



Southwest KC Minor Hockey Association Roles and Responsibilities

ELECTED BOARD MEMBERS	APPOINTED MEMBERS
President	Division Director
Vice-President of Hockey Operations	Head Coach
Registrar	Assistant Coach
Treasurer	Manager Mentor
Secretary	Ice Allocator
Communications Director	Team Manager
Volunteer Director	Safety Manger
Fundraising Director	Team Volunteer Coordinator
Marketing Director	Casino Coordinator
Past President	

PRESIDENT

- Oversee the overall operations and provides direction.
- Ensure the Mission, Vision and Values are realized.
- Supervise all board members in the execution of their duties.
- Set priorities and primary goals for the Board on an annual basis.
- Ensure the day to day operations are carried out in an effective manner.
- Ensure the bylaws, rules, regulations, policies and procedures are adhered to by all members of the organization.
- Hold signing authority on all financial transactions.
- Ensure all document control processes are adhered to.
- Chair all Board meetings including the Annual General Meeting (AGM).
- Report financial statement and budget, season goals and expectations to AGM attendees and membership at the AGM and when requested by the members of the Association. The report shall include the status of the Associations financial dealings, goals, expectations and plans for the current and upcoming hockey season.
- Attend and participates in KC Hockey and Hockey Edmonton meetings.
- Appoint the Vice President of Hockey Operations to assume all President responsibilities when absent or unable to fulfill the remainder of the term.

VICE PRESIDENT OF HOCKEY OPERATIONS

- Oversee all hockey operations and acts as the liaison between the Board and Category Directors and Coaches.
- Develop and presents on and off-ice hockey programs within the Association including all hockey development camps, i.e. spring training and conditioning.
- Develop strategies and goals for the ongoing development of all hockey players.
- Appoint directors, head coaches, and assistant coaches for each level of hockey.
- Ensure all directors, head coaches and assistant coaches are certified in accordance with Hockey Alberta guidelines.
- Obtain police checks on all directors, head coaches and assistant coaches.
- Meet with all directors, head coaches and assistant coaches at the beginning of the season for orientation, outlines strategies and expectations, provides direction, and answers questions.
- Provide the tools to the directors and coaches to ensure quality hockey programs are being run at each level.
- Coordinate training sessions on and off the ice to better develop directors and coaches to ensure they are adequately performing their duties, promoting a team environment, and ensuring kids have a safe and healthy place to develop.
- Review the progress of directors, head coaches, and assistant coaches to ensure they are meeting the rules and guidelines set out in the beginning of each hockey season. If required the Vice President of Hockey Operations can remove or terminate a director, head coach and assistant coach at any time for not performing his or her duties.
- Determine how hockey evaluations are conducted each hockey season and oversees the evaluation process. The Vice President of Hockey Operations has the final say in the finalizing of all hockey teams.
- Ensure teams are competing at the right level.
- Ensure all the proper steps are taken and processes followed when disciplinary actions are taken. All disciplinary actions must be reported to the Board.
- Attend and participates in KC, Hockey Edmonton and Alberta Hockey Operational meetings.
- Appoint or select an Ice Allocator, Manager Mentor and Equipment Manager.
- When requested by the President, takes on all the President's responsibilities while absent or cannot fulfil the remaining term.

REGISTRAR

- Official registrar contact for KC, Hockey Edmonton, Hockey Alberta and Hockey Canada.
- Responsible for recording and confirming the registration of all players, including parents and coaches.
- Responsible for obtaining all required personal information, including consent forms and any additional forms required to participate in the hockey program.
- Maintain an active player list and ensure all guidelines and requirements of KC, Hockey Edmonton and Hockey Canada are met by the members.
- File all reports as required under KC, Hockey Edmonton and Hockey Canada.
- Finalize and submit hard cards to KC, Hockey Edmonton and Hockey Canada.
- Liaise with the Vice President of Hockey Operations, Hockey Directors and Head Coaches to ensure all registration issues are followed up on and, if not, discuss what disciplinary actions should be taken, i.e. non-compliance with obtaining Respect in Sport and coach certification.
- Attend and participate in registration information meetings with KC, Hockey Edmonton, Hockey Alberta and Hockey Canada.

