

The Greater Petawawa Minor Hockey Association Incorporated Terms of Reference

May 2020

All executive members and bench staff volunteers are required to submit Vulnerable Sector Screening checks to the Risk Management and Fair Play Officer.

All executive members and bench staff volunteers are required to adhere to and respect the Privacy Policy established and enforced by HEO and Hockey Canada.

These Terms of Reference are not intended to be all inclusive. The Terms of Reference serve as a guideline to highlight the scope of GPMHAI appointed and volunteer positions. These positions may be required to perform other related duties as negotiated in order to meet the ongoing needs of the GPMHAI.

**President**

The president of the GPMHAI shall:

* Ensure the objectives and policies of the GMPHAI are carried out.
* Ensure the rules and regulations of the other governing organizations including Hockey

Canada, the ODHA, the ODMHA and the UOVMHL are adhered to.

* Be one of the three signing authorities of the GPMHAI.
* Preside over all Executive Committee, Annual and Special meetings of the GPMHAI.
* Make decisions or rulings on behalf of the GPMHAI which will ensure the smooth running of the Association in between Executive Committee meetings.
* Act as the GPMHAI’s representative on all matters as they concern the ODMHA and the UOVMHL.
* Not vote on motions before the Executive Committee except in the case of a tie.

**Vice-President**

The Vice-President shall:

* In the absence of the President, or in his or her inability to act, have all the authorities of the President.
* Shall convene and chair any disciplinary Committee required.
* Will maintain the constitution and assist the President in the operation and administration of the policies and bylaws of the GPMHAI.

**Secretary**

The Secretary shall:

* Ensure and maintain an accurate record of all Executive Committee, Annual and Special meetings of the GPMHAI.
* Retain on file, a copy of all correspondence dealt with by the Executive.
* Administer all requests for volunteer letters, distribute and file accordingly.
* Distribute minutes to Executive members along with reminders of upcoming meetings.
* Maintain and distribute meeting agendas.
* Accepts requests and details from the general membership to attend the open forum at the Executive meetings. Advises the Executive prior to the meeting of the request.
* Be one of the three signing authorities of GPMHAI.

**Treasurer**

The Treasurer shall:

* The treasurer, in consultation with the GPMHAI executive committee, may choose to hire an accountant to support the financial needs of GPMHAI. The accountant will keep an electronic record of all funds received and disbursed as well as complete monthly and year-end financial statements.
* Deposit all funds in GPMHAI bank account(s) and make all disbursements by cheque.
* Review all expenditures for accuracy & approval prior to distributing the payment.
* Present at each Executive Committee meeting up-to-date financial statement.
* Present at each Annual General Meeting, a report of the previous years’ independently reviewed financial statements. The GPMHAI fiscal year runs from 1 June to 31 May.
* Be one of the three signing authorities for the GPMHAI.
* Receive Canada post mail and distribute to the appropriate Executive Member.
* Receive from each team in the Association, financial statements that are also shared with the parent/guardians of the players. The financial statements are due: Oct 15th, Dec 15th, Feb 15 & at year end.
* Attend or arrange collection of funds for conditioning ice fees, rep tryout fees, rep fees, and registration fees.

**Registrar**

The Registrar shall:

* Assign dates for registration.
* Co-ordinate with the Treasurer, the Rep Director and the House Director the registration of all players.
* Assure all members registered are eligible for admittance into the Association.
* Oversee the placement on official team lists of all players, coaches, assistant coaches, trainers, managers and any other team personnel by the deadlines established by HEO.
* Ensure no registration is accepted without payment or authorization of the President in consultation with the Rep and/or House League Director.

**Rep Director**

The Rep Director shall:

* Be responsible to the Executive Committee for all activities of the Rep teams.
* Assist with Rep team tryout administration.
* Ensure compliance with GPMHAI Constitution and By-Laws by all representative players, bench staff, and parents.
* Have Developmental 1 coaching certification and have 2 years’ experience as a head coach for Rep B and/or above levels.
* Form a selection committee of not less than 3 Executive Members and shall include the Coach Mentor. This committee shall interview all qualified, potential coaches and make their coach selections within 24 hours of the last interview. Rep coach selection will be announced by June 30th where possible.
* Consult with Head Coaches as required in the selection of players for rep teams.

**House League Director**

The House League Director shall:

* Be responsible to the Executive Committee for all activities of the House teams.
* Be responsible for the implementation and administration of evaluations for House.
* Appoint the Division Convenors.
* Appoint all head coaches and approve the remaining bench staff selections.
* Supervise the selection of teams to ensure a proper balance.
* Approve all player movement.

**Ice Allocator**

The Ice Allocator shall:

* Issue ice times on an equitable basis to all leagues and divisions based on each divisions’ requirements, the number of teams and the total ice time available.
* Forward a written/printed breakdown of ice times to all Directors, House League Division Convenors, Representative Team Managers, Rink Coordinators and the President.
* Provide the Executive with a monthly report that includes the ice allocated per Division and any empty or unused ice.
* Process additional or special requests for ice time including, but not limited to, the ice needs of the Upper Ottawa Valley Aces and the monthly training for the Referee Association.
* Create and implement a process to handle ice changes.
* Help organize coaching clinics.
* Reconcile all ice invoices before final payments are made.
* Attend all ice allocation meetings with the Civic Centre and Silver Dart before the start of each season and maintain an ongoing dialogue with the staff of both arenas.

