

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: President

### RESPONSIBILITIES:

- Has general supervision of the activities of the Association
- Chairs meetings of the Executive and the membership (e.g., Annual and Final General Meetings). As Chair, the President has no vote, except a casting vote in the event of a tie.
- Call meetings of the Executive
- Signing officer for the Association
- May execute contracts, deeds, bills of exchange and other instruments and documents on behalf of the Association
- Receives complaints from members and responds to the complaint himself/herself, or delegates the appropriate member of the Executive to respond. If the complaint is delegated, the President retains responsibility for ensuring that the complaint is addressed in a timely manner.
- Is primary point of contact for the Association from Hockey Nova Scotia (“HNS”). Ensures that the Association has maximum allowable representatives at all HNS annual meetings and programs to which the Association is invited.
- Performs such duties as assigned to him/her by the Executive from time to time.

### DESIRABLE QUALITIES:

- Ability to run effective and efficient meetings
- Prefers conciliation and mediation to confrontation and unilateral decision-making
- Is action-oriented and able to resolve issues in a timely manner
- Strong people management skills

### ADDITIONAL NOTES:

- Candidates for the position of President must be active members of the Association Executive in good standing and be nominated by the Nominating Committee. Candidates for the position of President will not be accepted from the general membership unless the Nominating Committee is unable to nominate a candidate from the active Executive members.

Cole Harbour Bel Ayr Minor Hockey Association

Executive Job Description

- Except in exceptional circumstances, no one can be elected as President more than three consecutive years.

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# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Vice-President

### RESPONSIBILITIES:

- In the absence of the President, chairs meetings of the Executive and the membership (e.g., Annual and Final General Meetings). When acting as meeting Chair, the Vice-President has no vote, except a casting vote in the event of a tie.
- At the request of the Executive and subject to its directions, performs the duties of the President during the absence, illness or incapacity of the President, or during such period as the President may request him/her to do so.
- Can call meetings of the Executive
- May execute contracts, deeds, bills of exchange and other instruments and documents on behalf of the Association
- Liaises with the Central Minor Hockey League
- Along with the Coach Coordinator, is responsible for the implementation and updating of the *Player Selection Policy*. This includes keeping a current copy. Any changes to the *Player Selection Policy* may be proposed by the Vice-President, but must receive the approval of the Executive.
- Liaises with Hockey Nova Scotia in administering game suspensions.
- Coordinates the submission of injury reports to Hockey Nova Scotia

### DESIRABLE QUALITIES:

- Ability to run effective and efficient meetings
- Prefers conciliation and mediation to confrontation and unilateral decision-making
- Is action-oriented and able to resolve issues in a timely manner

### ADDITIONAL NOTES:

- Is expected to regularly attend Executive meetings
- Liaising with the Central Minor Hockey League includes disseminating information from the league to coaches and managers, assisting in the rescheduling of league games and representing the Association at league meetings. Some or all of those responsibilities may be delegated to a separate representative with whom the Vice-President works closely.

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Secretary

### RESPONSIBILITIES:

- Keeps an accurate record of the proceedings of all meetings of the Association and Executive
- Accepts applications for Executive positions and notifies the candidates of their election
- Causes notice to be made as detailed in By-Law # 3 advising Association members of General Meetings
- Notifies Executive members of all meetings and prepares the agenda
- Is custodian of the books and records, and the minutes of all the meetings of the Association
- Ensures that the Registrar of Joint Stock Companies receives any amendments to the Bylaws, updated information on the Executive and payment of annual fees
- May be asked by the President or Vice-President to draft correspondence on behalf of the Association
- Publish CHBA Newsletter.
- Preview (and edit as necessary) and submit correspondence to webmaster for publishing on website, email, and via social media.
- Book rooms for meetings.

### DESIRABLE QUALITIES:

- Attention to detail
- Strong writing skills, including appropriate use of spelling and grammar rules
- Keyboarding and word processing skills

### ADDITIONAL NOTES:

- According to the Association Bylaws, the seal of Cole Harbour Bel Ayr Minor Hockey Association shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Executive. As of 2006, that seal has been permanently lost. The seal is no longer required by law to make documents binding.

