

GREY BRUCE HIGHLANDERS

ROLES & RESPONSIBILITIES



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Amended May 15, 2016
Amended May 15, 2018
Amended May 27, 2019
Amended May 17, 2021

Annual General Meeting
Grey Bruce Highlanders MHA

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILTIES

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GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: PRESIDENT

APPROVAL DATE: May 27, 2015

OVERVIEW

As Chair of the Board of Directors, the President is responsible for the operation of the Association consistent with the Constitution, Rules and Regulations of governing hockey bodies and the Corporation Act of Ontario.

The Executive Committee assists with the day to day operations and reports to the President. In addition, the President leads the development of the strategic direction for the Association.

RESPONSIBILITIES

- Represents the Association in the Community.
- Acts as the Chair of the Board, the Executive Committee and at all Meetings of the Membership.
- Exercises general supervision of the Association in accordance with Policies determined by the Board.
- A non-voting Member of all committees and sub-committees of the Association.
- Reports regularly to the Board on matters of interest.
- Delegates tasks as necessary.
- Is a Signing Officer for the Association.
- Manages the Complaint Procedure.
- Liaises with the OMHA Executive
- Chair of the Coach Selection Committee

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: VICE PRESIDENT, HOCKEY OPERATIONS

APPROVAL DATE: May 27, 2015

OVERVIEW

Reporting to the President, the Vice President, Hockey Operations is responsible for matters related to the “On Ice” management of the Association.

Head Coaches and the Player Development Director report to the Vice President, Hockey Operations.

RESPONSIBILITIES

- Assumes the duties of the President in the absence for any reason of the President.
- Supervises the Coaches and is responsible for addressing any issue around coaching.
- Ensures that each Team receives a copy of the Referees Rule Book and the OMHA Manual of Operations.
- Is a Signing Officer for the Association.
- Oversees the Player Development Director and provides strategic direction for Coach and Player development.
- Manages the Penalty Management Policy.
- Carries out other duties as assigned by the Board or President.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: VICE PRESIDENT, HOCKEY ADMINISTRATION

APPROVAL DATE: May 27, 2015

OVERVIEW

Reporting to the President, the Vice President, Hockey Administration is responsible for all matters related to the “Off Ice” management of the Association.

The Ice Convener/Registrar and the Referee in Chief report to the Vice President, Hockey Administration and the Team Managers indirectly report to the Vice President, Hockey Administration.

RESPONSIBILITIES

- Oversees the Ice Scheduler/Register in the discharge of their duties.
- Ensures Team Managers operate and adhere to Policy and Procedures of the Association. Addressing any issues that may arise.
- Assumes the duties of the President in the absence for any reason of the President and Vice President, Hockey Operations.
- Primary contact with the OMHA on all administrative matters or disputes.
- Ensures that Team fundraising/sponsorship plans are compliant with Association Policy and reports these activities to the Board.
- Is a Signing Officer for the Association
- Carries out duties as assigned by the Board or the President.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILTIES

POSITION: TREASURER

APPROVAL DATE: May 27, 2015

OVERVIEW

Reporting to the President, the Treasurer is responsible for the financial affairs of the Association. Ensures all financial activity is compliant with Association policy and generally accepted accounting principles.

The Team Treasurers report indirectly to the Treasurer.

RESPONSIBILITIES

- Ensures adherence to and implementation of financial Polices in the financial administration of the Association.
- Ensures the submission of the books of account to the 3rd Party Accountant of the Association at the end of the financial year.
- Presents a Report to the Accountant of the Association from the previous year and a preliminary financial position for the current year to the Membership at the Annual General Meeting.
- Evaluates, reviews and recommends financial policy to the Board.
- In a Signing Officer for the Association.
- Oversees the Team Treasurers to ensure compliance with Policy, including Financial Reporting.
- Manages the annual Budget process and develops a Budget for Board approval.
- Manages the tendering process for all service/goods contracts of the Association.
- Carries out duties as assigned by the Board of the President.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: SECRETARY

APPROVAL DATE: May 27, 2015

OVERVIEW

Reporting to the President, the Secretary is responsible for the proper record keeping of the Association's affairs.

