

# **GRAND VALLEY & DISTRICT MINOR HOCKEY**

## **Appendix 'A' Executive Position Profiles**

**Position: PAST – PRESIDENT (Officer)**

**Conditions of Nomination:** Must have served as the previous president

**General Role:**

- ✓ Provide leadership / continuity to the current executive
- ✓ Assist as required all executive members in fulfilling their roles
- ✓ Support / enforcement of the GV&DMHA constitution
- ✓ Assist as required with organization fundraising initiatives
- ✓ Organize trophies and order any plaques required for end of year Awards

**Busy Period:** Varies throughout the year

**Minimum Hours per week:** 1hour

**Position: PRESIDENT (Officer)**

**Term:** 2 Years **General Role:**

- ✓ Provide leadership to the current executive
- ✓ Assist as required all executive members in fulfilling their roles
- ✓ Either directly or through delegation represent GV&DMHA at meetings as required
- ✓ Support / enforcement of the GV&DMHA constitution
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

- ✓ Preside over GV&DMHA meetings
- ✓ With the treasurer & secretary have co-signing authority of all cheques
- ✓ Tie break any executive votes (President only votes to break a tie)
- ✓ Coordination of Annual Recognition Day (can be delegated to other board members or committee)

**Busy Period:** Consistent throughout the year

**Minimum Hours per Week:** 5 hours average

**Position: VICE- PRESIDENT (Officer)**

**Conditions of Nomination:** None

**General  
Role:**

- ✓ Act in all manners in the absence of the president
- ✓ Assist as required all executive members in fulfilling their roles
- ✓ Support / enforcement of the GVDMHA constitution
- ✓ Assist as required with organization fundraising initiatives

**Busy Period:** Consistent throughout the year

**Minimum Hours per week:** 1-2 hours average

**Position: SECRETARY (Officer)**

**Conditions of Nomination:** None

**General  
Role:**

- ✓ Keep an accurate account of the minutes of all meetings and maintain an up to date register of all officers, executive and team staff (including coaches, trainers and managers)
- ✓ Upload meeting minutes to GV&DMHA Google Drive ✓ Mail and correspondence
- ✓ Maintain an up to date record of the GV&DMHA Constitution
- ✓ Support and enforce the GV&DMHA constitution
- ✓ With the President & Treasurer have co-signing authority of all cheques
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

- ✓ Type and publish minutes of meetings ✓ Book facilities for and advise of meetings ✓ Coordination of Picture Day (includes booking photographer, facilities and publishing schedule) ✓ Notification of GV&DMHA Annual General Meeting as prescribed in General By-law

**Busy Period:** Consistent throughout the year

**Minimum Hours per Week:** 2-4 hours average

**Position: TREASURER (Officer)**

**Term:** 2 Years

**Conditions of Nomination:** Previous Bookkeeping Experience an Asset

**General Role:**

- ✓ Submit all financial reports and keep an accurate account of all association monies
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

✓ With the president & secretary have co-signing authority of all cheques ✓ All banking transactions on behalf of GV&DMHA at RBC Grand Valley Branch ✓ Maintain books on behalf of the association, Online Quickbooks system and paper files ✓ Pay all bills incurred ✓ Liaison with league convenors and the referee in chief re: payment to game referees and timekeepers ✓ Liaison with team managers with regards to game gate monies, provide floats and collect back at the end of the season ✓ Prepare invoices / collection of all unpaid registration fees, sponsors for team sweaters, team trophies, etc ✓ Prepare monthly finance reports ✓ Set proposal guidelines for a budget to the executive ✓ Arrange annual audit of all association accounts ✓ Provide and collect floats from fundraising events ✓ Assist fundraising director with financials for lottery license application and year end report

**Busy Period:** Consistent throughout the year

**Minimum Hours per week:** 5 hours average

**Position: REGISTRATION COORDINATOR**

**Conditions of Nomination:** PC, Internet and Scanner Recommended

**General Role:**

- ✓ Coordinate player registration for entire organization including managing online registration system and completing team rosters
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

- ✓ Fee collection and membership
- ✓ Update online HCR (Hockey Canada Registry) with current season registration fees, registration deadlines and payment schedules
- ✓ Provide technical support to parents who require support with online registration
- ✓ Respond to email enquiries from new families looking for more information about Grand Valley Minor Hockey's program
- ✓ Provide Technical Director with information regarding the status of bench staff training and qualifications
- ✓ Maintain accurate player records, ensuring that copies of birth certificates are kept on file and RIS program is completed by all parents.
- ✓ Add all players to appropriate team rosters using the online HCR and submitting all rosters for approval
- ✓ Email communication with membership regarding important registration deadlines as well as occasional emails regarding other GVDMH events
- ✓ Provide Social Media Director with postings for registration deadlines