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Treasurer

### RESPONSIBILITIES:

- Has the care and custody of all the funds and securities of the Association and the keeping of proper books of accounting in accordance with good accounting procedures
- At all reasonable times, and given reasonable notice, shows the Association books and accounts to any member of the Executive at an Executive meeting. Information to the Executive is regularly circulated at meetings in the form of a summarized statement of assets and liabilities
- Prepares the annual Association budget prior to the season's registration, incorporating proposed registration fees. Submits the budget to the Executive for discussion and approval
- Signs or countersigns such instruments requiring his/her signature, and performs all duties incident to that office or that are properly required of him/her by the Executive. With respect to money matters, the Treasurer shall be designated Signing Officer of the Association. All cheques issued in the name of the Association are provided by the Treasurer
- May execute contracts, deeds, bills of exchange and other instruments and documents on behalf of Cole Harbour Bel Ayr Minor Hockey Association
- Coordinates with the Registrar and with Cole Harbour Place to ensure proper reconciliation of all registration fees
- Invoices teams for league, ice and officials' fees. Receives money and follows up as required
- Ensures that an auditor is appointed at the Final General Meeting. Coordinates with the auditor to review the accounting records and provide a report to the Executive and the membership

### DESIRABLE QUALITIES:

- Holds a professional accounting certification
- Is proactive in applying knowledge of current tax and accounting procedures to benefit the Association

### ADDITIONAL NOTES:

- This is not an elected position. The incumbent is appointed by the Executive

(REF: AGM June 3, 2009) .

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Fund Raising Coordinator

### RESPONSIBILITIES:

- Oversees the fundraising activities of the teams in the Association. This includes assigning dates for bottle drives and dates and venues of auctions. It also includes soliciting, receiving and reviewing teams' proposed budgets at the beginning of the season and their interim statements halfway through the season. All teams must submit final financial statements to the Coordinator.
- Coordinates the sale of the Association's major fundraiser, 50/50 tickets. This includes coordinating the printing of the tickets, the distribution of the tickets to every player who registers, the weekly receipt of the tickets, the counting of the money received, the drawing of the winner, the deposit of the revenue, the issuing of the cheque to the winner, the posting of the winner's name on the Association website and the accounting and distribution of the proportionate share of the money raised to teams and individuals. The Coordinator does not do everything personally, but must supervise the Association volunteers who assist with this process.
- Coordinates any other fundraiser designed to raise money for the Association as a whole (as opposed to an individual team).
- Distributes the *Fundraising Guidelines* to every team manager and coach. The Fundraising Coordinator has responsibility for maintaining a current copy of the *Guidelines*. Any changes to the *Guidelines* may be proposed by the Coordinator, but must receive the approval of the Executive.
- Is the point of contact for companies with fundraising ideas. Where appropriate, the Coordinator may pass the information on to teams.
- Coordinates with the webmaster to ensure that content on [www.chbawings.org](http://www.chbawings.org) is kept current. Posts information on the 50/50 ticket winner directly to the web page.
- Maintains an e-mail group distribution list of all team managers.

### DESIRABLE QUALITIES:

- Attention to detail and strong record-keeping skills
- Familiarity with spreadsheet software and basic accounting principles

### ADDITIONAL NOTES:

- Sunday morning is the time designated for turning in the weekly ticket sales. The Fundraising Coordinator, or a trusted designate, must be prepared to spend time on that day ensuring that the money is properly recorded, disbursed and deposited.

## Cole Harbour Bel Ayr Minor Hockey Association

### Executive Job Description

- Attends the managers' and coaches' meetings at the beginning of the season to distribute the Fundraising Guidelines and ensure that teams know how to apply them. Attends the player draft meeting for the Recreational Teams so that the Coordinator has a complete record of which player is on which team for purposes of 50/50 ticket sales records.

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Cole Harbour Bel Ayr Minor Hockey Association

Executive Job Description

TITLE: Equipment Manager

RESPONSIBILITIES:

- Organizes and maintains the equipment room in which team jerseys and Association-owned goalie equipment is stored
- At the beginning of the hockey season, provides jerseys to every team playing in the Association and arranges for their return at the end of the hockey season
- Arranges for goalies without equipment to borrow Association-owned equipment for the season
- Submits an annual budget for the approval of the Executive giving the expected expenditures on replacement jerseys and Association-owned goalie equipment
- Purchases replacements as jerseys become too worn, negotiating for the best price by obtaining three quotes

DESIRABLE QUALITIES:

- Well-organized
- Able to successfully negotiate with vendors

ADDITIONAL NOTES:



# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Ice Scheduler

### RESPONSIBILITIES:

- Coordinates the scheduling of ice for all games and practices of the teams in the Association. This includes coordination with league representatives, coaches and managers. It involves the rescheduling of games and practices, where necessary.
- Posts the weekly schedules on the [www.chbawings.org](http://www.chbawings.org) website and at Cole Harbour Place
- Ensures that all teams receive the ice time to which they are entitled
- Liaises with Cole Harbour Place and other arenas for the ice which the Association rents
- Negotiates the sale of ice when necessary and the purchase of additional ice if available

### DESIRABLE QUALITIES:

- Well-organized
- Familiarity with scheduling software
- Negotiating skills
- Problem-solving ability

### ADDITIONAL NOTES:

- With the demand for ice time higher than the ice available, must be willing and able to develop creative solutions in consultation with others on the Executive

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: House League Coordinator

RESPONSIBILITIES:

### Summer Activities

- Coordinates the organization of the teams in the recreational House League.
- Finds coaches for all teams. Conducts interviews to find the best possible coaches for each age group. Subject to the approval of the Executive.
- Manages registration numbers to determine the number of teams at each age group.

### Fall and Winter Activities

- Liaises with the Dartmouth Whalers Rec Hockey League / Metro Minor League
- Is responsible for the implementation and updating of the *House League Player Selection Policy*. This includes keeping a current copy. Any changes to the *Player Selection Policy* may be proposed by the Coordinator, but must receive the approval of the Executive
- Keeps the coaches / Managers of the House Teams informed of all matters relevant to the coaching and managing of their teams (Scheduling updates and changes, association and relevant Hockey Nova Scotia updates, etc.)
- Ensures that teams have all items that are needed to run their teams properly (Game Sheets, Proper practice materials, etc.)
- Resolves concerns and complaints of players and parents in the House League
- Represents the interest of House League players and parents at Executive meetings
- Keeps the coaches of the House League teams informed of all matters relevant to the coaching of their teams.

DESIRABLE QUALITIES:

- Strong interest in House League hockey
- Advocacy skills
- Strong organizational skills
- Strong communication skills

Cole Harbour Bel Ayr Minor Hockey Association

Executive Job Description

ADDITIONAL NOTES:

- Works closely with the Ice Scheduler and Development Coordinator

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# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Coach Coordinator

### RESPONSIBILITIES:

- Coordinates the organization of the competitive teams, with the exception of the Female teams.
- Assists in finding coaches for all teams, by participating on the Coach Selection Committee. (n.b. The appointment of all coaches is subject to the approval of the Executive).
- Liaises with the Central Minor League representative
- Resolves concerns and complaints of players and parents in the Representative Team program
- Represents the interest of Representative Team players and parents at Executive meetings
- Along with the Vice-President, is responsible for the implementation and updating of the *Player Selection Policy*. This includes keeping a current copy. Any changes to the *Player Selection Policy* may be proposed by the Coordinator, but must receive the approval of the Executive.
- Keeps the coaches of the Representative teams informed of all matters relevant to the coaching of their teams

### DESIRABLE QUALITIES:

- Strong interest in Representative Team hockey
- Advocacy skills
- Strong organizational skills
- Strong communication skills

### ADDITIONAL NOTES:

- Works closely with the Vice-President, Ice Scheduler and Development Coordinator
- The Central Minor League representative may be the Vice-President or a separately designated individual

Cole Harbour Bel Ayr Minor Hockey Association

Executive Job Description

TITLE: Novice Coordinator

RESPONSIBILITIES:

- Coordinates the organization of the teams in the Novice and Timbits Programs. This involves finding coaches for all teams, subject to the approval of the Executive.
- Liaises with the HNS Minor Council representative about the Novice and Timbits Programs
- Resolves concerns and complaints of players and parents in the Novice and Timbits Programs
- Represents the interest of Novice and Timbits players and parents at Executive meetings
- Keeps the coaches of the Novice and Timbits teams informed of all matters relevant to the coaching of their teams

DESIRABLE QUALITIES:

- Strong interest in Novice and Timbits hockey
- Advocacy skills
- Strong organizational skills
- Strong communication skills

ADDITIONAL NOTES:

