



WMHA Positions and Responsibilities

The Board of Directors is comprised of unpaid volunteers who donate a considerable number of hours each week so that their kids and yours can play hockey. A high level of commitment and availability is required to fulfil these positions effectively. The positions and responsibilities are as follows and not limited to:

The Duties and Powers of the **PRESIDENT shall be:**

- a) To preside over all Executive and General Meetings as well as the AGM. b) To be the Chief Executive Officer of the Association and supervise the other officers in the execution of their duties.
- c) To set the date of the first Executive and General Meetings immediately after the close of each AGM.
- d) In consultation with the Executive, to appoint chairpersons at the first executive meeting to those committees deemed necessary for the conduct of WMHA business. e) Attend and participate in regular meetings of all leagues and governing sport bodies including Lions Gate League, PCAHA, and BC Hockey as WMHA's official representative and only point of contact on all related matters. Ensure compliance with supplementary discipline meted out by governing bodies to WMHA players and officials
- f) Pending review of the incident by the Discipline Committee, to suspend any team, team official, or member for:
 - i) Unsportsmanlike conduct on or off the ice
 - ii) Abusive language to any of the officials
 - iii) Failure to comply with the WMHA Constitution, By-Laws and/or Policies
 - iv) Actions and behaviors that put others at risk of injury
- g) Prepare to commit a significant amount of time attending to this position. h) Manage all other issues that may arise.

The Duties and Powers of the **VICE PRESIDENT shall be:**

- a) To perform duties as assigned by the President.
- b) To have all the powers and perform all the duties of the President in the absence of the President.
- c) To Chair at least one Special Committee as assigned by the President. d) Oversee communications to WMHA membership.
- e) Prepare to commit to a significant amount of time attending to this position. f) Manage all other issues that may arise.

The Duties and Powers of the **SECRETARY shall be:**

- a) To record/document all Executive, General, and AGM minutes of the Association. b) To be responsible for all correspondence and any other related duties as required by the President.
- c) To be responsible for the maintenance of the corporate registry for the society. d) To be responsible for the maintenance of the Operating Policies of WMHA.

The Duties and Powers of the **TREASURER shall be:**

- a) To ensure a proper set of books is maintained to record the financial transactions of the Association.
- b) To provide a financial report at General Meetings and a financial statement at the AGM.
- c) To require of each committee and team, a financial statement if they are involved in fundraising and/or the disbursement of funds.
- d) To chair the Finance Committee.
- e) To aid in grant applications and ensure grant reporting requirements are met.

The duties of the **COACH COORDINATOR shall be:**

- a) To assess the needs of coaching, instruction of coaches, helpers, and instructors in the Association and ensure those/their needs are addressed and met.
- b) To assist with house league teams to ensure teams have sufficient numbers of players and officials before forming a rep team.
- c) To assist with rep league teams to ensure teams have sufficient numbers of players and officials, and that all officials have met the advanced qualifications of rep league
- d) To assist with the Initiation Program as needed
- e) To assist with coach and player selection in conjunction with the selection committee
- f) To provide initial response to team complaints, and forward to the Disciplinary Committee as needed

The duties of the **INITIATION COORDINATOR shall be:**

- a) To chair the Initiation Committee.
- b) To oversee the operation of the Initiation Program.
- c) To assist the Coaching Coordinator in assessing the needs of instruction and instructors in the Initiation Program and ensure those/their needs are addressed and met.
- d) To represent the Initiation Program Committee on the Executive Committee.
- e) To recruit players and officials.
- f) To mentor officials in conjunction with the coaching coordinators.
- g) To ensure player development and all Hockey Canada standards of coaching and participation are being met.

The Duties and Powers of **MEMBER-AT-LARGE shall be:**

- a) To perform duties as assigned by the President.
- b) To attend board meetings and report back on all committee meetings.
- c) To Chair at least one Special committee as assigned by the President.

The duties of the **RISK MANAGER shall be:**

- a) To manage screening processes of volunteers.
- b) To be the designated person in the organization to review and backcheck CRC/VSC reports.
- c) To maintain adequate lists of volunteers and completed screening, in conjunction with the Registrar.

- d) To ensure each team has a fully qualified HCSP by the BC Hockey deadline. e) To liaise with members and the board on potential risk and safety issues, including organizational risk.
- f) To support HCSP's with risk management and insurance issues.

The duties of the **MANAGER COORDINATOR shall be:**

- a) Liaise between all managers and the board.
- b) Attend all board meetings.
- c) Makes sure all team managers are properly trained and familiar with WMHA policies and bylaws.
- d) Code of conduct form must be kept by manager coordinator.
- e) Support and advise team managers with any issues that arise.
- f) Participate in any complaints and disciplinary processes involving a team manager. **The**

duties of the **DISCIPLINARY COORDINATOR shall be:**

- a) To attend all board meetings.
- b) To participate on committees as assigned by the President.
- c) To perform all duties outlined for this position in the WMHA Operating Policies with respect to Disciplinary Process and Disciplinary Hearing Procedure.

