

## **East Hants Minor Hockey Association Non-Voting Executive Positions**

**Purpose** - To identify the non-voting executive positions within the EHMHA as well as describe the functions of each respective position.

**Scope** - All EHMHA non-voting executive positions.

**Effective date:** September 2014 T

The East Hants Minor Hockey Association is made up of an elected Board of Directors as detailed in the EHMHA By-laws. The EHMHA structure also has many Executive members who are appointed annually to respective positions by the Board of Directors and are non-voting positions.

The following non-voting executive positions are part of the EHMHA structure:

**Communications Coordinator:** The Communications Coordinator shall:

- Work directly with the Board of Directors to provide strategic communications advice and guidance on specific issues.
- Provide communication support and advice to the President EHMHA on specific issues and activities throughout the year.
- Develop and maintain a draft communications plan for the EHMHA Board of Directors.
- Assist in the execution of activities as detailed in the approved Communications Plan.

●

### **Administration**

Administration is the administrative arm of the Board which is responsible for the administrative activities of the EHMHA as well as functions which should be kept separate from Hockey Operations to ensure there is no perceived conflict of interest. With the exception of the Deputy Treasurer



EAST HANTS MINOR HOCKEY ASSOCIATION

(reporting to the Treasurer), this is under the responsibility of the Vice-President Administration and all positions report directly to the Vice-President Administration. The positions and their respective duties are detailed as follows:

1. **Certification Clerk:** The Certification Clerk shall:
  - Understand the certification requirements for team staff and communicate expectations and deadlines at the start of each season
  - Communicate certification options and opportunities as information is available
  - Monitor the certification status of team staff and follow-up as required
  - Report certification status to the VP of Administration with regular (and increasing) frequency as deadlines approach
  
2. **Fundraising Chair:** The Fundraising Chair shall:
  - Assist in the management of all team budgets
  - Monitor and enforce the fundraising policy
  - Identify and implement new fundraising opportunities
  - Coordinate fundraising and licenses for the annual Jeff Smith - Trevor Ettinger Memorial Tournament
  - Promote all fundraising activities
  
3. **Registrar:** The Registrar shall:
  - Work with VP of Administration, Webmaster, Treasurer, and Deputy Treasurer to plan annual registration activities (in person and online).
  - Manage the online and in-person registration activities, reporting regularly to the VP of Admin and Treasurer.
  - Continually evaluate the registration process and associated tools to identify changes to improve efficiency and reduce manual effort.
  - Lead the registration data entry effort (including entry in the Hockey Canada Registry), coordinating with the Deputy Treasurer to ensure appropriate division of effort.



EAST HANTS MINOR HOCKEY ASSOCIATION

- Provide all required/requested data to the Treasurer and Deputy Treasurer to support accounting tasks associated with registration.
4. **Tournament Chair**: The Tournament Chair shall:
- Oversee the planning and management (act as Chair) of the EHMHA March Break Tournament, on-site Provincial Tournaments, and any other tournaments that fall within EHMHA responsibilities.
  - Work with the Recruiting and Events Coordinator to build and improve relationships with the corporate community, the residents of East Hants, and association members through tournament involvement and activities.
  - Ensure all tournaments held under the direction of EHMHA have a Chair to create consistent and clear leadership both from an organizational and financial perspective.
  - Regularly report tournament status (including challenges and successes) to VP of Administration and the Recruiting and Events Coordinator.
  - Work with the VP of Administration and the Recruiting and Events Coordinator to define common policies and procedures to be utilized for all EHMHA tournaments.'
5. **Equipment Manager**: The Equipment Manager shall:
- Control, track and manage all jerseys and equipment belonging to EHMHA.
  - Work with the VP of Administration to develop/adjust procedures related to jersey and equipment management.
  - Based on registration data, prepare jerseys and equipment that will be required for the upcoming hockey season.
  - Arrange for handling, storage, repairing, cleaning and inventorying of equipment.
  - Ensure that coordinators, coaches and team managers are aware of EHMHA equipment policies and procedures.



EAST HANTS MINOR HOCKEY ASSOCIATION

- Early in the season, work with coordinators, coaches and team managers to distribute jerseys and equipment as per established policies and procedures.
- At the end of the season, work with coordinators, coaches and team managers to recover jerseys and equipment as per established policies and procedures.
- Work with the Deputy Treasurer to identify deposits that will need to be collected to cover jerseys and equipment that have not been returned at the end of the season.