**Busy Period:** March, September through November

**Minimum Hours per Week:** Season start up 5 hours average, 1-2 hours after.

**Position: EQUIPMENT DIRECTOR**

**Conditions of Nomination:** None

**General Role:**

- ✓ Maintain and purchase any equipment as required for GV&DMHA
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

- ✓ Ensure all safety standards in regards to equipment loaned by GV&DMHA are met or exceeded
- ✓ Ensure all equipment loaned out is tracked and returned. This includes all goalie equipment team sweaters and supplies
- ✓ Ensure each team is equipped with the required equipment at the start of season (this includes team socks, sweaters and goalie equipment)
- ✓ Ensure all coaches / trainers are aware of the required safety standards for players on the ice and assist in resolving any issues of non-compliance to those standards
- ✓ Keep Inventory of equipment in order to minimize wasted costs to GVMH
- ✓ Order and supply teams with required first aid supplies to start the year, and maintain throughout the year
- ✓ Ensure equipment is available for practices and in proper order (Pucks, Pinneys, Tools, pylons, etc)
- ✓ Ensure that game pucks are available for organizational home games throughout the season
- ✓ Attend Coaches Meeting at the beginning of the season and distribute equipment.

**Busy Period:** Season start, maintenance throughout the year

**Minimum Hours per week:** Season start 4 – 8 average, 1 per week after

**Position: PREVENTION SERVICES DIRECTOR**

**Conditions of Nomination:** None

**General Role:**

✓ As mandated by the OMHA, follow through, development and enforcement of Association Prevention Services policies in order to provide a safe environment for the sport of hockey ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

✓ Educate **all** association members in aspects of Prevention Services policies

and procedures ✓ Keep up to date and accurate records of our certified members ✓ Act as first contact regarding any complaints of Harassment or Abuse in

GV&DMHA ✓ Lead and organize Adhoc committee to deal with any complaints received relating to Harassment or Abuse ✓ Provide Bench staff with required documentation and information to complete Vulnerable Sector Checks. Arrange to collect completed checks. ✓ Drop checks off at the corresponding Law enforcement office and pick them up when complete.

**Busy Period:** Consistent throughout the year

**Minimum Hours per Week:** 1 – 2 average



**Position: LOCAL LEAGUE CONVENOR /OMHA CENTRE CONTACT**

**Conditions of Nomination:** Access to a PC, Web access beneficial

**General Role:**

✓ Ensure that the Constitution, rules, regulations and procedures are carried out according to league and association policy ✓ Act as executive contact with the coaches, managers and parent membership ✓ Represent GV&DMHA at all required league meetings ✓ Assist as required with organization fundraising initiatives ✓ Act as first representation for GV&DMHA in all matters pertaining to the OMHA ✓ Maintain online listing in the centre facts guide on OMHA website ✓ Monitor the [GV &DMHA](#) general email address

**Specific Duties:**

✓ Recruitment of coaches and other team staff where necessary ✓ Communication of league rules to coaches ✓ Maintain and communicate league standings ✓ Submit a convenors report for the Annual Meeting ✓ Receive all OMHA mailings and distribute the materials to the appropriate and interested parties in a timely manner ✓ Act as liaison with the OMHA in all matters pertaining to the OMHA ✓ Ensure GV&DMHA is conducting themselves accordingly with regards to the

Manual of Operations set out by the OMHA ✓ Provide assistance in any OMHA matter as required ✓ Attend Coaches Meeting at the beginning of the season

**Busy Period:** All Year

**Minimum Hours per week:** Season start 2 -4 hours, 1 – 2 after

**Position: ICE SCHEDULER**

**Conditions of Nomination:** Access to a PC recommended, available and responsive to daily communication.

**General Role:**

- ✓ Acts as the interface between GV&DMHA and other league centres in matters relating to game scheduling
- ✓ Plan and approve all ice time purchased by GV&DMHA
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

- ✓ Monitor / maintain and resolve conflicts in regards to ice allocations as established by the GV&DMHA for all teams
- ✓ Verify / approve with the Treasurer all arena ice bills
- ✓ Enter all teams season schedules on the GV &DMHA WebSite
- ✓ Update the website and OneDB with any game modifications
- ✓ Prepare Gamesheets to coaches for Game scheduling meetings
- ✓ Enter Playoff games for teams onto website

**Busy Period:** All Year, Busier During Playoffs

**Minimum Hours per Week:** 2 – 3 average

## **Position: TECHNICAL DIRECTOR**

**Conditions of Nomination:** Past Coaching Experience in a Minor Hockey Organization (exceptions can be made however competency of technical knowledge in Hockey needs to be verified). Familiarity with OMHA policies and procedures with regards to player movement, team selection etc..

