

1.0 RESPONSIBILITIES OF SOUTH COUNTY PREDATORS GIRLS HOCKEY ASSOCIATION (SCPGHA) MEMBERS

1.0 BOARD MEMBERS

1.1 President

- A. A voting member of the Board of Directors.
- B. Responsible for overseeing the overall operation of the program.
- C. Responsible for overseeing coach selection with other committee members.
- D. Responsible for overseeing, set up and assisting with player drafts.
- E. Acquire necessary ice time for the association and review contracts each season.
- F. Communicate with the Referee In Chief on how the program will be handled for the Interlock and Travel programs.
- G. Provide leadership in the Association.
- H. Ensure that the interests of the membership are given the necessary consideration in all activities undertaken by the association.
- I. Represent the interests of the Association in its dealings with outside organizations, governments and agencies.
- J. Promote the interests of the Association and the sport of female hockey within the community.
- K. Attend and chair all board meetings and ensure proper conduct.
- L. Assist other members of the Board with their duties.
- M. Signing officer of the Association...
- N. Other related duties.

1.2 Past President

- A. A voting member of the Board of Directors.
- B. Act as a general advisor to the Director.
- C. Assist the Directors, other Board Members and Convenors in carrying out their responsibilities.
- D. Responsible for conflict resolution, all discipline of players, staff and parents along with the Abuse and Harassment issues that may arise.
- E. Attend meetings of the Board, Annual General Meeting and any Special Membership Meetings
- F. Other related duties.

1.3. 1st Vice President (Local League Convenor)

- A. A voting Member of the Board of Directors.
- B. Assist with startup of new season.
- C. Find coaches for all local league teams
- D. Assist with contacting families with regards to startup of new season. (Done primarily on the website but some calls may need to be made)
- E. Oversee the tryout skates for all divisions.
 - Assist registrar with player lists for ratings.

- Select helpers to rate the skaters for each division while skating.
 - Coordinate on ice skater volunteers for each division during rating sessions.
 - Coordinate helpers to distribute numbered bibs or sweaters to skaters. Keep necessary attendance.
 - Ensure water bottles, pucks and trainer kits are available for rating sessions.
- F. Layout the rules with the Board of Directors for team draft.
- E.g. Number of protected players, staff for each team prior to draft.
- G. Approve or deny ride requirements prior to draft.
- H. Oversee team draft.
- I. Act as liaison for team issues, questions during the season and bring them to the Board.
- J. Follow-up with suspensions given to players or staff and ensure that all necessary documentation was submitted to avoid additional suspensions.
- K. Attend EKGHL monthly meetings and remain current concerning the issues and policies of the Interlock league.
- L. Oversee scheduling meeting for Interlock league.
- M. Attend Board Meetings, Annual General Meeting and any Special Membership Meetings.
- N. Other related duties.

1.4. 2nd Vice President (Travel Convenor)

- A. A voting member of the Board.
- B. Handle the operations of the Travel Division.
- C. Attend meetings as needed for the Lower Lakes Female Hockey League (LLFHL).
- D. Submit the information needed for the number of teams participating in the travel program.
- E. Attend the scheduling meeting for the LLFHL
- F. Act as a member of the coach selection committee. (avoid conflict of interest)
- G. Register the travel teams rosters and submit the necessary fees to OWHA and the LLFHL. (complete with the assistance of the registrar, managers and treasurer)
- H. Be aware of deadline dates for submissions to LLFHL and OWHA
- I. Confirm that the travel staff has maintained or needs to obtain the necessary credentials to participate on the bench and in the dressing rooms.
- J. Communicate all information from the travel league to keep coaches and managers informed of any changes or new information.
- K. Communicate and assist with referee convenor to ensure the proper level of referees to use for each travel division. Set up contact list of referees in case of emergencies.
- L. Follow-up with suspensions given to players or staff and ensure that all necessary documentation was submitted to avoid additional suspensions.
- M. Ensure that all necessary injury reports are forwarded to OWHA.
- N. Act as a liaison for the travel teams with OWHA.
- O. Keep current with the OWHA and LLFHL policies and procedures and forward any changes to teams.
- P. Contact for all travel issues.
- Q. Attend Board Meetings, Annual General Meeting and any Special Membership Meetings.
- R. Other related duties.

1.5 Treasurer

- A. A voting member of the Board.
- B. Responsible for the financial operations of the Association.
- C. Deposit fees collected for registration and pay ice bills and referee invoices.
- D. Prepare and submit to the Board monthly and annual financial statements.
- E. Handle all money related to the operation of the Association including maintaining an accurate record of all money received and disbursed, and reporting to the board all such matters.
- F. Establish and maintain Association bank account.
- G. Pay all accounts of the Association as approved by the Board.
- H. Take necessary steps to collect delinquent accounts.
- I. Review and approve expenses made by the Association.
- J. Review team bank accounts and finances as necessary.
- K. Ensure that a fiscal audit of the Association is conducted.
- L. Attend executive meetings of the Board of Directors, Annual General Meeting and any Special Membership Meetings.
- M. Signing officer of the Association.
- N. Other related duties.