6. **Assistant Equipment Manager:** The Assistant Equipment Manager shall:

- Assist the Equipment Manager to control, track and manage all jerseys and equipment belonging to EHMHA.
- Based on registration data, work with the Equipment Manager to prepare jerseys and equipment that will be required for the upcoming hockey season.
- Maintain a clear and complete understanding of EHMHA equipment policies and procedures, and support coordinators, coaches and team managers in doing the same.
- Early in the season, work with coordinators, coaches and team managers to distribute jerseys and equipment as per established policies, procedures, and the direction of the Equipment Manager.
- At the end of the season, work with coordinators, coaches and team managers to recover jerseys and equipment as per established
- policies, procedures, and the direction of the Equipment Manager.

7. **Webmaster:** The Webmaster shall be responsible for:

- Site maintenance of the EHMHA website.
- Setting up the organization and structure of the website as per direction of the Vice President Administration.
- Assisting in the planning and management of the annual member registration process.



EAST HANTS MINOR HOCKEY ASSOCIATION

- Setting up league information and roster information as required.
- Setting up accounts for teams as required.
- Setting up accounts for the Board as required.
- Liaising with the website provider and managing upgrades and updates.
- Posting schedules, forms, documents, news articles and other website content as requested (or approved) by members of the EHMHA Board.
- Annual clean-up and maintenance of website data and content, archiving and deleting material as presented to (and approved by) the EHMHA Board.

8. **Deputy Treasurer**: The Deputy Treasurer shall:

- Assist the Registrar with registration data entry.
- Under the supervision of the Treasurer, assume responsibility for accounting associated with registration, including intake and reconciliation of all cash and electronic payments.
- Collect overdue registrations.
- Manage billing to Indian Brook First Nations, Kids Sport and other outside funding agencies.
- Assist the Treasurer with basic bookkeeping, banking, payable and receivable maintenance and data entry as requested.

## **Hockey Operations**

Hockey Operations is the operational arm of the Board which is responsible for the delivery and execution of the hockey program. This is under the responsibility of the Vice-President Hockey Operations and all positions report directly to the Vice-President Hockey Operations. The positions and their respective duties are as follows:

1. **Referee in Chief**: This position is appointed through by the EHMHA in accordance with guidelines supported by HNS. The Referee-in-Chief shall:



EAST HANTS MINOR HOCKEY ASSOCIATION

- Act as the liaison between the EHMHA and HNS Referee-in-Chief in all matters concerning game officials. Provide long-range planning and conduct development clinics for all EHMHA officials.
- Set up and supervise an evaluation system as well as carry out assessments of all EHMHA referees, linesmen and minor officials as may be required and approved by the directors.
- Conduct clinics for referees, linesmen and minor officials under the direction and cooperation with the HNS Referee-in-Chief.
- Recommend to the HNS Referee-in-Chief, EHMHA officials for attendance at Level IV clinics and also to the annual referees development camp.
- Recommend to the directors, remuneration for officials.
- Endeavour to maintain a high and uniform level of officiating by all EHMHA officials for all games played within the Association.
- Maintain a listing of all EHMHA officials and ensure that all persons officiating within the Association have attended the prescribed HNS Referees clinics at the appropriate level, and further that all EHMHA officials are duly registered with HNS for the current hockey season.
- Keep accurate records of games officiated and payment of officials and ensure that Game Sheets are delivered in a timely manner to the appropriate administrators.
- Assign all games played under the jurisdiction of the Association including league, exhibition, playoff and tournaments.

2. **Development Coordinator:** The Development Coordinator shall:

- Work with the VP of Hockey Operations to agree upon an implementation approach for player development and plan specific activities for the current season.
- Ensure that the player development approach aligns with HNS guidelines.
- Coordinate with the VP of Hockey Operations, the Goalie Coordinator and the Coach Mentor to ensure that the overall development approach is aligned across all areas.
- Plan and manage the annual development weekend.



EAST HANTS MINOR HOCKEY ASSOCIATION

- Ensure that EHMHA policies and procedures support the agreed upon player development strategy.
- Communicate relevant EHMHA policies and procedures and ensure that they are applied consistently across all divisions and teams.

3. **Coach Mentor**: The Coach Mentor shall:

- Work with the VP of Hockey Operations to provide leadership and support to coaches, ensuring common understanding and application of the Hockey Canada long term player development model.
- Encourage consistency among EHMHA coaches in their approach to practices, bench management, and ice time usage, providing feedback and guidance as required.
- Communicate and build relationships with players, coaches, parents, EHMHA Board/Executive members, opposition representatives, and officials; support EHMHA coaches in doing the same.
- Ensure that coaches are aware of EHMHA policies and procedures, communicating and educating coaches as needed.
- Monitor and enforce all procedures as per EHMHA policy.
- Coordinate with the VP of Hockey Operations, the Development Coordinator and the Goalie Coordinator to ensure that the overall development approach is aligned across all areas.