TREASURER

- Chief financial officer of the Association.
- Accountable for all the funds of the Association.
- Exercise all the responsibilities of a treasurer including but not limited to; collecting of registration fees and other income, paying all debts and invoices as directed, managing all financial records and bank accounts, and filing all annual income tax forms as applicable, all in accordance with *Societies Act* and regulations.
- Manage the collection of funds with the Registrar, Fundraising Director and Marketing Director.
- Provide the Board with a financial report on a monthly basis and the annual financial report at the AGM to the membership.
- When required, sets up new bank accounts for fundraising events that are sanctioned by AGLC including the preparation and submission of all required financial reporting.
- Setting up and maintaining the electronic transfer of funds accounts from members and to the organization providing the service.

SECRETARY

- Attend to all correspondence of the Association.
- Official custodian of the records of the Association; attending to filing all reports or certificates as may be required under the *Societies Act*.
- Attend and keeps accurate minutes of all Board and Association meetings.
- Issue notices of Board meetings or as directed by the Board.
- Prepare agendas for Board meetings and requests agenda items from board members to be added to the agendas.
- Ensure all documents are well maintained and filed in accordance with all *Freedom of Information and Protection of Privacy Act* (FOIP) guidelines and policies.

COMMUNICATIONS DIRECTOR

- Ensure all the Associations internal communications are met and communicated in a timely manner to the Association members.
- Develop a comprehensive communication plan to provide regular updates to the Association members including newsletters and email updates.
- The communication plan shall lay out the processes for the flow of communication, i.e. communication from the Board to the members, communication between the Vice President of Hockey Operations, Hockey Directors and Head Coaches, communication between the Volunteer Director and the Team volunteer coordinators and parents, communication between the Fundraising Director and the volunteers for the events and team responsibilities and overall communications.
- Maintain website and ensure the site is functioning properly. Examine and analyze site traffic as necessary.
- Coordinate social media involvement by posting content, photos and videos.
- Ensure the web server, hardware and software are operating accurately.

VOLUNTEER DIRECTOR

- Coordinate all volunteer requirements with the team managers.
- Assess the need for volunteers to enhance program.
- Identify volunteer assignments.
- Develop and implements effective strategies to recruit the right volunteers with the right skills.
- Ensure that volunteer hours are maintained according to established procedures.

FUNDRAISING DIRECTOR

- Develop a fundraising plan with the Board to cover all Association budget expenses that are not covered through registration fees for the current and upcoming hockey season.
- Determine the number of volunteers that will be required to work the planned fundraising events and forwards the request to the Volunteer Director.
- Oversee the planned fundraising events and if required establishes committees to finalize event details and coordinate event tasks.
- Act as main contact with AGLC concerning fundraising events that come under AGLC jurisdiction.
- Coordinate with the Treasurer to ensure all AGLC rules and regulations are met and the proper documentation is prepared and submitted.

MARKETING DIRECTOR

- Develop a marketing strategy to promote the Association's hockey development program and player registration to include advertising strategies, i.e. community presentations, signage, paper advertisements, banners, posters and pamphlets.
- Coordinate all external advertising with the Fundraising Director for fundraising events.
- Solicit sponsors and coordinates with the Webmaster for organizations to advertise on the Association website.
- Develop ongoing liaison with community stakeholders to ensure everyone is aware of the Associations hockey development program and provides feedback to the Board if marketing strategies should be modified or changed.
- Research current marketing strategies of other hockey associations to ensure the Associations strategies are competitive.

PAST PRESIDENT

- Provide knowledge and advice to the Association board.
- Mentor the Association President and board members.
- Actively involved with disciplinary matters.
- In the event the Association experiences challenges and it can no longer function in accordance with the *Societies Act* and the rules and regulations set out by Knights of Columbus Hockey, Hockey Edmonton, Hockey Alberta and Hockey Canada, the Past President will take over and assume full responsibility of the Association.

DIVISION DIRECTOR

- Report directly to the Vice President of Hockey Operations.
- Oversee all hockey operations in their level including the head coaches and assistant coaches within their level.
- Coordinate with the Vice President of Hockey Operations to select or appoint head coaches and assistant coaches for each team within their level. The Vice President of Hockey Operations has the final say in the selection process of head coaches and assistant coaches.
- Assist the Vice President of Hockey Operations to ensure all hockey directors, head coaches and assistant coaches are properly certified in accordance with Hockey Alberta guidelines.
- Liaise with the Vice President of Hockey Operations and other category directors and coaches.
- Assist the Vice President of Hockey Operations in developing and presenting on and off-ice hockey programs within the association including all hockey development camps, i.e. spring training and conditioning.

- Provide the tools to the head coaches and assistant coaches to ensure quality hockey programs are being run for each team.
- Ensure all the proper steps are taken and processes followed when disciplinary actions are taken. All disciplinary actions must be reported to the Vice President of Hockey Operations.
- Attend and participate in KC, Hockey Edmonton and Alberta Hockey operational meetings, as required.

