returns.
- Apply for any necessary team travel permits
- Follow Manager Code of Conduct

Assistant Manager – 10 Hours

- Assist the Team Manager with duties as required.
- Assist with the coordination of travel, accommodation, meals and facility rental for the team.
- Arrange for off-ice officials and volunteers (ie: time clock and game sheet shifts)
- Coordinate the game sheets for both home and away games, including tournaments. Ensure the game sheet is complete prior to the start of all games and collected after each game with all information complete. Upload game sheets and score/penalty data as required by league timelines. Manager and Assistant Manager to review all game sheets.
- Arrange, schedule & coordinate all aspects of away tournaments with consultation of Head Coach & Manager
- Attend monthly board meetings and report any issues or concerns from the team.
- Follow Manager Code of Conduct

Treasurer – 5 Hours

- Discuss all team expenses with the team manager and/or Head Coach
- Provide financial reports upon request & at season end to NSMHA Board.
- Manage all team funds within the team bank account and keep a record of expenses and withdrawals
- Responsible for issuing cheques and payments for tournaments, events, etc
- Provide a current Criminal Record Check by November 15th.

Tournament and Fundraising Coordinator – 2 Members (10 Hours each)

- Organize the annual tournament for the team
- Coordinate all raffles, prizes, silent auction items for the tournament
- Obtain and maintain the Team's Alberta Gaming, Liquor and Cannabis (AGLC) account and reporting required for all 50/50 and raffle licenses.
- Invite and schedule teams to attend the tournament in consultation with Head Coach
- Obtain items for players attending tournament
- Communicate Tournament plans with the team, provide a donation letter for team members to seek donations for the tournament prizes, silent auction, players gifts, etc.
- Schedule volunteers for shifts as required.
- Schedule referees and determine pay.
- Set and enforce tournament rules.
- Manage resolution of conflicts that arise
- Monitor the on-ice and off-ice behavior of players, parents and coaches at the tournament and report incidents that are not consistent with approved

Association values, principles or policies; reporting incidents or violations of Association, Hockey Alberta or Hockey Canada policies to the Level Director.

- Plan and coordinate all team fundraisers (i.e. bottle drives)

Picture Coordinator – 5 Hours

- Responsible for collecting pictures of each team for the slideshow. Must ensure that each player from the team is in at least 3 pictures (excluding team group photos).
- Photos must be arranged and labeled with the players' names on a USB stick to be provided to the Events/Volunteer Coordinator for the yearbook before the end of the season.
- Create a slideshow of all pictures and videos collected for the team. To be provide to Events Coordinator & presented at the year-end Awards Day.

Jersey Parent – 5 Hours

- Launder team jerseys as needed. (Do not use well water on white jerseys)
- Bring correct jerseys to all games
- Coordinate any jersey repairs or issues with NSMHA equipment manager.