RESPONSIBILITIES

- Responsible for the recording of minutes of General Meetings of the Membership and Board Meetings, ensures that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and Procedures established by the Board or the Membership.
- Ensures the proper custody of the Association's corporate seal, corporate minutes and resolutions and any other official records and documents.
- Responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association.
- Recommends policy to the Board regarding internal and external communications of the Association.
- Ensures all necessary and appropriate insurance has been purchased.
- Ensures that the Association is acting in a manner consistent with the Policies of Minor Hockey governing bodies and applicable laws.
- Interface with the Association's legal representation.
- Maintains the official membership list, including contact information for the Board.
- Carries out duties as assigned by the Board of the President.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: DIRECTOR, RISK MANAGEMENT
APPROVAL DATE: May 17, 2021

OVERVIEW

Reporting to the President, the Director Risk Management is responsible for ensuring the Association is providing a safe and healthy environment for players and team staff and is compliant with all Hockey Canada, OHF OMHA policies related to Risk Management.

The Team Trainers indirectly report to the Director Risk Management.

RESPONSIBILITIES

- Oversee the Association's Risk Management initiatives.
-
- Indirectly manages the Team Trainers, in particular, the certification and orientation process.
-
- Keep apprised of Hockey Canada initiatives and guidelines in regards to Risk Management.
-
- Ensure the Association is in compliance with OMHA Risk Management Policies and Procedures.
-
- Oversee the requirements of Hockey Canada Liability Insurance.
-
- Establish and maintain procedures with respect to Police Clearance for all Volunteers.
-
- Manage the volunteer screening as per policy and guidelines.
-
- Confirms all Team Staff have been certified in Hockey Canada Speak Out.
-
- Provides the Board an Injury Tracking Report along with recommendations.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: DIRECTOR, COMMUNICATIONS
APPROVAL DATE: May 17, 2021

OVERVIEW

Reporting to the President, the Director Communications is responsible for establishing our Communication Strategy for stakeholders and the public in general. The Director will coordinate all communication posted on the Association website and will recommend and manage the Association Social Media Policy.

The Director will coordinate with other members of the Executive to ensure all internal communication is concise, clear, and consistent and communicated in a timely manner.

RESPONSIBILITIES

- Establish a Communication Strategy that will guide the Association communication efforts.
- Manage the Association website to ensure timely updates, correct information, consistent messaging.
- Recommend improvements to the website to keep current with technology and social media platforms.
- Engage Team Managers to encourage utilization of the Team sites on the Association website.
- Coordinate with the President any Press Releases or Media requests.
- Review all Board Minutes for accuracy prior to distribution to Board Members.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: DIRECTOR, AT LARGE
APPROVAL DATE: May 27, 2015

OVERVIEW

Reporting to the President, these positions may be assigned specific responsibilities for the Association or may be assigned general ad hoc tasks throughout the year as determined by the Board.

Specific responsibilities may include:

SCTA Representative

- Represent the Association at regularly scheduled monthly SCTA meetings.
- Presents the Association position on matters that arise at the SCTA level.
- Communicates to the Association on a regular basis SCTA plans, issues, initiatives, etc.
- Advises the Ice Scheduler/Registrar on regular SCTA league matters.
- Co-ordinates the Association bid process to host SCTA playoff tournaments.

Risk Management

- Implement and enforce the OMHA Risk Management Program.
- Establish and maintain procedures with respect to Police Clearance for all Volunteers
- Manage the volunteer screening as per policy and guidelines.
- Oversee the Association's Risk Management initiatives
- Assume the responsibilities outlined in the Hockey Canada - Head Trainer/Risk Manager position description

Marketing/Communications

- Manages marketing initiatives that reach out to our Affiliated Centres.
- Oversees the communication on the Association website.
- Seeks opportunities to improve the Highlander brand in the community.