**Development Coordinator**

* Organize training clinics for coaches, trainers and players as required focusing on coach, trainer, body contact clinics for players and off-ice official clinics for time and score keepers.
* Receive/communicate information regarding clinics that would be of interest to GPMHAI Executive or bench staff.
* With the House League and Rep Directors, form the committee to execute the planning and coordination of competitive team tryouts and house league evaluations.
* Act as a resource person for all coaches within the association.
* With the Coach Mentor put together a mentoring plan.
* Provide a monthly training and development report at each association meeting.

**Publicity Officer/Webmaster**

The Publicity Officer/Webmaster shall:

* Oversee G.P.M.H.A. advertising and promotional initiatives including press releases, approved apparel, publicity, and community relations/events.
* Be responsible for maintaining the consistency of the GPMHAI brand.
* Administer the G.P.M.H.A. website and oversee all content and access.

**Equipment Manager**

The Equipment Manager shall:

* Be responsible for the maintenance and upkeep of all equipment that belongs to the GPMHAI.
* Maintain all trophies in the possession of the GPMHAI.
* Be responsible for the purchasing of new equipment that has been approved by the Executive Committee.
* Submit yearly proposals regarding capital expenditures for approval by the executive.
* Submit to the Executive committee an annual year-end inventory and loss/damage report.
* Maintain a loan book to track all equipment loaned out to members.

**Risk Management and Fair Play Officer**

The Risk Management/Fair Play Officer:

* Attend all meetings and arrange all hearings with reference to Risk Management.
* Conduct bi-seasonal risk assessment of the Civic Centre and the Silver Dart arenas with rink management.
* Be responsible for the administration of all accident reports and medical forms related to member accidents.
* Ensure all rules and regulations pertaining to Risk Management are communicated to the membership and enforced.
* Address and report on all Fair Play issues and concerns within the Association.
* Be responsible for all Police Reference Checks on all volunteers within the Association.

**Fundraising Chairperson**

The Fundraising Chairperson shall:

* Organize and coordinate all GPMHAI fundraising activities.
* Organize the annual team photos.
* Be responsible for all fundraising floats.
* Present team fundraising requests to the Executive for approval.
* Assist the Bingo Chair when required.

**Referee in Chief**

The Referee in Chief shall:

* Be responsible directly to the President.
* Ensure an application is made to HEO to conduct a referee clinic prior to the start of the regular season.
* Ensure that all listed referees are adequately trained to perform their task.
* Ensure that all playing regulations are strictly adhered to at all times.
* Be responsible for the preparation and distribution of the referee duty roster.
* Be responsible for the conduct of all referees listed within the Association.

**House League Tournament Director**

The House League Tournament Director shall:

* Be responsible to plan, coordinate and run the House League Tournaments for each division within the GPMHAI.
* Ensure that all monies from teams requesting entrance in our tournaments is collected and that all paper work, including team lists, is in order.
* Ensure that all registered team are eligible for the tournament for which they have registered.
* Maintain a waiting list of teams interested in any of our tournaments that are full, in case of withdrawals.
* Provide a financial statement for each GPMHAI tournament within one month of tournament completion.

**Past President**

* The Past President is an advisory position and will hold the position for one hockey season. This is a non-voting position.

**Bingo Chair**

The Bingo Chair shall:

* Be responsible to maintain the list of people approved to work bingos.
* Be responsible to staff all assigned bingos.
* Be responsible for all administration and paperwork associated with bingos.
* Be responsible for the bingo float.
* Report to the Executive committee on a monthly basis concerning the status of our bingos and the balance of the bingo account.

**Coach Mentor**

The Coach Mentor shall:

* Acting on behalf of the GPMHAI, the Coach Mentor will act as a professional resource to the Executive, Association and bench staff, and at times be used to seek resolution.
* Have a minimum of 2 years’ experience as a head coach for Rep B and/or above levels.
* Be present to support conditioning, competitive team tryout, and house league evaluation ice times.
* Be present to support and mentor GPMHAI bench staff throughout the season, ensuring suitable practice and game play scenarios are being met through regular observation and discussion.

**Division Convenor**

Division Convenors shall:

* Ensure the aims and image of the GPMHAI are maintained at all times.
* Be responsible to the House League Director for all players, bench staff and parents within their division.
* Ensure all GPMHAI, UOVMHL, HEO, and District 5 policies and procedures are adhered to.
* Be responsible to the House League Director for all games and practices within their division.
* Notify all teams in their division, in a timely fashion, of all ice times handed out by the ice allocator and notify the ice allocator seven days in advance of any ice cancelations.
* Assist in developing and implementing the evaluation process for their division.
* Confirm all ices times and book referees for all home games in their division.
* Ensure all white copies of the UOVMHL game sheets are forwarded to the appropriate Valley Convenor within seven days.
* Meet as required with the House League Director.
* Provide the Risk and Safety Rep with a VSS check.
* Assist the House League Tournament Director in the planning and running of their division tournament. Ensure all monies raised at GPMHAI tournaments are verified by two persons. The second verifier must be a team manager or executive member. The fundraising balance sheet must also be completed and copies forwarded to the team managers, treasurer and fundraising chair.

