

Mitchell Minor Hockey Executive Structure

February 4, 2013

<i>Executive Position</i>	Responsibilities	Elected/ Appointed	Minimum Term
President		E	2
1st Vice President	Special Events/Recruitment	E	2
2nd Vice President	Qualifications/Police Checks	E	2
Past President	Fundraising/Lottery/Bond	E	2
Treasurer/Registrar		E	2
Secretary/Webmaster		E	2
Director	Town Contact - Boys	E	2
Director	Town Contact - Girls	E	2
Director	Head Trainer	E	2
Director	House League	E	2
Director	Player Development	E	2
Director	Equipment	E	2
Director	At-Large	E	2
Director	At-Large	E	2
Ice Scheduler		A	1

Common Executive Duties and Responsibilities

- Regular attendance at Minor Hockey monthly Executive meetings.
- Preparation of reports as required for regular meetings.
- Participate on special committees as required.

Common Executive Qualifications

- Regular access to email and internet.
- Good communication skills.

President:

Duties and responsibilities

- Liaison between the general membership, executive and public.
- Overall management and supervision of executive
- Carry out assignments and instructions given to him/her by vote of the general membership.
- Preside over MMH monthly meetings in a professional and timely manner
- Call and preside over special meetings as required.
- Prepare and preside over the Annual General Meeting.
- Attend monthly Mitchell Minor Sports meetings and provide a report to MMH
- Delegate/Oversee responsibilities of other executive members of MMH.
- Be a voting member only in tie breaking circumstances.
- Act as a signing officer for the association.
- Suspend club teams, players or coaches subject to ratification at the next executive meeting.

Special Qualifications

- MMH Executive voting member for the previous two years.

First Vice President, Special Events Director:

Duties and responsibilities

- Aid to the President.
- Assume duties of the President in case of disability or absence.
- Carry out such other duties as may be assigned by the executive.
- Official Chair of special events committees including but not limited to tournaments, awards banquet, golf tournament, etc.
- Official Chair of the nominating committee.
- Act as a signing officer for the association.

Second Vice President, Technical Director:

Duties and responsibilities

- Assume duties of the President in case of disability or absence of the President and First Vice President.
- Carry out such other duties as may be assigned by the executive.
- Responsible for the maintenance of a database(s) tracking proper MMH volunteer qualifications including but not limited to coaching credentials, trainers credentials and vulnerable sector checks.
- Responsible for arranging of the proper certification of all coaches and trainers.
- Responsible for ensuring all MMH volunteers are properly certified prior to participation.
- Responsible for the organization of coaching and trainers clinics as required.

Past President, Fundraising Director:

Duties and responsibilities

- Assist the executive in a consultant role.
- Official chair of the volunteer bond committee.
- Official chair of the lottery committee.
- Official chair of special fund raising committees.

Treasurer / Registrar:

Duties and responsibilities

- Financial liaison between MMH membership and the Mitchell Minor Sports treasurer.
- Management of all monies received and disbursed on behalf of Mitchell Minor Sports including but not limited to registration income, team floats and tournament fees.
- Assist the Mitchell Minor Sports treasurer in maintaining records of all monies received and disbursed.
- Prepare reports as required for MMH and Mitchell Minor Sports executives.
- Oversee the preparation of an annual budget.
- Oversee the organization of annual membership registration.
- Maintain a member registration database.

Special Qualifications

- Good working knowledge of Microsoft Word and Excel as well as access to accounting software.

Secretary / Webmaster:

Job purpose

- Provide secretarial support for the organization.
- Management of the Mitchell Minor Hockey Website.

Duties and responsibilities

- Provide secretarial support for the organization and perform all general secretarial duties.
- Act as communication conduit to organization players and families.
- Notification of Executive, hockey personal and the general membership of the time, location and date of monthly, annual and special meetings.
- Host Parent Rep meeting in the fall to review responsibilities.
- Book meeting rooms for meetings and special functions.
- Plan meetings along with the President and prepare agendas. Maintain a record of attendance and proceedings of all meetings.
- Post relevant information, calendar items, organizational documents and events on the MMH Website.
- Assign and manage all Website users including the setup of season members and tournaments.
- Assist and train new Website users.

Special Qualifications

- Excellent computer skills with a working knowledge of Microsoft Outlook, Word and Excel.
- Experience with document conversion using Adobe Acrobat, web design and coding.

