



WHISTLER MINOR HOCKEY ASSOCIATION

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WHISTLER, BC

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By-Law 14: Each member Minor Hockey Association shall elect or appoint the following officials, and shall advise the PCAHA Executive Director of their names, addresses, and telephone numbers by not later than July 1st each year: (a) President (b) Registrar (c) Referee-in-Chief (Head Referee) (d) Coaching Coordinator (Head Coach) (e) Risk Manager (f) Ice Scheduler. Such Association officials shall attend PCAHA meetings called for their particular area of responsibility or be responsible for sending a delegate.

EXECUTIVE JOB DESCRIPTIONS

President:

- (1) The President shall preside at all meetings of the Officers, Executive Committee, and general or annual meetings of the Association.
- (2) The President is the chief executive officer of the Association and shall supervise the other Officers and members of the Executive Committee in the execution of their duties.
- (3) The President shall have the power to delegate to any member of the Executive Committee any, but not all, of those duties assigned to the President.
- (4) The President shall have the power to suspend, fine, and/or take other disciplinary action against any player, team official, off-ice official, or team, or any person associated with any team, for ungentlemanly conduct on or off the ice; for unfair or unsportsmanlike conduct; for conduct which is injurious to hockey or brings discredit to the Society; for failure to comply with the Constitution, By-Laws, and Rules and Regulations of the Society; and/or for failure to comply with the Constitution, By-Laws, Regulations, and Rules of HC and BC Hockey.

By-Law 57: Vice President:

- (1) The Vice-Presidents and Immediate Past President shall carry out the duties assigned to them by the President and perform such other duties as may be specified in these By-Laws.
- (2) In the President's absence, the Vice-President so designated by the President shall perform the President's duties during his or her absence. If the President does not designate a Vice-President to perform the President's duties during his or her absence, the Vice-President shall divide the President's duties among the executive. The President shall preside as chairperson at meetings of the Officers and Executive Committee of the Society. In the President's absence, a Vice-President appointed by the President shall act as chairperson, or if the President has not appointed a Vice-President to act as chairperson the Vice-President in attendance shall determine who will preside over the meeting. If the President and Vice-Presidents are not present within thirty (30) minutes of the scheduled commencement of the meeting, those present shall select one of their number to be chairperson at that meeting.

By-Law 48: (1) The President may, at any time, take a mail, telephone, or facsimile vote of the Executive Committee on any urgent matter. The results of the vote shall be reported at and noted in the minutes of the next regular Executive Committee meeting.

- (2) The President may call a meeting of the Officers or Executive Committee provided seven days' notice is given either in writing or orally. The members of the Executive Committee may waive or reduce the period of notice for a particular meeting

Registrar:

The registrar will be in charge of all player registrations; birth certificates and copies of Hydro bills for the purpose of proving residence in our Association Boundary. The registrar will be responsible for tracking payments and placing players by age on teams. The registrar will operate the HR online registration program for our association and the online payment option for Visa and MasterCard. The Registrar will track and manage any checks or cash

given to the Association for payment of players and then pass on all financial transactions to the Bookkeeper who will track and manage our deposits to the North Shore Credit Union. The registrar will produce team registry lists for Hockey Canada and PCAHA, and BCAHA as required in a timely fashion and will track transferred players and ensure all documents required are provided to BCAHA. Other duties may be assigned as required by PCAHA and BCAHA.

Bookkeeper:

Duties include reconciliation of bank statements, cheques and deposits. This position answers to the President and works closely with our Treasurer and Registrar. The bookkeeper is required to attend monthly meetings to update financials to the Executive.

Ice Scheduler:

The ice scheduler will be responsible for planning the divisional ice slots for practices and games and will be responsible for collecting the Lions Gate and PCAHA division schedules. The schedules will be distributed to the Team managers and Coaches who will adhere to the home and away schedules as provided. The managers will advise the ice scheduler when ice is not used so it can be reassigned or sold back to the RMOW.

Referee in Chief:

The referee in Chief will be responsible for the pool of Referees used by WMHA, and ensuring there are referees assigned to all league games, tournaments, and exhibition games. The referee in Chief will be responsible for updating and accrediting the Referee's by organizing the BCAHA Clinics.

Coach Coordinator:

The Coaching Coordinator shall coordinate and organize coaching clinics between BC Hockey and our Minor Hockey Association, shall be responsible for coaching development programs and initiatives, and shall report directly to the Executive Committee and receive approval for planned activities referred to above. The Coaching Coordinator will place coaches at divisions according to the coaches' accreditations and previous coaching experience.

League Manager – Lions Gate Division, PCAHA:

Each Association should put forward a representative to act as PCAHA league manager responsible for a C division: Initiation; Atom; PeeWee; Bantam or Midget. Each League manager will create game schedules for each division and assign game numbers for league, exhibition and tournaments. The League manager will record and manage each division's registry and will manage and resolve any conflicts for each division. The League manager will follow the constitution, bylaws, Rules and Regulations of the PCAHA and will ensure all teams follow this mandate in managing all league games. The League manager tabulates all wins, losses and ties and sportsmanship points in order to create playoffs. The League manager reports to the Managing Director.

Coaches:

All Coaches must provide proof of a criminal record check.

The association chooses coaches through the Coach Coordinator. The criteria include: coaching level attained through formal clinics, background and coaching experience, references, reliability, integrity and coaching philosophy compatible with that of the association. The association endeavors to select coaches that are the most appropriate, best qualified and responsible for the fair evaluation and assigning of players to teams. The WMHA Executive requires a high standard of conduct from its coaching staff in dealing with other coaches, referees and other officials and in the image projected to participants of the WMHA. The coaching staff is an integral part of the association and is expected to support the decisions of the Executive and to abide by the WMHA policies.