Association Governance

- Oversees the Association governance as guided by the Constitution.
- Consults on matters as requested by the President.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILTIES

POSITION: REFEREE IN CHIEF
APPROVAL DATE: May 27, 2015

OVERVIEW

Reporting to the 2nd Vice President, the Referee In Chief is responsible for the managing and scheduling the Officials for Association home games.

RESPONSIBILITIES

- Ensures Referees are scheduled appropriately according to the Game Schedule
- Schedules Referees to minimize travel cost where possible.
- Addresses Association or Team complaints and resolves in a timely fashion.
- Recruits, trains, monitors and evaluates the performance of Referees.
- Reports to the Board on a periodic basis.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: PLAYER DEVELOPMENT DIRECTOR

APPROVAL DATE: May 27, 2015

REVISED DATE: May 28, 2018

OVERVIEW

Reporting to the Vice President, Hockey Operations and a non voting member of the Board, the Player Development Director is responsible for managing the Player Development Program.

Directly manages all third party Player Development Providers/Instructors on behalf of the Association.

RESPONSIBILITIES

- In conjunction with the VP, Hockey Operations, develops the strategic direction for Player Development and recommends a Player Development Program to the Board.
- Manages the execution of the Player Development Program as approved by the Board.
- Develops age appropriate core Hockey Skills and communicates to the Coaches.
- Recruits competent Providers/Instructors to implement the Player Development Program.
- Conducts an annually performance evaluation of the Providers/Instructors and reports to the Board.
- Manages the Player Development Schedule in conjunction with the Ice Scheduler.
- Authorizes payment of monthly Instructor invoices and submits to the Treasurer.
- Supports and assists Coaches with Team specific Player Development Plans for the season.
- Attends Team Practices/Skills Sessions on a periodic basis to ensure compliance with the Player Development Program.
- Evaluates annually the efficiency and effectiveness of the Player Development Program and reports findings and recommendations to the Board.
- Participates as a non-voting member on the Coach Selection Committee.
- Stays abreast of current trends in player development in minor hockey.

GREY BRUCE HIGHLANDERS

ROLES & RESPONSIBILITIES

POSITION: ICE SCHEDULER/REGISTRAR

APPROVAL DATE: May 27, 2015

OVERVIEW

Reporting to the Vice President, Hockey Administration, the Ice Scheduler/Registrar is responsible for the day to day administration of the Association affairs, most importantly the scheduling and monitoring of our ice requirements.

RESPONSIBILITIES

Ice Scheduler

- Develops the annual Ice Schedule based on Association requirements and the restrictions of other SCTA Centres.
- Monitors the schedule and ensures accuracy on the website calendar and communicates changes to the appropriate parties particularly the RIC.
- Maintains a strong working relationship Ice Providers and other SCTA Schedulers.
- Communicates with individual Teams to manage the Inclement Weather Policy.

Registrar

- Complete the player/team registration on the OMHA website.
- Issue Travel Permits, Permission to Skates and F1 Waivers consistent with Association Policy.
- Notify out of zone Centres of signed players on a F1 Waiver.
- Receive and disposition all OMHA updates.
- Act as the main OMHA contact regarding day to day matters.

Administration

- Maintain appropriate Association documents and records.
- Manage and respond to Association emails and phone calls.
- Check the Association post office box weekly and distribute mailings as required.
- Collect and file the Volunteer Police Checks consistent with Association Policy.
- Attend and participate the Monthly Meeting and others as requested.
- Approve the monthly Ice Bills and forward to the Treasurer for payment.
- Maintain a complete and accurate file for all Game Sheets.
- Assist the 2nd Vice President with the administration of the Spring Try Outs.
- Provide training to a successor in order to ensure a seamless transition.
- Submit a monthly invoice for payment consistent with Services Contract.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: HEAD COACH

APPROVAL DATE: April 20, 2015

OVERVIEW

Reporting to the Vice President, Hokey Operations, the Head Coach is responsible for all Team matters. The Head Coach shall delegate off ice matters to an appointed Team Manager, however, ultimate accountability rests with the Head Coach.