Town Contact Boys:

Duties and responsibilities

- Relay the following information between MMH executive/coaches/ice scheduler and the respective leagues:
 - OMHA/WOAA centre mailings, emails, facsimiles and invoices.
 - League convener instructions and information.
 - WOAA/OMHA meeting information.
 - Tournament invitations.
- Manage team rosters using the HCR (Hockey Canada Registry) database including the following tasks:
 - Pre-register all OMHA/WOAA players in the HCR and verify contact and personal information.
 - Submit team rosters requests to the WOAA according to current registration requirements.
 - Verify residency applicability of new registrants in accordance with regulations.
 - Collect birth certificates and upload to the HCR for new registrants as required.
 - Assign players and coaches to their respective rosters and submit for approval.
- Attend or send a delegate to the following meetings:
 - WOAA annual meeting.
 - WOAA league and playoff scheduling meetings.
 - OMHA annual meeting.
 - Other league related meetings as required.
- CO-ordinate OMHA play down series
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Town Contact Girls:

Duties and responsibilities

- Relay the following information between MMH executive/coaches/ice scheduler and the respective leagues
 - OWHA/LLFHL/WOGHL centre mailings, emails, facsimiles and invoices.
 - League convener instructions and information.
 - LLFHL/WOGHL meeting information.
 - Tournament invitations.
- Attend or send a delegate the following meetings:
 - LLFHL/WOGHL annual meeting.
 - LLFHL/WOGHL league and playoff scheduling meetings.
 - LLFHL/WOGHL annual meeting.
 - Other league related meetings as required.
- Manage team rosters using the appropriate database including the following tasks:
 - Register players and submit rosters for all OWHA teams.
 - Update and resubmit rosters as required.
 - Assist with team re-categorization as required.

Director – Head Trainer:

Duties and responsibilities

- Responsible for implementation and adherence of Mitchell Minor Hockey policy and procedures in reference to Trainers activities.
- Ensure the collection and reporting of Major Injury Reports to the league.
- Ensure Major Injury Reports are completed to standards.
- Ensure all First Aid Kits are stocked as required.
- Ensure that all Mitchell Minor Hockey Teams have a certified and competent Trainer
- Liaison between league and certified Trainers to provide information and news of upcoming recertifications.

Special Qualifications

- Complete knowledge of Trainers certification and Hockey Canada certification program.
- Competency in Reporting and Collection of Injury reports.
- Specific knowledge of Standard First Aid and competency in providing these skill sets.
- Have Team Trainers experience.

Director – House League:

Duties and responsibilities

- Management of House League Program
 - Appointment of conveners, referee assigners and other members as required.
 - Oversee team and coach selection.
 - Ensure OMHA/WOAA and MMH rules and regulations are followed.
 - Co-Ordinate with the Equipment Director on equipment and jersey management.
 - Co-ordinate with the Technical Director on proper House League volunteer qualifications.
 - Official chair of the House League year end tournament.
- Management of Initiation Program
 - Appointment of conveners and other members as required.
 - Oversee player placement.

Director – Player Development:

Duties and responsibilities

- Liason between general membership and executive committee.
- Official chair of the coaches committee.
 - Responsible, along with the coaches committee, for the overseeing of the team selection process of all travel teams.
 - Responsible, along with the coaches committee, for the recommendation of all travel team coaches.
 - Responsible, along with the coaches committee, for regular coach's communications regarding but not limited to systems of play, practice plans and standardized player development.
- Coordination of player development events or classes including but not limited to power skating, body checking and goal tender clinics.
- Coordination of the MMH fall hockey camp.

Director – Equipment Manager:

Duties and responsibilities

- Team Equipment Inventory Management:
 - Ensure current year jerseys are returned in the locker at the end of current season.
 - Provide water bottles, pucks, trainer's boxes and jerseys are available at the start of each season for every team.
 - Manage the procurement of new jerseys, equipment or supplies as required.
- Manage equipment lockers and inventory prior to, during and following the season:
 - Retrieve locker keys from current coaches at the end of season.
 - Distribute locker keys to upcoming coaches at the beginning of the season
 - Re-distribute lockers for teams as required each season.
 - Ensure each locker has a lock.
- Ensure sponsor bars are affixed to the proper team jerseys:
 - Work with Mitchell Minor Sports to establish sponsors for each team.
 - Redistribute sponsor bars to the correct jerseys before the season starts.
- Manage and distribute MMH goal tending equipment.
- Organize yearly fall photo sessions for all teams.

Director – At Large:

Duties and responsibilities

- Carry out such duties that may be assigned by the executive.
- Assist other directors or executive as required.