**Bench Staff**

All Bench Staff shall:

* All GPMHAI teams will have a minimum of two adults on their bench staffs, one of whom will be designated as the Head Coach and the other as Trainer/Manager. The maximum number of bench staff the GPMHAI will pay to put on the official team list is five. All Assistant Coaches, Trainers and Managers will be responsible to the Head Coach for all aspects of the organization, control and administration of their team.
* All Bench Staff will maintain the aim and image of the GPMHAI at all times.
* All Bench Staff will ensure the timely communication of information to the Division Convenors, the players and their parents as required.
* Each team will ensure that at least one member of their Bench Staff attends the mandatory Coach/Manger meetings run by the GPMHAI and District 5.
* All bench staff must obtain a VSS check and provide to the Risk and Safety Rep.
* All Bench Staff are required to complete any maintain any qualifications that are required by HEO and or the GPMHAI.

**Head Coach**

All Head Coaches shall:

* Team Head Coaches shall serve as the official spokesperson on behalf of their team.
* The Head Coach will coordinate the delegation of responsibilities to the Assistant Coach (es), Trainer and Manager.
* The Head Coach will plan all off-ice and on-ice activities in consultation with his bench staff.
* The Representative Head Coach will coordinate player evaluation and selection with the Rep Director.
* The Head Coach is responsible to plan, implement and control all pre-ice preparations and communications with the team.
* The Head Coach is responsible for the planning and running of practices and for making arrangements to cover any ice times he will be absent for.
* The Head Coach will establish team rules and communicate them to the players and parents.
* The Head Coach shall follow and uphold all GPMHAI policies and procedures and be responsible to the Executive Committee through his Director/Convenor.
* The Head Coach shall have parent meetings throughout the year.
* The Head Coach shall sign and submit to his Director/Convenor a copy of the Fair Play Pledge.
* The Head Coach is responsible for the overall supervision of and the development of

 hockey skills and good sportsmanship for all the players on his team.

**Assistant Coach/On Ice Volunteer**

All Assistant Coaches and On Ice Volunteers shall:

* The Assistant Coach(es) will report to their Team Head Coach.
* The Assistant Coach will assist the Head Coach to; plan, organize and conduct practices, supervise the players on and off the ice, and to develop and implement game strategies.
* The Assistant Coach shall sign and submit to the Head Coach a copy of the Fair Play Pledge.

**Manager**

All Managers shall:

* Managers will report to their Team Head Coach.
* Managers will provide to the parents of the team and the GPMHAI Treasurer financial statements by Oct 15th, Dec 15, Feb 15th and year end.
* All collection and disbursement of team funds will be discussed and consulted with parents prior to disbursement.
* Mangers will be responsible for ensuring the maintenance and transportation of team jerseys. House League Managers are to ensure that jerseys are not given to or are not to be maintained by individual players.
* Mangers are responsible to confirm the presence of referees for home games at least 20 minutes prior to the scheduled game time. If no referees are present the game cannot proceed and the manger will notify the Referee Assignor. The Manager will also make arrangements with the other team to reschedule the game. The ice will be handed over to the visiting team to practice.
* Ensuring all authorized team lists are brought to games and tournaments.
* Co-ordinating team sign-in sheets at tournaments
* Book hotels (if required)
* Executing GPMHA fundraising
* Coordinating team photos and orders
* Ordering and/or handing out socks for team
* Arranging fundraising opportunities for the team (i.e. 50/50 at home games)
* Arranging time keepers for home games
* Ensuring games sheets are filled out correctly for home and away games
* Mailing game sheets to Valley Convenor following home games (Rep). Dropping off game sheets to GPMHAI Division Convenor (House).
* Re-scheduling all league games when required in consultation with Convenor
* Ensuring the team knows their ice allocation. This will be provided to teams in a timely manner. Managers will use the team webpage to enter events and practices. Playoff schedules will be entered by managers on the UOVMHL site.
* Assisting Convenor with execution and coordination of volunteers for Home Tournament.
* The Manager will sign and submit to the Head Coach a copy of the Fair Play Pledge.
* All managers will administrate and update TTM within set timeframes.

**Trainer**

All Trainers shall:

* Trainers will report to their Team Head Coach.
* Trainers will be present or make arrangements for a qualified substitute to be present for all on and off –ice activities.
* The Trainer is responsible to report all injuries incurred during GPMHAI activities to the Risk and Management/Fair Play Officer immediately and also to ensure all required paperwork is completed.
* The Trainer will sign and submit to the Head Coach a copy of the Fair Play Pledge.