The duties of the **DEVELOPMENT COORDINATOR shall be:**

- a) To assist the Coaching Coordinator in assessing the needs of goalie and player development in the House and Rep Leagues and ensure those/their needs are addressed and met.
- b) Ensure that player development opportunities are made available as funding allows, and that all players, house, rep, and female, are given equal opportunities to participate in local player development offerings.
- c) To facilitate the recruitment and retention of goaltenders.
- d) To manage WMHA goaltender equipment made available to players as outlined in WMHA Operating Policies.
- e) To assist team officials with issues related to replacement goaltenders. f) Communicate information about female hockey and player development to the Executive of WMHA
- g) Address correspondence with respect to female players and concerns h) Act as an advocate for female hockey and player development opportunities

In consultation with the Executive, the President will appoint the following:

- a) Ombudsman**
- b) Referee-In-Chief**

Persons appointed to these positions will continue to hold their position from year to year as long as they remain qualified and in good standing with their respective licensing bodies and with WMHA. The board may review the appointments from time to time.

The duties of the **OMBUDSMAN shall be:**

- a) An official who is charged with representing the interests of the members by

investigating and addressing complaints of maladministration or a violation of rights. b) To investigate complaints and attempt to resolve them, usually through recommendations (binding or not) or mediation.

c) Ombudsmen sometimes also aim to identify systematic issues leading to poor service or breaches of people's rights.

The duties of the REFEREE-IN-CHIEF shall be:

- a) To assess the training and supervision needs of refereeing and referees and ensure those/their needs are met.
- b) To maintain an effective line of communication between the referees, the Association, and the National Referee Certification Program.
- c) To chair the Referees' Committee.
- d) To appoint a Senior Evaluator.
- e) To appoint the assignor(s) of Officials for Initiation, House and Rep games. f) To appoint a parent of a younger official to the Referees' Committee.
- g) To appoint a referee representative to each of the House League, Initiation Program, Rep League and Discipline Committees.

In consultation with the Executive Officers, the President may appoint a:

- a) Registrar**
- b) Administrator**
- c) Ice Scheduler**
- d) Bookkeeper**

Appointed positions identified in a) through d) are granted an honorarium as set by the board of directors from year to year. They may be appointed from the Elected Officers, to a maximum of 3 "paid" positions filled by elected officers as per bylaw 47. Clarification: It is not necessary for these appointed positions to be filled by elected officers. It is the intention that these positions can be filled by staff, provided funds are available to accommodate the hiring of staff, or by way of an honorarium to volunteers filling the positions.

These positions report to the President.

Staff and "paid" volunteers must have the qualifications and expertise in these specialized fields.

Capable competent staff will ensure continuity from year to year, they will receive an honorarium in recognition of the significant time commitment and availability necessary for the position.

Any of the positions may be combined, if appropriate, and the necessary qualifications for each position applied for are held by one person.

The duties of the REGISTRAR shall be:

- a) To organize and coordinate Whistler Minor Hockey Registration with Hockey Canada. b) To administer player registration with Whistler Minor Hockey, the British Columbia Amateur Hockey Association Mutual Aid Fund and the Accident Insurance Program. c) To coordinate and oversee the carding process for Rep players.
- d) To provide team officials with regularly updated HC roster details on request. e) Ensure all players and officials are correctly registered on the HC system. f) Liaise

with members to resolve qualification deficiencies.

g) Assist team officials to ensure that no person is on the ice who has not met the necessary registration qualifications, including payment of WMHA fees, to be insured by Hockey Canada.

h) To ensure all members - players, officials, and volunteers are correctly identified in the HCR system for CRC/VSC screening status.

i) To collect all fees and charges from members for hockey programs.

j) To prepare deposits and provide reconciled registration fee information to the WMHA bookkeeper.

k) Liaise with BC Hockey to resolve carding and registration issues.

l) Following established policy and protocols in registration, WMHA records maintenance and retention.

m) Other duties as assigned.

The duties of the **ADMINISTRATOR shall be:**

a) Ensuring WMHA is in compliance with all PCAHA, BC Hockey, and other governing body rules and regulations. This includes meeting all timelines that the PCAHA set out for team and association submission of information.

b) Assisting the Registrar to ensure all coaches and officials are qualified and meet rule and regulations of Hockey BC.

c) Resolving website issues and maintaining website information update. e)

Answering all emails and phone calls that have to do with WMHA.

f) Managing all complaints and inquiries following established policy and protocols. g)

Providing coaches and officials with all information needed to run their teams effectively.

h) Assist Registrar with collection of outstanding registration and player fees. i)

Attend board meetings and assist the secretary with duties as needed. j) Assist President with issues as required.

k) Budgeting, in coordination with the bookkeeper and the WMHA Treasurer. l) Grant applications and submissions.

m) Other duties as assigned.

The duties of the **ICE SCHEDULER shall be:**

a) To coordinate the scheduling, re-scheduling, exchanging, and canceling of ice time. b) To provide the Treasurer with a proposed budget prior to the commencement of the hockey season.

c) To communicate changes in ice availability to managers.

The duties of the **BOOKKEEPER shall be:**

a) Enter all participants registered in WMHA into Quickbooks online.

b) Enter all payments for hockey participants (credit card, e-transfer, Paypal and cash). c) Write cheques for association expenses.

d) Bank reconciliation.

e) Check WMHA post and arena mail boxes.

f) Deposit funds received into WMHA account.

g) When required, must attend board meeting.

h) Update board on financial position.