



EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Governance

Members of this Executive are elected officers of this society. There are two governing bodies within ND Hockey (1) the Executive Committee and (2) the Board of Directors.

The **Executive Committee** consists of all elected positions. An appointment can be made to the Executive Committee to fill a vacancy up until the next election.

The **Board of Directors** consists of the Executive Committee and all directors appointed by the Executive to assist in carrying out the responsibilities and directed by NDMHA Constitution, Bylaws and Policies. The Board of Directors may include such positions as follows:

- Division Managers;
- Goalie Development Director;
- Gaming Director;
- Promotions Director; and

any other positions deemed necessary by the Executive for the efficient operation of the Association.

Any Executive member can make a motion at a regular Executive meeting to appoint a Director at Large and must be accepted by the Board with a majority vote.

The Board can set any committee to carry out research and provide recommendations to the Board.

Purpose

The members of the Board have a fiduciary responsibility to serve in the best interest of North Delta Minor hockey. In addition to the responsibilities subscribed in the ByLaws, the Board will as far as possible maintain confidentiality, publish a summary of our minutes, build policies and attempt to be transparent to all members in the decisions made by the Board. Every Board member has a responsibility to respect the sensitivity of our discussions and to support both decisions taken and the process to arrive at those decisions.

Code of Conduct of Board Members

All Board Members are required to abide by this Code of Conduct. It is also intended to provide guidance for any volunteer within NDMHA.

1. Treat other people with respect.
2. Aim to be honest and ethical in dealings with each other, with members, partners, supplies and the public.
3. Respect and maintain the confidentiality of sensitive information they have gained due to their position as a Board member. This may include personal information about members and/or information about the internal workings of the Association.
4. Represent the best interests of the Association.



5. Protect Association Property against loss, damage, misuse or theft. Use only for legitimate Association purposes and not for personal benefit.
6. Maintain accurate, honest and complete books and records. Retain legitimate records of approved expenses and submit in a timely manner.
7. Follow the rules and regulations of Hockey Canada, BC Hockey, PCAHA, and NDMHA Constitution, Bylaws and Policies.
8. Support programs that train and educate players, coaches, parents, officials and volunteers.
9. Communicate with members and be available to address issues throughout the season.
10. Promote fair play and sportsmanship.
11. Recruit volunteers who demonstrate qualities conducive to the association and are role models to the youth in our sport.
12. Attend Executive and Board meetings as required.
13. Contribute to debate in an informed and constructive manner.
14. Accept collective responsibility for all decisions and speak with unity.
15. Ensure decisions are based on good and extensive information.
16. Be clear and open about conflicts of interest.
17. Show a high standard of conduct in and outside the boardroom.

Meetings

During the hockey season, the Board will strive for a minimum of two meetings per month with one of these meetings possibly a working meeting for committees. During the off season, the Board will strive for a minimum of one meeting per month. Special meetings may be called as necessary.

DUTIES OF THE EXECUTIVE AND THE BOARD

All Board members are expected to attend and participate in meetings, participate on committees as described in the Bylaws or as approved by the President.

The list of duties is to be taken as a guide for new Board members. The Executive/Board can add to or subtract from this list of duties at any time as long as the responsibilities (in the Bylaws) are not contradicted.

President

Duties:

- Chair the meetings of the Board and membership
- Supervise and assist Board members in the execution of their duties
- Participate on committees as prescribed in the Bylaws and policies
- Ensure all committees are in place and approve appointments to such committees
- Enforce the Bylaws and rules of the Association
- Ensure that the financial policies are carried out
- Review financial statements, bank records at least on a monthly basis
- Communicate with various partners in the community
- Assist in managing website



Policy: A03
Adopted: August 6 2008
Last Amended: March 5 2013

- Provide orientations to new Board members
- Communicate to Membership on a regular basis
- Attend or send a designate to BC Hockey, PCAHA and FVW meetings
- Ensure processes are in place to ensure efficient and cost effective operations
- Carry out disciplinary measures as outlined in Bylaws and other governing bodies.