### **General Role:**

- ✓ Follow through the adopted programs for skill development and assist the coaches in meeting these programs (ie: Skating Skills, CHIP)
- ✓ Establish and coordinate all GV&DMHA hosted coaching, trainer, player or other related clinics
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:** ✓ Recruit and accept applications for potential Coaching/Bench staff Candidates ✓ Conduct interviews as needed for coaching application (in the event where multiple applications are presented for the same team) ✓ Present Coaching applications to Executive at the August Executive Meeting for coaching selection decisions ✓ Inform all coaching applicants on coaching selection decisions. ✓ Plan and run Coaches Meeting before the start of season. ✓ Plan, coordinate and execute player evaluations at the beginning of season ✓ Liaison between coaches and executive ✓ Source information on training and skill development for coaches and players and communicate information to coaches ✓ Ensure any coaching absentees are covered ✓ Assist / mentor all coaches ✓ Assist coaches and trainers in registering for OMHA clinics as required ✓ Plan, organize and advertise all OMHA clinics to be hosted by GV&DHMA (includes trainers, facilities, equipment, ice times and clinic refreshments) ✓ Provide OMHA tournament listings to all teams

**Busy Period:** Pre and beginning on the season

**Minimum Hours per Week:** 2 – 4 average

**Position: TOURNAMENT DIRECTOR**

**Conditions of Nomination:** Access to PC, Internet and Email  
Recommended

**General  
Role:**

- ✓ Establish and coordinate all GV&DMHA hosted tournaments
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

✓ Submit tournament applications to the OMHA ✓ Work with team managers to advise team responsibilities on tournament days ✓ Organize tournament schedules and communication with participating teams ✓ Coordinate activities at tournaments including registration desk, ice times, dressing rooms, scheduling, referees, timekeepers, trophies etc ✓ Prepare tournament financial reports and submit to OMHA ✓ Maintain accurate account of all tournament records including bank account ✓ Submit tournament summary at Annual Meeting

**Busy Period:** Start of season when teams are inquiring about tournaments and tournament days (2-4 per year)

**Minimum Hours per Week:** 1-2 average, 8 hrs on tournament days

**Position: FUNDRAISING COORDINATOR**

**Conditions of Nomination:** None

**General Role:**

- ✓ Plan and organize any fundraising endeavors conducted by GV&DMHA
- ✓ Act as liaison between teams and executive regarding any team based fundraising
- ✓ Form a fundraising committee comprised of one parent from each team
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

✓ Coordinate with treasurer and sponsorship director to determine fundraising and sponsorship needs based on the proposed budget for the upcoming year. ✓ Present proposed fundraising activities to the board for approval by August meeting ✓ Lead the planning and organization of any fundraising events run by GV&DMHA ✓ Share important fundraising initiatives and information with team managers and parents and around town (when applicable) ✓ Share important fundraising updates with social media director for updates on the website and social media, posters ✓ Prepare a summary of expenses incurred and income earned for each fundraiser ✓ Research new ideas for association fundraising ✓ Present any team fundraising proposals to the executive for their final approval

**Busy Period:** Pre Season and the beginning of the season until Hockey Day

**Minimum Hours per Week:** 4-6 average until Hockey Day, 10+ hours on Hockey Day

**Position: GAME OFFICIAL SCHEDULER**

**Conditions of Nomination:** None

**General Role:**

- ✓ Scheduling of all game officials for regular season, OMHA preliminary and League playoff games
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

- ✓ Schedule referees and timekeepers for all required games
- ✓ Work with treasurer with regards to payment of all officials and rates to be paid per OMHA
- ✓ Solicit, train and supervise timekeepers
- ✓ Liaison with the RIC to ensure referees are fully qualified to games assigned