The Head Coach shall operate the Team consistent with the Association Policy Manual and the Rules & Regulations of the governing bodies of hockey (OMHA, OHF, Hockey Canada).

RESPONSIBILITIES

- Recruits Team Staff and ensures that they possess the required Certification. All candidates must be submitted to the Executive for approval prior to publication.
- Proactively recruits potential players from our Home Centres in a manner that is in compliance with OMHA/OHF Regulations.
- Manages the Team Try Outs and selects the players best suited to fill the positions on the Team. Try Out decisions are compliant with our Try Out and F1 Waiver Policies.
- Schedules player/parent meetings per the Association's Meeting Policy.
- Determines the requirement for Exhibition Games and Tournament participation.
- Develops and implements a Hockey Development Plan for the season and coordinates with the Association's Skills Development Program.
- Ensures player participation in the Skills Development Program and appropriate Coach representation.
- Manages any parent/player concerns or complaints in a professional manner consistent with the Complaint Policy.
- Seeks guidance and counsel from the Coach Mentor as necessary
- Reports Team progress to the Executive as requested.
- Attends all scheduled Coach Meetings as scheduled by the Association.
- Projects a positive attitude and promotes the Highlanders Association.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: MANAGER

APPROVAL DATE: April 20, 2015

REVISED DATE: March 19, 2018

OVERVIEW

Reporting to the Head Coach, the Manager is responsible for all off ice activities and administration. Some of these responsibilities may be delegated to other parent volunteers, however, the ultimate authority rests with the Manager.

The Team Manager indirectly reports to the Vice President, Hockey Operations.

RESPONSIBILITIES

- Assigns support roles to parent volunteers (Treasurer, Fund Raising, Statistics, etc.).
- Manages the election of the Team Representative (Board Member).
- Submits the Team Roster for approval and coordinates changes or additions (AP's).
- Sources and registers for Tournaments and coordinates travel arrangements.
- Determines and oversees the Team Fund Raising Program.
- Schedules and co-ordinates the Parent Meetings including communication of all GBH's policies and procedures (Web Consent, Medical Form, Budget, Rules, etc.)
- Co-ordinates the submission of all Staff Certifications and Police Clearances.
- Manages the Game Day logistics (Referee Payment, Time Keepers, Fund raising).
- Ensures the Treasurer complies with GBH's Policy on Team Finances.
- Co-ordinates Team schedule for Photo on Highlander Day.
- Establishes the Team Contact list and the protocol for Inclement Weather decisions.
- Completes all Game Sheets and ensures proper distribution at the end of all games. Advises the Head Coach of any player receiving a suspension from further play.
- Team Contact during the Try Out schedule and arranges for Exhibition Games as requested by the Head Coach.
- Projects a positive attitude and promotes the Highlanders Association.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: TRAINER

APPROVAL DATE: SEPTEMBER 21, 2015

OVERVIEW

Reporting to the Head Coach, the Trainer is responsible for introducing and managing the appropriate procedures related to the health and safety of the players.

Additionally, the Trainer is indirectly accountable to the Association's Director, Risk Management and must comply with direction and requests from this position.

The Trainer must obtain the training certification as prescribed by Hockey Canada.