Immediate Past President

Duties:

- Assist President as necessary
- Member of the Rules and Regulations Committee and any other committee assigned by the President
- Provide support to Board members
- Provide Web Support Team with articles they would like to see posted on front page

1st Vice President

Duties:

- Administer all matters relating to Rep hockey
- Organize the Rep Coach Selection Committee
- Accept applications for Rep coaches for upcoming season
- Organize interviews of Rep coach applicants
- Prepare for and organize Rep try out evaluations
- Ensure Rep team selection occurs in accordance with policy
- Liaise with Rep team managers and coaches
- Liaise with parents of the Rep division
- Participate on the Budget/Finance committee
- Perform other such duties as the Board may direct
- Carry out President Duties in absence of the President
- Manage 1st Vice President web page
- Provide Web Support Team with articles they would like to see posted on front page

2nd Vice President

Duties:

- Administer all matters relating to Recreation hockey
- Organize the Recreation Committee
- Organize the Development Program Committee
- Attend Rep Coach Selection Committee meetings
- Participate in Rep Coach interviews
- Recommend Division Managers for appointment.



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- Liaise with Division Managers and Coach Coordinator regarding Recreation Coach Selection
- Ensure Recreation team selection occurs in accordance with policy
- Liaise with Recreation team managers and coaches
- Liaise with parents of the Recreation Division
- Participate on the Budget/Finance committee
- Perform other such duties as the Board may direct.
- Carry out President Duties in absence of the President and 1st Vice President
- To provide Web Support Team with articles they would like to see posted on front page
- Manage 2nd Vice President web page

Secretary

Duties:

- Gather discussion items and create agendas for Executive and Board meetings
- Send out invitations for Executive and Board Meetings
- Record meeting minutes; distribute to board
- Participate in Rules and Regulations and Budget/Finance Committees
- Make changes to Association documents as required
- Receive all non-financial correspondence for Association,
- Book meeting rooms on behalf of Board members and other user groups for Hockey Office
- Book meeting rooms on behalf of Board members for Delta Corporation
- Create agenda and take minutes for Annual and Special General Meetings
- File changes to Constitution and Bylaws with appropriate Government department in Victoria, BC
- Assist in managing the North Delta Minor Hockey Perpetual calendar
- Post meeting minutes on website
- Manage Meeting Minutes web page
- Manage Policies and Procedure web page in conjunction with President

Treasurer

Duties:

- Maintain an accurate set of books and accounts which reflect all monies received and disbursed
- Deposit all monies and make all disbursements by cheque with two signators



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- Ensure all payments are validated
- Reconcile books monthly
- Prepare a budget on anticipated revenue and expenditures for the following fiscal year for approval by the Board
- Liaise with President and Registrar in debts outstanding to the Association
- Liaise with team treasurers
- Receive and review team budgets
- Present to the Annual General Meeting a written report and financial statement on the financial operations of the Association
- Prepare and file all regulatory Reports as required for the Association and Society Act
- Organize the Budget/Finance committee
- Submit a written monthly statement to the Board
- Prepare or assist in the preparation of regulatory Reports, such as gaming application.
- Prepare or assist in Gaming Application prior to deadline
- Be a source of guidance in financial matters to all other Board members in the execution of their duties
- Perform other such duties as the Board may direct

Equipment Manager

Duties:

- Administer all matters relating to the Association equipment
- Prepare first-aid kits for upcoming season
- Prepare jerseys for upcoming season
- Prepare goalie equipment for upcoming season
- Purchase jerseys, socks and replacement equipment as per budget
- Maintain an inventory of equipment
- Maintain equipment room
- Distribute equipment to teams
- Distribute rental equipment to goalies
- Liaise with team managers and coaches
- Prepare invoices for jersey and first-aid equipment deposits
- Prepare invoices for equipment rental
- Prepare invoices for team sock purchase
- Perform other such duties as the Board may direct.
- Collect jerseys and equipment at end of season
- Liaise with treasurer as to deposit returns to teams and juvenile players
- Participate on the Budget/Finance committee
- Manage Equipment Manager web page