HEAD COACH

- Assist the Vice President of Hockey Operations and the Hockey Director for their level with the appointment or selection the assistant coaches.
- Ensure the assistant coaches have the appropriate certification to coach.
- Appoint or selects a team manager and team volunteer manager.
- Plan on and off-ice activities in consultation with the assistant coaches.
- Plan, implements and controls pre-game preparation and communication with the team.
- Design the practice plans in consultation with the assistant coaches.
- Coach the team in all games and practices.
- Establish rules for the team and oversee the supervision of the players in accordance with the Associations guidelines, KC, Hockey Edmonton, Hockey Alberta and Hockey Canada rules and regulations.
- Submit a year-end report to their Hockey Director and Vice President of Hockey Operations which contains the following information - evaluation of players performance, evaluation of team's performance, outline of practice plans and game strategy and recommendations on how the program can be improved.
- Demonstrate strong interest and commitment to child/athlete development.
- Work with fellow coaching personnel.
- Communicate on and off-ice requirements to players and parents.
- Meet time requirements.

ASSISTANT COACH

- Report to the head coach.
- Assist with planning, organizing and conducting practices.
- Assist with pre-game preparation.
- Assist with the operation of the team during the games.
- Assist with the supervision of players off and on the ice.
- Assist with the formulation of the game plan.
- Submit a year-end report to the head coach containing player observations.
- Demonstrate a strong interest and commitment to child/athlete development
- Work with fellow coaching personnel.
- Communicate on and off-ice requirements to players and parents.
- Meet time requirements.

MANAGER MENTOR

- Report directly to the Vice President of Hockey Operations.
- Update and maintain the manager mentor handbook for all manager mentors.
- Ensure each Head Coach has selected a Team Manager for their team and record and track the names of each team manager.
- Arrange a meeting with all team managers to review their duties and responsibilities and, if required, arrange follow up meetings.

- Follow up with the coaches to gauge the performance of each team manager and, if required, provide more mentoring to the team manager so they can fulfil their responsibilities.

ICE ALLOCATOR

- Report directly to the Vice President of Hockey Operations.
- Review the past season's ice requirements, forecasts next season's ice requirements, and presents it to the Vice President of Hockey Operations.
- Assist the Tournament Director in establishing ice allocation for all SWKC tournaments.
- Buy and cancel all SWKC ice rentals.
- Ensure the accuracy of all invoices of all ice rentals and a timely submission of invoices.
- Liaise with the KC Ice Allocator and Edmonton Hockey Ice Allocator.
- Arrange ice for hockey camps including conditioning camp and spring training camp.
- Establish the means of monitoring "empty ice" and report all "empty ice" to the Vice President of Hockey Operations.

TEAM MANAGER

- Assist the Team Head Coach and other team coaches so they can focus on on-ice player/team development.
- Assist the Team Head Coaches in monitoring off-ice conduct of team members and team followers to ensure the team's role as a community and association ambassador is maintained.
- Prepare and hand in game sheets and schedule volunteers for time/score keeping.
- Coordinate team social events including year end party.
- Collect money for various activities such as fundraising events or tournaments.
- Assist with the coordination of volunteers for various activities as needed.

SAFETY MANAGER

- Ensure safety of the players during all hockey related activities, both on ice and off the ice.
- Assume a proactive role in identifying and minimizing or eliminating risks during all activities.
- Promote and reflect the values of Fair Play and strive to instil these values in all participants and others involved in amateur hockey.
- Maintain a fully stocked First Aid Kit and bring it to all team activities.
- Maintain a Player Injury Log
- Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
- Manage injuries according to injury management principles and refer players to medical professionals when necessary and coordinate return to play.
- Promote a healthy lifestyle with all hockey participants by being a good role model and by educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player's health status.

TEAM VOLUNTEER COORDINATOR

- Ensure all parents complete their volunteer commitments both for fundraising and team responsibilities.
- Develop a tracking sheet with the names of all parents who will be involved with fundraising events and team responsibilities they signed up for. If required, may have to recruit or change parents' volunteer commitments as volunteer help may be required for other events and activities.
- Liaise with team managers to ensure volunteer commitments are met and action taken if they are not.
- Periodically reports to the Volunteer Director on the progress of volunteer commitments and seek guidance for parents who have not fulfilled their commitments.

CASINO COORDINATOR

- Coordinates our casino fundraising opportunity activities.
- Report to the President.