1.6. Secretary

- A. A voting member of the Board.
- B. Act as secretary at Board Meetings, Annual General Meetings and Special Membership Meetings.
- C. Take and prepare minutes of board Meetings and AGM. Type and submit to Web Master for posting to web site.
- D. Maintain files and archives of all documents necessary to provide an accurate history of the Associations operations.
- E. Receive and present requests for amendments to the Constitution and present to Board members as required.
- F. Complete changes to Policies and Procedures, Bylaws, and Constitution as approved by Board. Forward information to Webmaster.
- G. Perform other administrative duties as assigned by the President to ensure the efficient operation of the Association.
- H. Attend executive meetings of the Board, Annual General Meetings of the Board of Directors, and any Special Membership Meetings.
- I. Other related duties.

2.1. Directors

- A. Voting members of the Board.
- B. Will be appointed to a position on the board (may be one of the following: Registrar, Ice Scheduler, Referee in Chief, Webmaster, Equipment Convenor, Sponsorship/Fundraising Convenor, Director of Risk Management or as needed)

2.2 Registrar

- A. Set up and maintain the online registration with Quickenrollment and IT Sports Net.
- B. Collect and record all registration fees and forward to the Treasurer. Ensure that all fees are paid prior to player participation in Association activities.
- C. Maintain current lists of all players registered with the Association and provide to the Board, Convenors, team managers and Coaches as required.
- D. Coordinate the completion and collection of player registration information including birth certificates, releases and proof of insurances for submission to the OWHA. Team Roster submission.
- E. Must ensure that registration deadlines are met.
 - Intent to register forms (IT forms August of upcoming season)
 - OWHA roster deadlines for local and travel league.
- F. Maintain requirements concerning changes in the OWHA with regards to the information they mandate for all Associations.
- G. Provide support to families with respect to the online registration system.
- H. Sort registration data ensuring that all information collected is complete and to continually make changes of addresses and phone numbers if requested by the families.
- I. Create list of eligible players for Travel Tryouts.
- J. Create list of eligible players for House League Selections.
- K. Create email contact lists of all registrants to post notices and update email addresses as provided by the families.
- M. Maintain staff credentials and police clearance list and ensure all are current. Schedule necessary training required by new and returning staff members. Provide copies of staff certificates to registrar for submission to OWHA with rosters.
- N. Attend executive meetings of the Board, Annual General Meetings of the Board of Directors, and any Special Membership Meetings.
- O. Other related duties.

2.3. Ice Scheduler

- A. Liaise with municipality and other arenas and secure sufficient ice time to meet the requirements of the Association. Review list of available times and block out dates for tournaments.
- B. Layout and post schedule for Travel Tryouts in spring.
- C. Set up September tryout schedule for all house league teams.
- D. Layout ice by team for the Interlock and Travel schedules.
- E. Attend and provide coaches with schedules at the Interlock league regular season and playoff season scheduling meetings.
- F. Gather schedules from coaches and post monthly schedule on the web site including practice schedules.
- G. Provide Referee In Chief with schedule of all interlock and travel games.
- H. Monitor the ongoing usage of ice time and reassign where necessary to ensure that maximum utilization of available ice time.
- I. Attend Board Meetings, Annual General Meeting and any Special Membership Meetings
- J. Other related duties

2.4. Referee In Chief

- A. Responsible for interviewing and hiring new referees.
- B. Contact all returning referees to confirm their recertification completion.
- C. Prepare scheduling assignments and time sheets for all referees.
- D. Responsible to verify and submit referee monthly payment summary to the Treasurer for payment.
- E. Liaise with the applicable referee associations to ensure a roster of certified referees is available for Association games.
- F. Schedule referees and clock keepers for all Association travel and house league games.
- G. Remit payment to referees and clock keepers for games officiated as required with the assistance of the treasurer.
- H. Attend Board Meetings, Annual General Meeting and Special Membership Meetings.
- I. Other related duties.

2.5 Webmaster

- A. Maintain a SCPGHA website.
- K. Update data as necessary and keep current.
- L. Post monthly schedules.
- M. Post Notifications for Families
- N. Post all league related forms and or announcements as required.
- O. Issue all news, releases, advertisements, flyers and any other public relations material as directed by the Board.
- P. Develop and maintain contacts with local media.
- Q. Promote the image SCPGHA.
- R. Develop and maintain the newsletter for the website.
- S. Develop and coordinate team announcements and achievements to be posted on the website.
- T. Attend Board Meetings, Annual General Meeting and any Special Membership Meetings
- U. Other related duties.

2.6. Equipment Convenor

- A. Maintain inventory of all equipment owned by the Association.
E.g. Goalie equipment, trainer boxes and supplies, pucks, water bottles, etc.
- B. Issue equipment to team managers, coaches, and other Association members as deemed appropriate by the Board.
- C. Ensure that the equipment is returned to inventory upon completion of each season.
- D. Arrange for purchase the required equipment (Board Approval required) from appropriate sources and submit invoice to treasurer for payment.
- E. Ensure the standardization of clothing purchases, establish prices with source. Arrange for all sales to team as liaison as necessary.
- F. Repair and maintain equipment as necessary with approved source.
- G. Attend Board Meetings, Annual General Meeting and Special Membership Meetings.
- H. Other related duties.