Referee-in-Chief

Duties:

- Administer all matters relating to the referees
- Promote and direct the training and provisions of referees
- Host a certification clinic for new referees
- Communicate with referees regarding upcoming certification clinics
- Hold on-ice clinics to review rules and/or new Hockey Canada rules
- Hold education sessions to continually develop referees
- Assign referees for Bantam C and below games
- Assign referees for Bantam C and above when assigning center closed
- Assign referees for all NDMHA tournaments
- Manage ND referee assigning program
- Manage Shadow program
- Obtain required certification (C.H.O.P.)
- Submit names of referee recipients to award committee
- Arrange for referee awards
- Perform other such duties as the Board may direct
- Participate on the Budget/Finance committee
- Manage Referee web site page

Ice Scheduler

Duties:

- Administer all matters relating to the Association ice schedule
- Prepare the yearly schedule for NDMHA for Board approval
- Sign the contracts from all suppliers when correct
- Chair the Ice Contract Committee
- Liaise with Delta Corporation and other ice suppliers
- Liaise with team managers and coaches
- Liaise with Tournament Director regarding tournament ice
- Prepare invoices for team ice purchases
- Perform other such duties as the Board may direct
- Manage Ice Scheduler/Ice Chips web page
- To provide Web Support Team with articles they would like to see posted on front page
- Participate on the Budget/Finance committee
- Attend Board meetings as required
- Participate on Board committees as approved
- Schedule Delta Cup Games
- Schedule Midget and Juvenile Scholarship Practices/Games if requested



Registrar

Duties:

- Administer all matters relating to Registration
- Liaise with returning and new player registrants
- Administer all matters relating to Player Movement
- Liaise with President and Treasurer regarding outstanding debts
- Liaise with 1st Vice President and Division Managers to ensure that all on-ice personnel are entered to HCR prior to going onto the ice
- Provide registrants names and information to 1st Vice President and Division Managers
- Ensure President completes team declaration
- Ensure official rosters are completed by dates specified by PCAHA
- Invoice Rep teams for carding fees
- Conduct a carding process for Atom Development Team
- Provide HCR numbers to team officials that require certification
- Maintain the annual certification list
- Ensure affiliates are rostered
- Ensure HCR system is maintained with accurate information
- Liaise with PCAHA and BC Hockey
- Participate on the Budget/Finance committee
- Perform other such duties as the Board may direct
- Provide information to IT Director team rosters to the Web Support Team which includes player name and information and team assigned to for website upload
- Provide IT Director with information regarding new players who are registered after team formation
- Provide IT Director with team official information to be uploaded to website
- Manage Registration web site page
- To provide Web Support Team with articles they would like to see posted on front page

Risk Manager

Duties:

- Administer all matters relating to Risk Management
- Ensure qualified as an HCSP
- Ensure qualified in Respect in Sport
- Coordinate booking of Association HCSP clinics
- Attend HCSP clinics as liaison between the Association and BC Hockey Course conductors
- Ensure all teams have 2 qualified HCSP prior to Dec 1
- Maintain accurate and current Association records of all members who have completed the Hockey Canada Safety Program.



