**Clearview Minor Hockey Association Executive Positions:**

President

Past-President

Vice President

Treasurer

Secretary/Communications

Georgian Bay Minor Hockey League (GBMHL) Representative/OMHA Centre Contact/AAA Rep

Georgian Bay Triangle Local League (GBTLL) Representative

Ice Scheduler

Equipment Manager

Registrar/Privacy Officer

Referee in Chief

Fundraising Director

Head Coach

Head Trainer

IP Director

Player Development

Tournament Convenor

Bond Hours Director

**a) President;**

The President shall:

1. represent the Association in the community and to lead the Association to its goals and objectives;
2. Act as chair of the Executive, the Executive Committee and at all meetings of the Membership;
3. Exercise general supervision of the Association in accordance with Policies determined by the Executive.
4. Be responsible for Criminal Reference Checks
5. Be a member of the Abuse and Harassment Committee
6. To preside over all meetings.
7. To lead the Associationtowards the goals it has set for itself.
8. Ensure all members are aware of their designated duties and supervise all members on the Executive.
9. Assist in the setup of committees and appointing of Chairperson
10. Responsible for arranging the awards prior to Awards Night
11. Signing authority on cheques
12. Signing authority on consent/release forms
13. Complaints Committee

**b) Vice President;**

The Vice-President shall:

1. Assume the duties of the President in the absence, for any reason, of the President;
2. Carry out duties as assigned by the Executive, the Executive Committee or the President.
3. Reports directly to the President
4. Shares all duties assigned by the President
5. Works directly in co-operation with the Secretary/Communications Director to promote the association
6. Responsible for arranging photographs prior to season end
7. Team Manager Coordinator
8. Oversees, coordinates Head Coach and his/her duties
9. Works with President, Head Coach, Player Development to arrange and organize tryouts and player sessions prior to the commencement of the upcoming season
10. Complaints Committee

**c) Treasurer;**

The Treasurer shall:

1. Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
2. Present the annual financial report to the Membership at the Annual General Meeting.
3. Be responsible for accurate and correct accounting and handling of all Association funds and present a monthly report to the Executive;
4. Carry out duties as assigned by the Executive, the Executive Committee or the President.

**d) Secretary/Communications Director;**

The Secretary/Communications Director shall:

1. Record or delegate the recording of the minutes of the General meetings of Membership, Executive Meetings and Executive Committee Meetings;
2. Ensure that Association records are regularly and properly kept;
3. Recommend policy to the Executive regarding internal and external communications of the Association;
4. Carry out duties as assigned by the Executive, the Executive Committee or the President;
5. Provide communication to all members of pertinent information related to the organization vis email, website, newspaper and SMH bulletin board
6. Ensure wide publication of Clearview MHA news to members and general public
7. Maintain website and ensure information posted is kept current

**e) Past President;**

The Past President shall:

1. Be available to assist any Officer requiring assistance in the completion of his or her functions;
2. Preside over meetings if the President and the Vice-President are absent;
3. Carry out other duties as assigned by the Executive, the Executive Committee or the President.
4. Caretaker of the Constitution

**f) Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Representative**

The Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Rep. shall:

1. act as a contact between the Georgian Bay Minor Hockey League and the Association;
2. Attend all relevant meetings;
3. Certificates, including Affiliated Player and team rosters;
4. attend OMHA Annual General Meeting
5. Attend annual pre-season scheduling meeting
6. Act as a contact between the OMHA, Georgian Bay and The Association
7. Act as a liaison with AAA Zone Governing Committee
8. Distributes league literature when required and provides details to the association on OMHA rules, changes etc
9. Ensures graduate players from Clearview Minor Hockey are protected by Waivers, appropriate documentation and payment
10. Prepares and maintains ice times for all teams throughout the season in coordination with the Georgian Bay Triangle Local League Representative
11. Carry out other duties as assigned by the Executive, Executive Committee, or the President.
12. Complaints Committee

**g) Georgian Bay Triangle Local League Representative:**

The Georgian Bay Triangle Local League Representative shall:

1. attend all Local League meetings;
2. fill out all Local League CHA Player Registration Certificates, including Affiliated Player and team rosters
3. attend OMHA Annual General Meeting
4. attend annual pre-season scheduling meeting
5. Distributes league literature when required and provides details to the association on OMHA rules, changes etc
6. Carry out other duties as assigned by the Executive, Executive Committee, or the President.
7. Complaints Committee

**h) Equipment Manager**

The Equipment Manager shall:

1. Be responsible for inventorying, replacing, and the signing out of all Clearview MHA equipment;
2. Carry out other duties as assigned by the Executive, the Executive Committee, or the President.