4. **Goalie Coordinator**: The Goalie Coordinator shall:

- Work with the VP of Hockey Operations to agree upon an implementation approach for goalie development and plan specific activities for the current season.
- Ensure that the goalie development approach aligns with HNS guidelines.
- Coordinate with the VP of Hockey Operations, the Development Coordinator and the Coach Mentor to ensure that the overall development approach is aligned across all areas.
- Participate in the planning and management of the annual development weekend.



- Ensure that EHMHA policies and procedures support the agreed upon goalie development strategy.
  - Communicate relevant EHMHA policies and procedures and ensure that they are applied consistently across all divisions and teams.
5. **Evaluation Coordinator**: The Evaluation Coordinator shall:
- Lead the planning & organization of player evaluations (representative and recreational).
  - Ensure the Evaluation Administrator is under contract for the season as directed by the VP of Hockey Operations.
  - Monitor and enforce all procedures as per EHMHA policy.
  - Schedule ice, coaches, volunteers and other resources required to conduct evaluations.
  - Work with Equipment Manager to arrange access to required pinnies, goalie gear, and all other equipment required during evaluations.
  - Communicate with required staff, volunteers, parents & players to ensure a clear and consistent understanding of the evaluation processes and procedures.
  - Ensure that the player evaluations adhere to established EHMHA policies and procedures.
6. **Ice Scheduler**: The Ice Scheduler shall:
- Create and distribute a weekly schedule for all EHMHA games and practices held at the East Hants Sportsplex.
  - Work with managers/divisional coordinators regularly to ensure that weekly ice allotments are met.
  - Demonstrate flexibility and responsiveness in adjusting the ice schedule to accommodate routine changes and communicate changes clearly and routinely.
  - Communicate with the EHMHA Treasurer and designate of the East Hants Sportsplex to ensure that ice allotment, usage and costs/payments align.





7. **Recreational Coordinator:** The Recreational Coordinator shall:
- Work with the VP of Hockey Operations and VP of Administration to agree on an overall strategy for management of Recreational Coordinators.
  - Ensure that Recreational Coordinators (IP through Midget) are aware of EHMHA policies and procedures, monitoring and educating members as needed.
  - Monitor and enforce all procedures as per EHMHA policy.
  - Provide leadership and support to Recreational Coordinators, ensuring consistency in approach, aiding in issue resolution, and reporting to VP of Hockey Operations as required.
  - Represent EHMHA for Recreational Hockey events, meetings, and activities.
  - Participate in the Coach Selection Process.
  - Attend monthly Hockey Operations meetings, reporting on the overall status of the recreational divisions.
8. **Representative Coordinator:** The Representative Coordinator shall:
- Work with the VP of Hockey Operations and VP of Administration to agree on an overall strategy for management of Representative Coordinators.
  - Ensure that Representative Coordinators (IP through Midget) are aware of EHMHA policies and procedures, monitoring and educating members as needed.
  - Monitor and enforce all procedures as per EHMHA policy.
  - Provide leadership and support to Representative Coordinators, ensuring consistency in approach, aiding in issue resolution, and reporting to VP of Hockey Operations as required.
  - Represent EHMHA for Representative Hockey events, meetings, and activities.
  - Participate in the Coach Selection Process.
  - Attend monthly Hockey Operations meetings, reporting on the overall status of the representative divisions.



EAST HANTS MINOR HOCKEY ASSOCIATION

9. **Divisional Coordinators**: The Divisional Coordinators (U7 through U18) shall:

- Represent their respective division during registration activities and compile the player list for their division.
- Participate in the Coach Selection Process.
- Communicate and coordinate with the Evaluation Coordinator and coaches for their division to ensure appropriate involvement in player evaluations (including attendance at first division try-out).
- Communicate and coordinate with the Equipment Manager to ensure availability of jerseys and equipment, initially for evaluations and also for all teams in the division during the season.
- Coordinate and manage recreational evaluations and work with house league coaches to create equal strength teams.
- Compile lists of representative and recreational teams and players and report try-out results to the Registrar.
- Prepare season schedule (U7 and U9 divisions only).
- Regularly communicate with parents, players, and team staff; providing schedule information, policy and procedure information, answering questions and addressing concerns as appropriate.
- Attend monthly Hockey Operations meetings, reporting on the status of their division.
- Assist the Equipment Manager in ensuring that jerseys and equipment are returned at the end of the season, contacting players, parents, and team staff as required.

10. **Female Coordinator**: The Female Coordinator shall:

- Regularly communicate with parents, players, and team staff; providing schedule information, policy and procedure information, answering questions and addressing concerns as appropriate.
- Participate in the Coach Selection Process.
- Attend monthly Hockey Operations meetings, reporting on the overall status of the female teams.
- Promote female hockey in the community at all levels to increase player involvement.



EAST HANTS MINOR HOCKEY ASSOCIATION