



## MANITOULIN PANTHERS HOCKEY ASSOCIATION EXECUTIVE POSITION JOB DUTIES

The Manitoulin Panthers Hockey Association Executive shall consist of the following members:

### Officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Past President (when possible)

### Directors:

1. Ice Scheduler
2. Awards and Publicity and Fundraising Coordinator
3. Registrar
4. Development Director

Each member of the M.P.H.A. Executive has a specific role however is expected to assist others when required or requested. The following job descriptions are guidelines only and may be amended as required.

### **President**

1. Shall be the signing authority for the Association for all documents required by the NOHA.
2. Shall be one of the signing authorities on the Association bank accounts.
3. Shall chair all General and Special Executive Meetings including the Annual General Meeting.
4. Shall be ex officio member of all committees.
5. Shall exercise general supervision over all affairs of the M.P.H.A. to ensure that it operates within the scope of the constitution, by-laws, and rules and regulations.
6. Has the right to call Special General Executive Meetings.
7. Is able to vote only in the case of a tie.

8. May call a Special General Meeting.
9. Is able to suspend, until dealt with by the Disciplinary Committee and the Executive, any player, coach, manager, team or club official for conduct deemed unacceptable by any NOHA, OHF, or Hockey Canada policy, abusive language to any of the officials, or for conduct unbecoming a member of the Association.
10. Is able to impose such suspensions in respect to any incident which may occur in practice, regular season games, exhibition games, as well as any activity operated by the M.P.H.A. Such suspension must be brought before the Executive and the Disciplinary Committee within forty-eight (48) hours and shall remain in effect until dealt with by the Disciplinary Committee and the Executive.

### **Vice President**

1. In the temporary absence of the President have all the abilities and perform all duties of the President. Should this be required the Vice would only be eligible to vote on any motion put forth in case of a tie as they would be acting in capacity of the President.
2. Shall assist the President in all matters concerning the M.P.H.A.
3. Shall ensure that M.P.H.A. has a Disciplinary Policy in place and that any Disciplinary Committee is educated in any and all NOHA Policies pertaining to Harassment and Abuse and Complaint Reporting.
4. Shall be the first point of contact for disciplinary issues and complaints reporting these immediately to the Executive so a decision can be made as to how to proceed.
5. Shall assist the Disciplinary Committee with all disciplinary actions.

### **Past President**

1. Shall act in an advisory capacity when/if requested by the current Executive Committee.

### **Secretary**

1. Shall draft and Send out meeting agendas to all Executive members prior to scheduled meetings.
2. Shall maintain an accurate record of the proceedings of all meetings; produce minutes to be sent out by email as soon as possible following any M.P.H.A. executive meeting.
3. Shall forward a list of the current Executive members to the NOHA along with a copy of the current M.P.H.A. Constitution.
4. Shall receive, reply to, and file all correspondence of the M.P.H.A. and notify the President and other Executive members of these matters.
5. Shall be one of the signing authorities on the Association bank accounts.
6. Shall assist other M.P.H.A. executive members with administrative functions and correspondence.

### **Treasurer**

1. Shall keep an accurate account of all receipts and disbursements of the M.P.H.A.
2. Shall be one of the signing authorities on the Association bank accounts.
3. Shall deposit all finance in a chartered financial institution and reconcile any bank accounts held by the Association.
4. Shall prepare a financial written report for all general and annual executive meetings.
5. Shall arrange an annual audit of the M.P.H.A. financial transactions if requested by the Executive.
6. Shall arrange and be responsible for all lottery licenses for the M.P.H.A.

### **Registrar**

1. Shall be responsible for ensuring all players, coaches, and team bench staff are entered into the HCR system.
2. Shall liaison with team managers to ensure teams submit their team roster in a timely manner for approval.
3. Shall ensure all players and coaches are on an approved roster.
4. Shall be responsible for tracking completion of the mandatory Respect in Sport Parent program ensuring that all registered players have a minimum of one parent/guardian who has completed said program.
5. Shall obtain all necessary travel permits as requested by teams via the NOHA's permit portal.
6. Shall be responsible for the collection and transfer of CPICs to the Association's external CPIC processor.

### **Ice Scheduler**

1. Shall be responsible for the acquisition, distribution, and recording of ice time for M.P.H.A. teams.
2. Shall provide timely communication to team managers/ coaches/referee manager regarding ice times and changes of same.
3. Shall provide communication to the Treasurer regarding costs of ice rentals and changes in bookings.
4. Shall complete monthly reconciliations with Team Managers and the the Treasurer to ensure invoicing is correct.
5. Shall provide billing to M.P.H.A. teams for additional ice rentals outside of those arranged by the M.P.H.A. as required.

### **Events and Publicity and Fundraising Coordinator**

1. Shall be responsible for the publicity of all M.P.H.A. events and activities, including website, posters, flyers, bulletin boards, etc.
2. Shall be responsible for the displays in the Little Current Arena and the maintenance and control of all M.P.H.A. trophies.
3. Shall be responsible for scheduling of M.P.H.A. team and individual pictures

4. Shall be responsible for the M.P.H.A. season-end banquet and for recommending to the Executive any awards to be given at same (e.g. Coach of the Year, Volunteer of the Year, etc.)
5. Shall be responsible for recommending to the Executive all fund-raising projects of the M.P.H.A. These opportunities will be discussed and voted upon at an M.P.H.A. Executive meeting.
6. Shall attend all Association fundraisers whenever possible. If unable to attend shall make arrangements with another M.P.H.A. Executive member to attend in their place.
7. Shall contact community businesses to request donations and sponsorships.

### **Development Director**

1. Shall make suggestions to Executive Committee pertaining to developmental courses for players such as skating, skills, and body contact clinics.
2. Once approved by Executive Committee shall schedule player clinics at times suitable keeping in mind sharing of resources and team schedules.
3. Shall call and chair coaches meeting(s) as required to exchange information and ideas.
4. Shall provide information and services to coaches as required, i.e. M.P.H.A. Policies and Codes of Conduct, books, videos, etc.
5. Shall arrange for coaching clinics through the N.O.H.A. for coaching levels as required by the M.P.H.A.
6. Shall have read access to the HCR and shall track coach and bench staff course requirements ensuring that all staff are fully qualified as per NOHA requirements.

### **Referee Manager**

**\*\*\*The Referee Manager will be an external position and will not be a part of the Executive but will be available to provide advice to the Executive when asked. \*\*\***

1. Be responsible for the scheduling of referees and game officials for the M.P.H.A.
2. Shall report to Executive on officials' availability and officials declining M.P.H.A. games.
3. Shall contact the Association President or Vice President and the Head Coach or Manager of the affected team 48 hours prior to a scheduled game time when unable to secure an adequate number of officials for a game. Contact shall be made by telephone.
4. Shall refer to the Executive any matter which requires an Executive decision.
5. Shall work with the District Referee in Chief to schedule a refresher clinic for carded officials and level clinics as required to ensure an adequate number of officials are available.
6. Shall attempt to have a minimum of two evaluations performed of all officials (referees, linesman) per season; one prior to December 31 and the second prior to commencement of playoffs.
7. Shall meet with Executive prior to the commencement of the season to discuss succession planning for the next year.