RESPONSIBILITIES

- Maintains accurate medical records for all players and manages in strict confidence.
- Ensures a fully stocked first aid kit is available at all team activities.
- Implements the Emergency Action Plan to respond quickly and effectively to major injuries.
- Manages minor injuries consistent with basic injury management principles and refers the player to medical professionals as necessary.
- Identifies injuries that requires a player to be removed from action and oversee the return to play protocol.
- Facilitates the communication of injury status and the rehabilitation plan with all involved parties.
- Educates players in appropriate pre-activity warm up routine.
- Co-ordinates the nutritional education for players and parents.
- Monitors the Team compliance with the Dressing Room Supervision policy.
- Reports to the Head Coach any concerns or issues regarding the well being of a player.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILTIES

**POSITION: ASSISTANT COACH
APPROVAL DATE: SEPTEMBER 21, 2015**

OVERVIEW

Reporting to the Head Coach, the Assistant Coach is responsible for specific coaching duties as assigned by the Head Coach.

In the absence of the Head Coach an Assistant Coach will be designated as acting Head Coach.

RESPONSIBILITIES

- Acts in a manner that is consistent with the direction established by the Head Coach.
- Assumes specific position coaching responsibility ie. Forwards, Defense or Goaltenders.
- Alternatively, specific responsibility may be assigned for special teams or specific team systems.
- Assists in the management of effective practices.
- Identifies areas of opportunity and recommend course of action to the Head Coach.
- Assists the Head Coach with team meetings and player/parent interviews.
- Reports to the Head Coach any concerns or issues regarding the well being of a player or overall team.
- Attends Association meetings in the absence of the Head Coach.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: TEAM REPRESENTATIVE

APPROVAL DATE: August 19, 2014

REVISED DATE: May 28, 2018

OVERVIEW

All Highlander Teams are required to elect a Team Representative. This is key position within the Association as it is the interface between the Teams and the Board.

As an elected Team Representative, the individual is appointed to Board and is a full voting member of the Board.

The Team Representative is the primary communication link between the Board and the Team. The Executive also communicates with the Teams through the Coach or Manager. To facilitate consistent communications it is suggested that any item brought to the Board by a Team Representative be reviewed with the Manager and/or Coach as well. In situations of a sensitive or confidential nature, the Team Representative must consult the President prior to the situation being presented to the Board.

As a member of the Board, the Team Representative assumes the responsibility of a Board Member and is required to act in the best interests of the Association.

RESPONSIBILITIES

- Presents Team issue/opportunities to the Board along with recommendations.
- Assists in resolving disputes or concerns if requested by a Parent or Team Official.
- Promotes and coordinates the completion of the Team Staff evaluation process.
- Attends all monthly Board Meetings.
- Presents a Team Report at each Monthly Meeting.
- Explains Board decisions to the Team, as required.
- Votes on matters with the best interest of the Association in mind.
- Respects the confidential nature of some situations.
- Volunteers to participate in sub committees established by the Board.
- Projects a positive attitude and promotes the Highlanders Association.

GREY BRUCE HIGHLANDERS ROLES & RESPONSIBILITIES

POSITION: TEAM TREASURER
APPROVAL DATE: May 27, 2019

OVERVIEW

The Team Treasurer is appointed by the Team and is responsible for the financial planning and accounting of the Team Finances.

Reporting to the Team Manager, this position provides oversight and approval of all financial decisions for the Team. Financial approvals and reporting must be in compliance with GBH Financial Policy. In addition, this position indirectly reports to the GBH Treasurer.

RESPONSIBILITIES

- Establish and manage the Team Bank Account. All transactions are to be authorized by the Team Treasurer and the Team Manager.
- In conjunction with the Team Manager and Coach, establish the Team Budget.
- Manage all expenses versus Budget and report to the Parents on a monthly basis.
- Submit the Team Budget to the GBH Treasurer by April 30th for the upcoming season.
- Provide an interim Financial Report to the GBH Treasurer by November 30th and a final Financial Statement by March 30th. A copy of a zero balance Bank Statement is to be submitted to the GBH Treasurer as soon as it is available at the end of the season.
- Report all sources of Team Funding (eg. Sponsorships, Fund Raising or Other) in the Financial Statement and ensure these funds are in compliance with GBH policy.
- Collects the Registration Fees and submits to the GBH Treasurer as directed.
- Manages any other miscellaneous requests from the GBH Treasurer.