- Works closely with the Ice Scheduler and Development Coordinator

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Registrar

### RESPONSIBILITIES:

- In preparation for the upcoming season, will submit a Registration Letter in June to the President for approval, and then to the Secretary to be published on CHBA website. This will also include any required update to the website's Registration page
- Once registration is open, will:
  - assist parents of prospective players with any registration questions;
  - liaise with Hockey Nova Scotia (HNS) to merge duplicate entries as they are discovered;
  - initiate transfers of players moving into the association (date of birth and new address are required);
  - confirm that all players live within the boundaries of CHBA and, if they do not, will advise their families to approach the appropriate associations;
  - coordinate the collection of Registration receipts and payments to be passed to the Treasurer;
  - provide to the CHBA website manager, if requested, weekly lists of players as they register, with e-mail addresses, so that the CHBA e-mail distribution list can be updated; and
  - keep a record of all out-of-area players registered to try out at the AAA or Bantam AA level, including e-mail addresses and dates of birth
- On completion of Registration in late August, and as requested by the Coach Coordinator, will provide lists of players registered for Conditioning Camp, Checking Clinic, Tryouts, etc
- As players remove themselves from CHBA, whether due to having made Bantam Major or High School teams, or having decided to not play that season, will update the Hockey Canada Registry accordingly
- As coaches are picked, will assign them to teams, initiating transfers as required
- As teams are picked, will:
  - assign all players to their respective teams, including affiliate players for Atom B, Peewee B, Bantam C, and Midget B;
  - initiate transfers for out-of-area players who successfully tried out for AAA or Bantam AA teams; and

## Cole Harbour Bel Ayr Minor Hockey Association

### Executive Job Description

- request the dates of birth of all Assistant Coaches and Managers to assign them to teams, initiating transfers or new accounts as required (contact information will also be required for the latter)
- Once all players, coaches, and managers are assigned, will submit team rosters to HNS for approval, keeping in mind HNS deadlines for registering teams (as published each season). As rosters are updated through the season (normally due to changes in coaching staffs), they will be re-submitted for approval
- On receipt of team approvals from HNS, will e-mail an “official” roster to each team manager for subsequent submission to tournament organisers
- Once past the HNS deadline for bench staff to have completed all qualifications, will liaise with Coordinators and the Executive Assistant to remove from the rosters, if appropriate, all coaches and managers who are listed as ineligible.

#### DESIRABLE QUALITIES:

- Attention to detail
- Strong organizational skills
- Comfortable with computer data entry

#### ADDITIONAL NOTES:

- Should a parent be unable to log into an account, the appropriate Username and Password can be confirmed on the Hockey Canada Registry (HCR) by selecting ADMIN and then Online Registration User Accounts. If the parent still can not logon, but the Registrar can, ensure the parent is in the proper site and not the CHBA website
- Before teams have been picked, transfers are initiated on the HCR by selecting MEMBERS and then Request a Member Transfer. Once the team has been picked, transfers are initiated from the team page as players/coaches/managers are being added to the team
- Lists of players registered at various levels can be produced from the HCR by selecting REPORTS and then Pre-Registration. Lists of players who have selected Conditioning Camp, etc can be produced by selecting REPORTS and then Member Fee Matrix. Both kinds of lists can be exported to Excel to be manipulated
- Requests to HNS for merging accounts can be made to Beth Reid at [breid@hockeynovascotia.ca](mailto:breid@hockeynovascotia.ca). Requests for changes to rosters of Female Teams can be made to Mike Field at [mfield@hockeynovascotia.ca](mailto:mfield@hockeynovascotia.ca). Requests for changes to all other rosters can be made to Steve Coates at [coates.family@ns.sympatico.ca](mailto:coates.family@ns.sympatico.ca)

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Executive Assistant

### RESPONSIBILITIES:

- Ensures that every coach, manager and trainer in the Association has had a Criminal Records check , Child Abuse Registry Check and Speak out/Respect in Sport as set out by the guidelines of Hockey Nova Scotia/Hockey Canada.
- During tryouts, ensure that all exhibition or travel permit requests are forwarded to the Regional Director for approval; all exhibition and travel permit requests are done through the online system during the regular season.
- Ensures that all head coaches, assistants, trainers, and any other bench staff have the required coaching credentials and to forward any registrations to the facilitators and/or Hockey Nova Scotia
- Once coaches, assistants, trainers, managers and any other bench staff have the required credentials, responsible to ensure that the volunteer is reflected as approved in the Hockey Canada Registry
- Schedules timekeepers for the home games of all Association teams requiring them; this also includes the Joe Lamontagne tournament
- Hires timekeepers, as required
- Administers the budget that pays for timekeepers. This includes bringing periodic requests for increases in the amount paid to timekeepers to the Executive for approval.