**i) Registrar**

The Registrar/Publicity shall:

1. Register Clearview Minor Hockey with OMHA each year
2. Ensure all players are registered and paid in full prior to the start of the season;
3. Ensure all supporting documentation accompanies registration where required
4. Ensure all registered coaches, trainers and managers have current certification
5. Identify to Head Coach, bench staff that requires certification either new or recertification
6. Complete electronic rosters and obtain OMHA approval
7. Notify Convenors of roster approvals
8. Complete electronic roster of Affiliated Players and notify Convenors of approvals
9. Submit Team and Insurance Reconciliation forms to OMHA
10. Carry out other duties as assigned by the Executive, Executive Committee or the president;

**j) Referee In Chief;**

The Referee in Chief shall

1. Schedule referees for all games;
2. ensure written refereeing complaints are addressed and solved in a timely fashion;
3. recruit and set up training for new referees;
4. coordinate with the local OMHA Referee Supervisor for games requiring OMHA assigned officials
5. Ensure proper certification of referees hired by Clearview MHA
6. maintain active referees list and provide to Referee Supervisor when required
7. ensure officials are correctly compensated for their duties as per OMHA guidelines
8. Liaison between coaches and officials
9. Attend Georgian Bay Referee-in-Chief meetings
10. Carry out other duties as assigned by the Executive, Executive Committee, or the President.

**k) Sponsorship and Fundraising Director;**

The Sponsorship and Fundraising Coordinator shall:

1. maintain contact with all sponsors throughout the year,
2. develops yearly plan for raising funds for the operation of the organization acting on own ideas and suggestions offered by the members of the association
3. maintain accurate accounting of finances associated with fundraising and report at Executive Meetings
4. produce individual reports on fundraising initiatives
5. collect sponsorship funds
6. maintain sponsorship board
7. co-ordinate all Association and individual team fundraising activities
8. Carry out duties as assigned by the Executive, The Executive Committee or the President

**l) Association Head Coach/Liaison:**

The Association Head Coach/Liaison shall;

1. Possess the qualifications needed to coach any team for the Association and have a minimum of two years’ actual minor hockey coaching experience;
2. Keep team officials informed and updated on all relevant Executive decisions and new or important OMHA and League decisions and rules;
3. Tracks and ensures certification is current for all bench staff
4. Act as Association Coach at large as needed;
5. Liaison between coaching staff, parents and executive
6. Works with Player Development coordinator on training & clinics for both bench staff, parents and players
7. Works with Player Development to arrange and organize tryouts and pre-season sessions for players
8. Oversees Coaching Selection Committee
9. Carry out other duties as assigned by the Executive, the Executive Committee or the President.
10. **Player Development**
11. The Player Development Coordinator shall;
12. Work with the Head Coach on training & clinics for bench staff, parents and players
13. Gather player evaluation completed by the coaching staff at the end of each season
14. Assist the Convenors with proper distribution of Offer of Commitment forms to coaches for completion for all players
15. Issues Affiliated Player (AP) forms to coaches for approval
16. Collects approved AP forms and issues to Registrar
17. Works with Head Coach to arrange and organize tryouts and pre-season sessions for players
18. Member of Coach Selection Committee
19. Carry out other duties as assigned by the Executive, the Executive Committee or the President

n) **The Risk Management Officer/ Head Trainer**

The Risk Management Officer/Head Trainer shall:

1. Be certified or obtain Trainer certification prior to the start of regular season.
2. Act as liaison between all Association trainers and Clearview MHA Executive.
3. Act as liaison between all Association Managers and Clearview MHA Executive.
4. Coordinate any activity or training directly related to the safety of players or coaches.
5. Ensure completion and maintain proper OMHA documentation regarding all player injuries.
6. Compile injury stats for the center and prepare annual reports
7. Obtain and maintain a record of all player “Return to Play” letters.
8. Carry out any other duties as assigned by the Executive, Executive Committee or the President.

o) **Tournament Convenor**

The Tournament Convenor shall:

1. Establish a Tournament Committee and select Tournament Directors where required
2. Establish tournament dates and provide the dates to OMHA for approval
3. Arrange an order awards for each tournament
4. Set tournament schedules and communicate to approved applicants
5. Work with Bond Hour Coordinator and Kitchen Coordinator to establish requirements
6. Complete and issue reconciliation forms to OMHA at the end of each tournament
7. Ensure games sheets are issued to OMHA
8. Carry out any other duties as assigned by the Executive, Executive Committee or the President

p) **Ice Scheduler**

1. Prepares and maintains ice times for all teams throughout the season in coordination with the Georgian Bay Triangle Local League Representative & Georgian Bay Minor Hockey League Representative
2. Attend all scheduling meetings
3. Prepares and maintains all Playoff/Playdown Contracts in coordination with area centers
4. Carry out other duties as assigned by the Executive, Executive Committee, or the President.

q) **Bond Hours Director**

The Bond Hours Coordinator shall:

1. Calculates Bond Hour requirements at the beginning of each season
2. Completes Bond Hour sheets for each event and posts at arena
3. Notifies Secretary to send out communication with available bond hours
4. Tracks all of the bond hours completed by the general memberships and works with various executive members eg; Tournament Convenor and Kitchen Coordinator to ensure hours are filled
5. Contacts members to fill vacant hours
6. Collects, tracks and hold all bond cheques until year end (May 31st)
7. Reports all non-worked hours by members to the Treasurer
8. Carry out any other duties as assigned by the Executive, Executive Committee or the President