**Busy Period:** Throughout the year

**Minimum Hours per Week:** 1 average

**Position: SPONSORSHIP  
DIRECTOR**

**Conditions of Nomination:** None

**General Role:**

- ✓ Solicit sponsorship as required by GV&DMHA
- ✓ Assist as required with organization fundraising initiatives

**Specific Duties:**

- ✓ Coordination, solicitation and collection of team sponsorship monies ✓
- Maintain accurate recording of team sponsors and their contracts ✓
- Order and coordinate installation of Sponsorship Signs in the Arena ✓
- Create sponsorship banner by November for display at the arena for all home games
- ✓ Work with social media director to plan sponsorship posts on social media
- ✓ Contact and collect GV&DMHA Sponsorship money

**Busy Period:** Season start, and maintenance throughout the year

**Minimum Hours per Week:** Season start 2 average, 1 per week thereafter

**Position: SOCIAL MEDIA DIRECTOR**

**Conditions of Nomination:** None

**General Role:**

- ✓ Maintain and monitor all social media accounts for GV&DMH
- ✓ Assist as required with organization fundraising initiatives, events and promotions

**Specific Duties:**

- ✓ Manage and maintain GV&DMH website using MBSportsWeb Control Panel
  - Post articles and organization wide communications
  - Maintain website users, as well as permit levels of access based on position and privilege ✓
  - Manage and monitor all social media platforms (facebook, twitter, website)
  - Promote and advertise organization events on social media channels
  - Support Executive Committee by promoting/communicating their initiatives on social media channels
  - Monitor Facebook Messenger for inquiries ✓
  - Set up and manage Executive emails and passwords
    - Communicate with Executive members when their storage space is getting full
    - Update email passwords at the beginning of every year, communicate with Executive team on new passwords and assist with login issues
    - \*Please Note\* This role is very important in cases of member resignation or code of conduct investigations; passwords will need to be changed immediately for members who have resigned or are under investigation ✓
  - Monitor Grand Valley Twisters Social Media email account for inquiries

**Busy Period:** Throughout the year

**Minimum Hours per Week:** Varies throughout the season



**Position: BOND DIRECTOR Conditions of**

**Nomination:** None **General Role:** ✓

Manage GVDMH Volunteer Bond Program ✓

Manage SignUp ✓ Assist Fundraising

Director

**Specific Duties:** ✓ Collect bond policy agreements and cheques during the registration period from registrar /coaches/managers ✓ Set up different events/roles on SignUp (previous bond director will assist) ✓ Organize and Maintain accurate records of bond agreements (cheques stapled to on the top right) in a binder under each team (previous bond director will hand over binder) ✓ Summary report at each meeting and on slack eg. status on bond agreements collected / how many have signed up for an event ✓ Communicate volunteer opportunities to membership via emails separated by teams: send to you, cc team managers, bcc members (privacy policy) ✓ Post event posters on arena board ✓ Print out SignUp / Check-In Sheet from SignUp prior to the event ✓ Coordinate opportunities or events with Fundraiser Director for bond points (approval by the executive) eg. Twister Wear Table during games ✓ Answer any inquiries regarding the bond policy.

**Busy Period:** Throughout the year

**Minimum Hours per Week:** Varies throughout the season

**Position: HEAD REFEREE**

**Conditions of Appointment:** Must be a certified official through the OMHA (This position is appointed to a qualified official.)

**General Role:**

- ✓ Oversee all game officiating on behalf of GV&DMHA
- ✓ Ensure all officials within GV&DMHA have required training and / or assist with registration for necessary development clinics

**Specific Duties:** ✓ Attend RIC Meeting as required on behalf of GVDMHA ✓  
Distribute / advise coaches of all Referee bulletins and interpretations ✓  
Ensure all referees are following and in compliance with all rules as set forth by OMHA

**Busy Period:** Throughout the year

**Position: IP DIRECTOR**

**Conditions of Appointment:**

None

**General**

**Role:**

- ✓ Oversee the IP Program within the organization.
- ✓ Liaison between executive and IP managers and parents

**Specific Duties:**

- ✓ Working with IP Bench staff and technical Director to provide any support that is needed
- ✓ Organizing the Parents information meeting at the beginning of the season to ensure parents are fully informed about what to expect for the upcoming season.
- ✓ Be present for as many practices as you can, especially at the beginning of the season so that parents and bench staff have someone to talk to if any issues arise.
- ✓ Organize and communicate with the parents for the beginning of the season

**Busy Period:** Pre and Beginning of the Season

**Minimum Hours per Week:** Varies throughout the season