- Complete regular arena safety checks in all facilities and liaise with Corporation of Delta regarding safety issues
- Act as Risk Manager advisor for Association Tournaments and special events
- Ensure all teams have access to Injury Report Forms
- Establish a protocol for handling all Injury Report Forms including but not limited to:
 - Receiving completed form back from injured players
 - Ensuring forms are completed accurately
 - Copy for player file
 - Ensuring forms are submitted to BC Hockey
- Establish Association Protocol for serious injury
- Collect, review and report to the Board injury statistics
- Investigate all reported safety concerns
- Inform Delta Corporation of any injuries which may have arisen as a result of facility hazard
- Ensure team HCSPs have completed Emergency Action Plans
- Track all team officials and Board members criminal record checks
- Investigate all Inappropriate Conduct Reports as per the member complaint procedure
- Ensure yellow card program is communicated to all managers including the distribution of yellow cards
- Communicate with team HCSPs and distribute BC Hockey Risk Management Bulletins
- Manage Risk Management web page
- To provide Web Support Team with articles they would like to see posted on front page
- Perform other such duties as the Board may direct.

Parent Auxiliary Director

Duties:

- Participate on the Budget/Finance committee
- Ensure Sungod lower level store room clean and tidy
- Attend Hockey 1-4 parent meeting
- Attend Manager and Treasurer Meetings
- Invoice Teams for fundraiser event and collect payment
- Renew team photographer vendor agreement every 3 years
- Hold two meetings early in the year to assign duties to each PA Rep from each team
- Setup sub-committees and hold meetings for the duties throughout the year
- Delegate and over-see the following duties events:
 - Annual Fundraiser (4 Coordinators and all members)
 - Food Drive (2 members) - December
 - Annual Cupcake Sale (2 members) - January
 - Minor Hockey Week (2 members) - January
 - PCAHA Scholarship Game (if hosted) (2 members) - January/February



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- Awards Night (4 members) - April
- Volunteer/Coach Appreciation Night (2 members) - March
- Banners/Photo Case (2 members) - May/June
- Parade (6 members) - June
- First-Aid Kit Restocking (2 members) - July
- Photo Day (2 members) - October/November
- Annual General Meeting – May
- Maintain Parent Auxiliary web page
- To provide Web Support Team with articles they would like to see posted on front page

Tournament Director

Duties

- Administer all matters relating to Association Tournaments
- Submit Tournament budget to Finance Committee
- Provide financial statements to the Board following Christmas tournaments and Spring tournaments
- Draft schedules and liaise with Ice Scheduler and Parks and Recreation to secure tournament ice
- Submit tournament sanctions to BC Hockey and PCAHA
- Ensure Tournament Registration Form is developed and posted on website
- Ensure Tournament Advertising Form is updated and posted on website
- Ensure all tournament registrants have submitted payment
- Liaise with Division Managers and 1st Vice President to ensure that each tournament has a tournament coordinator
- Liaise with Promotions Director to ensure that giveaway items are secure
- Liaise with Gaming Director regarding gaming licences for tournaments
- Meet with Tournament Coordinator and provide direction and information to enable them to carry out the tournaments
- Ensure each tournament follows NDMHA policy
- Ensure each tournament submits a budget for tournament and a post tournament income/expense statement
- Participate on the Budget/Finance committee
- Manage Tournament web site page



Coach Coordinator

Duties:

- Liaise with Director of Hockey Operations on the development and implementation of the development program
- In conjunction with the Director of Hockey of Operations:
 - Recommend coaches to Executive Committee for attendance at higher-level clinics
 - Meet with Association Coaches to discuss problems and solutions
 - Coordinate meeting of the coaches and players with local Referee-in-Chief as needed
- Perform public relations as required pertaining to the Association and its coaches
- Liaise with Executive Committee on behalf of the coaches in the Association
- Liaise with Division Managers of selection of coaches for various divisions within the Association
- Liaise with BC Hockey District Coaching Coordinator regarding coaching clinics
- Organize Association hosted coaching clinics for certification
- Meet with Association coaches to discuss problems and solutions
- Attend regular meetings of the Executive Committee
- Assist with evaluation of players for team selection
- Support NDMHA policies and guidelines
- Perform other duties as assigned by the President
- Manage and minimize the risk inherent in performing the day-to-day duties of a coach coordinator
- Review post tasks and sign off for submission to BC Hockey
- Provide Web Support Team with articles they would like to see posted on front page