2.7 Sponsorship/Fundraising Convenor

- A. Obtain sponsorships for the Association teams.
- B. Maintain current list of sponsors and provide to the Board as required.
- C. Inform equipment Convenor of sponsor names to be printed on the team sweaters.
- D. Coordinate the acquisition and distribution of team plaques to Sponsors at end of season.
- E. Coordinate sponsorship for arena board advertising.
- F. Formulate a list of pre-approved fundraising activities for teams to participate in.
- G. Create Fundraising approval form to be submitted by all teams for approval of new fundraising activities.
- H. Issue all news, releases, advertisements, flyers and any other public relations material as directed by the Board.
- I. Develop and maintain contacts with local media.
- J. Promote the image of the Association.
- K. Develop and maintain the newsletter for the website.
- L. Develop and coordinate team announcements and achievements to be posted on the website.
- M. Coordinate team and individual pictures for all Association teams.
- N. Attend Board Meetings, Annual General Meeting and Special Membership Meetings.
- O. Other related duties.

2.8 Director of Risk Management

- A. In charge of ensuring good practices of risk management are being adhered to.
- B. Identify, assess, eliminate and/or minimize risks in an activity and provide protection against unavoidable risks. Ensure participants of SCPGHA play specific roles in order to reduce or prevent accidents and injuries before they happen.
- C. Follow the procedures and guidelines as outlined in the OSHA handbook.
- D. Develop, implement and coordinate policies and practices of good risk management.
- E. Ensure all board members, coaches, managers, trainers, staff, volunteers and den mothers have appropriate credentials, including vulnerable sector clearance.
- F. Attend Board Meetings, Annual General Meeting and Special Membership Meetings.
- G. Other related duties.

2.9 Trainer in Chief

- A. Develop, implement and coordinate policies and practices for team trainers to follow.
- B. Assist trainers regarding training and new policies
- C. Ensure proper concussion protocol is implemented and adhered to.
- D. Ensure trainers have a well-stocked and maintained first aid kit and work with equipment manager as needed.
- E. Other related duties.

2.10 Coach In Chief

- A. Develop, implement and coordinate policies and practices for team coaches

- B. Assist in training, development and support of coaches
- C. Other related duties.

2.0 RESPONSIBILITIES OF TEAM STAFF MEMBERS

3.1 Head Coach

- A. Provide leadership to the team.
- B. Organize and coordinate all team activities utilizing team staff and others as necessary.
- C. Select and obtain approval from the Board for balance of team staff including Assistant Coach, Trainer, and Manager, Den Mothers or additional Assistant Coach. One staff member must be female.
- D. Teach and demonstrate by example the principles of fair play and good sportsmanship at all times.
- E. Maintain discipline of all staff members at all times.
- F. Cooperate and support the efforts of officials, and maintain order at all times.
- G. Ensure that team staff parents and players are familiar with the Constitution, Policies and procedures and Bylaws.
- H. Maintain coaching certification
- I. Ensure that all equipment is maintained and returned to the Equipment Convenor in good condition.
- J. Ensure that all persons on the ice and bench as players and staff have proper equipment and proper carded credentials. All non-players on the ice for practices must be listed as staff with OWHA. **The use of ice for parent-child fun games is strictly forbidden.**

3.2 Assistant Coach

- A. Provide assistance to the Head Coach as required.
- B. Maintain coach's certification

3.3 Manager

- A. Provide assistance to the Head Coach as required.
- B. Liaison between the parents, guardians and team staff.
- C. Schedule and coordinate all team games, practices and other events.
- D. Provide team scores to the Travel and/or House League statistician as required.
- E. Notify House League or Travel Convenor concerning any player or coach suspensions within 24 hours. Must maintain game sheets concurrently showing suspension served. Game sheets must again be submitted without delay to Convenor.
- F. Handle all team finances as required including the collection and distribution of funds.
- G. Complete a financial statement for team finances for the year. Submit as required by the Board.

3.4 Trainer

- A. Provide assistance to the Head Coach as required.
- B. Maintain Level 1 Trainer certification.
- C. Attend to injured players on or off ice.
- D. Main Medical Information Sheet for each player

- E. Provide Hockey Canada Injury Report form to player in case of injury
- F. Attend the needs of the players respecting equipment repairs.
- G. Provide injury report to applicable House league or travel convenor for submission to OWHA.
- H. Any time any player is injured to the extent that he/she has received medical treatment as a result of the injury, or if he/she has had surgery or a serious illness, the player is required to produce a "Doctor's Permission" for the player to return to play. Such note is to be given to the Convenor for retention.
- I. Ensure proper concussion protocol is adhered to.
- J. Provide assistance on the bench during games.
- K. Promote good fitness and nutrition to team members.