### DESIRABLE QUALITIES:

- Strong organizational skills
- Attention to detail

### ADDITIONAL NOTES:

- Works closely with the rep coordinator, house league coordinator, novice coordinator, female coordinator, ice scheduler and treasurer as well as Hockey Nova Scotia



Cole Harbour Bel Ayr Minor Hockey Association

Executive Job Description

TITLE: Female Coordinator

RESPONSIBILITIES:

- Coordinates the organization of the Female teams.
- Assists in finding coaches for all Female teams, by participating on the Coach Selection Committee when it interviews coaching applicants for female teams. (n.b. The appointment of all coaches is subject to the approval of the Executive).
- Liaises with the Central Minor League scheduling representative
- Liaises with Hockey Nova Scotia Female Council
- Resolves concerns and complaints of players and parents on Female teams
- Represents the interest of female players and their parents at Executive meetings
- Is responsible for the implementation and updating of the *Female Hockey Guidelines*. This includes keeping a current copy. Any changes to the *Guidelines* may be proposed by the Coordinator, but must receive the approval of the Executive.
- Keeps the coaches of the Female teams informed of all matters relevant to the coaching of their teams

DESIRABLE QUALITIES:

- Strong interest in female hockey
- Advocacy skills
- Strong organizational skills
- Strong communication skills

ADDITIONAL NOTES:

- Works closely with the Ice Scheduler and Development Coordinator

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Development Coordinator

### RESPONSIBILITIES:

- Creates and administers programs to develop the skills of hockey players at all levels of the Association. This includes advance planning, organization and advertising of the programs developed
- Coordinates the coaches' mentoring program
- Keeps current on development opportunities offered by Hockey Nova Scotia
- Submits an annual development budget for approval by the Executive. Administers the budget
- Organizes programs on weekends designated by Hockey Nova Scotia as development weekends
- Ensures current training materials available for borrowing by coaches from the development library
- Ensures that coaches are aware of all development opportunities, including coaching credentials workshops
- Coordinates the offering of the Speak Out Program to all Association members requiring that certification
- Provides assistance to coaches requiring help developing their practice programs

### DESIRABLE QUALITIES:

- Strong technical knowledge of hockey
- Coaching certification
- Strong organizational and coordinating skills
- Strong communication skills, both orally and in writing
- Strong people management skills
- Strong administrative skills
- Good overview of the various stages of level-specific player development, both as an individual and as a team player

## Cole Harbour Bel Ayr Minor Hockey Association

### Executive Job Description

#### ADDITIONAL NOTES:

- Works closely with the coaching coordinators
- May designate some responsibilities to a Development Administrator, e.g. managing the coaching records of the Association, assisting coaches to register for courses, assisting with the borrowing and return of Development Library materials, arranging venues to host Speak Out sessions for the Association
- The responsibilities of this position were originally part of the position of Coaching Coordinator, but were segregated so that development programming would receive the attention it required

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Cole Harbour Bel Ayr Minor Hockey Association

Executive Job Description

TITLE: Referee-in-Chief

RESPONSIBILITIES:

- Schedules officials (referees and linesmen) for all home games of Association teams
- Administers the budget that pays for officials. This includes bringing periodic requests for increases in the amount paid to officials to the Executive for approval.
- Interviews and hires new officials
- Ensures that all officials have requisite training. This includes organizing periodic performance reviews.
- Liaises with Hockey Nova Scotia on all issues involving officials. This includes keeping current on all rule changes.

DESIRABLE QUALITIES:

- Strong knowledge of game rules
- Officiating credentials
- Organizational ability

ADDITIONAL NOTES:

- Works closely with the Ice Scheduler and Treasurer
- This is not an elected position. The incumbent is appointed by the Executive.

# Cole Harbour Bel Ayr Minor Hockey Association

## Executive Job Description

TITLE: Past President

### RESPONSIBILITIES:

- Provide the corporate memory and reminders of consistency and past practice for the Executive. The Past President could have been on the Executive as long as two to six years before assuming this position (i.e., from one to three years on the Executive during the term of one President and from one to three years as President himself/herself). The Past President stays on the Executive for as long as the current President remains. It could be from one to three years. The Past President would have served up to nine years on the Executive if he/she held the prior positions for their maximum terms.

### DESIRABLE QUALITIES:

- Willingness to share past experience by participating in Executive meetings, serving on subcommittees and leading special projects.
- Willingness to assist other Executive members, as needed
- Ability to gracefully acknowledge that advice, although offered, may not always be followed

### ADDITIONAL NOTES:

- This is not an elected position. The individual who last held the position of President automatically becomes Past President upon completion of his/her final term of office. If the Past President is unable to remain on the Executive for the full term of the current President, the position is not filled.