Division Mangers

Duties:

- Report to the Second Vice-President
- Follow up with players that have not re-registered from the previous season
- Organize player evaluations
- Attend Recreation Hockey Committee
- Assist in the distribution of equipment and return of same
- Work with other Board / Executive members to ensure division runs efficiently (Ice Scheduler, Parents Auxiliary, Risk Manager, Registrar, and Treasurer)
- Liaise with the Tournament Director regarding tournaments for his/her Division
- Liaise with Coach Coordinator in the selection of team coaches
- Point of contact for parents, coaches, team managers, PCAHA and other Associations
- Coordinate player development in conjunction with Director of Hockey Operations



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- Be available to answer any queries regarding general conduct and promote a positive attitude and flow of communication between teams
- Report to the Board of Directors any instances of misconduct of team officials and players
- Assist Second Vice-President in determining team rosters and ensuring teams are balanced
- Recommend to the Second Vice-President the movement of players to facilitate balanced teams within the division
- Work with the ice scheduler before the season starts to set up the ice schedule for the upcoming season
- Participate with the Second Vice-President and Director of Hockey Operations on the Program Development Committee
- Participate with the Second Vice-President on the Recreation Committee
- Schedule Delta Cup games
- Schedule team practices
- Organize Jersey Day (Hockey 1-4)
- Maintain Division web page
- Provide Web Support Team with articles they would like to see posted on front page

Gaming Director

Duties:

- Maintain Gaming documentation with the assistance of President and Treasurer
- Apply for all Association Licences and assist Board members hosting the event with the documentation process
- Submit Gaming Event Report following Association Events
- File all documentation for Association Licences
- Approve pre-applications for Team and Tournament Class D Licences
- Assist team and tournament Representatives when applying for gaming licences
- Receive copies of team licences and provide documentation templates to teams
- Follow up with teams once event is complete and ensure that all documentation is provided to the office for filing and that a Gaming Report was faxed to Gaming within the timelines
- Review and maintain existing Gaming documents on the ND Hockey website
- Manage Gaming web page
- Provide Web Support Team with articles they would like to see posted on front page
- Assist Treasurer with year-end Gaming Summary Report for Association
- Ensure copies of the licences, documentation and unsold tickets are to be kept for a period of 2 years in accordance to BC Gaming
- Participate on the Budget/Finance Committee



Goalie Development Director

Duties

- Administer all matters relating to the Goalie Development in conjunction with the 1st Vice President and Second Vice-President
- Liaise with Association Goalie Development vendor
- Renew Association Goalie vendors every 3 years
- Liaise with register as to a list of goalies
- Communicate with goalies as to development ice times
- Track attendance of goalies
- Invoice teams following completion of goalie development
- Manage Goalie Development web page

IT Director

Duties:

- Administer all matters relating to the IT in conjunction with the President
- Establish a support team to assist with team request for assistance with website issues
- Provide education and training to new Board and support members
- Carry out duties as listed for support team
- Super Administrator of web site and gmail systems
- Communicate with the Website host
- Establish IT programs that will enhance the overall effectiveness of the Association in communications and document management
- Liaise with Board members and team website administrators
- Support new executive with email userids and passwords
- Upload player members on the website
- Upload team official members on the website
- Reset passwords or suspend user as needed
- Create user groups on email
- Assist with Perpetual calendar
- Manage photocopier passwords
- Assist Registrar with HCR on-line registration system
- Maintain NDMHA computer assets
- Ensure IT security is maintained
- Maintain service request statistics for website



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Promotions Director

Duties:

- Administer all matters relating to the Promotions program
- Liaise with Association vendors
- Renew Association vendors every 3 years
- Liaise with tournament director for giveaway purchases
- Organize promotional purchases for Association (i.e. coach track suits)
- Manage Promotions web page