The following is a list of items expected from the coaches.

- 1) Coaching at all levels should consist of teaching and improving hockey skills of individual player and promoting teamwork and sportsmanship.
- 2) It is the philosophy of the WMHA that all participants receive equal ice time. Ice time lost to injury, disciplinary action and suspensions does not apply. (Rep teams exempt)
- 3) The coach is to ensure that each player is properly protected when on the ice and that parents are advised of

the necessity for players to wear properly fitting and approved equipment.

- 4) Players are to shake hands at the end of each game.
- 5) The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control may result in disciplinary action being taken.
- 6) The coach is responsible for obtaining a competent manager.
- 7) Ice times provided and paid for by the association must be used or returned to the Ice Scheduler. Repeated failure to use the allotted time may result in a loss of that ice slot. Should coaches trade ice times the Ice Scheduler must be notified.
- 8) Coaches are responsible for checking games sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players.
- 9) Any coach who blatantly refuses to follow WMHA policies can be suspended from coaching indefinitely by the executive.
- 10) The coach is responsible to ensure that dressing rooms are left clean and ready for use by the next team.
- 11) Coaches who successfully complete the following courses will be reimbursed their registration fee: Initiation, Coach Level and Intermediate. All other courses will be reviewed on an individual basis.

Managers:

All Managers must provide proof of a criminal record check.

The team manager is appointed by the coach and should be introduced to the team and parents at the earliest convenience. The manager then works with the coaches to appoint parents to other positions such as timekeepers, fundraisers etc. The manager is the first line of communication with and for the parents with the team coach and others in the association. The manager is also responsible for calling team meetings and for contacting parents on other important matters.

The manager's duties include:

- 1) Organizing game minor officials such as timekeepers and scorekeepers for each game.
- 2) To ensure that the uniforms are clean and ready for use, the care of any other team equipment.
- 3) Assist the coach in scheduling or rescheduling all games.
- 4) To ensure the safekeeping of all game sheets.
- 5) Ensure that the properly completed game sheet has been completed by both teams and delivered to the game referee before each home game.
- 6) Ensure, with the coaches, that players are informed of their suspensions and when they can return to team activities.
- 7) Receive basic First Aid Kit from the equipment manager and make sure it is available for all team activities. Be aware of emergency procedures at both home and away games. Keep handy the phone numbers for ambulances and hospitals.
- 8) Ensure that if an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and the necessary medical report form is available for completion by the attending doctor. Also, ensure that the parent or guardian is advised of the accident and the proper report form is promptly filed with the registrar.
- 9) Ensure that each player/family and team official receives a game and practice schedule.
- 10) Ensure that all team players and officials are properly registered or "Carded".
- 11) Ensure that all rules and regulations of the association are carried out as they pertain to each respective team.
- 12) Managers are to ensure that all association equipment is returned to the equipment manager at the conclusion of each season.
- 13) Managers must remain in continual contact with their League Manager for all updates.
- 14) For further information, managers should refer to the WMHA manager's manual.

Equipment Manager:

The duties include management and replacement of uniforms. The equipment manager is responsible for ordering pucks, socks, medical kits and replacement medical supplies and to insure teams have sufficient water bottles for each season. The equipment manager is responsible for assigning lockers and locks to each divisional coach and Manager.

Fundraising Delegate:

The duties will include updating our 50/50 license with the BC Government agent for all divisions of Minor hockey and to raise funds on a continual basis utilizing special events to further fund hockey activities. The delegate will

look into grants and bursaries that may be available to continually fund Coaching courses.

The Risk Manager:

The Risk Manager shall: (a) become knowledgeable in HC and BC Hockey Risk Management Programs; (b) promote effective risk management within the Society; (c) promote awareness of risk management issues among member Associations/Leagues; (d) coordinate and organize risk management awareness seminars, as required; and (e) report directly to the Executive Committee and receive approval for planned activities referred to above.

Sponsorship Delegate:

The duties will include soliciting sponsorship for all teams and collecting the \$750.00 sponsorship and to insure teams have sponsorship bars for uniforms. The Sponsorship delegate will organize the annual framed photos to all Sponsors.

Initiation Coordinator:

This position works with the coaches and managers of hockey 1 to 4 and works to introduce rules and regulations of PCAHA to the initiates. This position works closely with Lions Gate league, our governing body, to insure that schedules are adhered to and that coaches and managers have speak out and coaching courses.

Promotions & Media Delegate:

These duties shall work in conjunction with the Fundraising Delegate. The Delegate will work with the coaches and managers to collect game results for publishing in the local papers on a weekly basis. The delegate will coordinate special media releases such as hockey week and also Picture day.

Past President & Treasurer:

The duties include: Preparing the finances of the association. The annual operating budget as prepared by the Treasurer shall be presented to the Annual General Meeting for approval and shall present a financial report to the Executive Committee's monthly meeting, for approval.

A current operating account shall be maintained in any Canadian chartered bank, credit union, or trust company as designated by the Officers. All current operating receipts received shall be deposited in this account from which normal operating expenses shall be paid by cheque.

The Executive Committee shall designate three of the Officers with responsibility for signing cheques issued by the Society. All cheque issued by the Society shall be signed by two of these three designated Officers. The Treasurer, with the approval of the Executive, shall maintain savings and trust accounts as may be required by the Association

The Officers shall ensure all conditions of deposit have been adhered to and shall approve all expenditures or withdrawals relating to savings and trust accounts.

The Treasurer, with the approval of the Officers, shall be empowered to invest any excess funds of the Society in securities designated by the Trustees Act.

The fiscal year of the Association shall commence on April 16th and end on the following April 15th.

Secretary:

The secretary will be responsible for taking and distributing the minutes of each meeting.