



## SCHOMBERG MINOR HOCKEY LOCAL LEAGUE

### Responsibilities of the 1<sup>st</sup> Vice President and Director of Rep Hockey Operations

The 1st Vice-President / Director of Rep Hockey Operations shall:

- i) assume the duties of the President in the absence for any reason of the President;
- ii) represent the Association on the King Township Minor Hockey Board of Directors, holding such additional roles and responsibilities on the KTMHA Board as may be required pursuant to the KTMHA By-laws insofar as operation of the King Township Representative (Rep) Hockey Program may be concerned;
- iii) represent the interests of Schomberg resident players and Coaches as part of the jointly operated KTMHA Rep Hockey program, ensuring that Schomberg resident participants are receiving fair and appropriate opportunity to participate in KTMHA teams and events;
- iv) be an alternate delegate for the OMHA & YSMHL, as may be required;
- v) assist in the operation and administration of KTMHA Rep Teams;
- vi) be the liaison between the KTMHA Rep Program and the Board;
- vii) if selected as a Head Coach for any KTMHA Rep Team, vacate their responsibilities to the Second Vice President for that division only;
- viii) prepare and report to the Board on the operations of KTMHA Rep Teams at monthly meetings;
- ix) coordinate with the KTMHA Ice Scheduler to help ensure that all KTMHA Rep Teams are fairly distributed for the purposes of ice time, practices and games between the applicable arenas and communities within King Township;
- x) coordinate with the KTMHA Ice Scheduler in scheduling OMHA and League playdowns working with the Rep teams & the Ice Co-ordinator / OMHA Contact;

- xi) ensure the notice for receipt of Coach Applications is duly posted per applicable Rules of Operation and that KTMHA Coaching opportunities are well known and publicized for any SMHA resident candidates who may be interested;
- xii) ensure that each KTMHA Rep Team receives a copy of the Official Rule Book of Hockey Canada and the OMHA Manual of Operations;
- xiii) assist in the enforcement of any applicable rules, regulations, and procedures;
- xiv) inform the Referee in Chief, Chief Timekeeper, and Ice Co-ordinator of the Rep Teams requirements;
- xv) submit to the KTMHA Registrar/Administrator and KTMHA OMHA Director all Rep Team OMHA rosters by October 1st;
- xvi) be available to assist any Director requiring assistance in the completion of his or her functions;
- xvii) assist in leading and coordinating the KTMHA Representative Hockey Operations Committee and the KTMHA Coach Selection Committee, as required;
- xviii) execute any necessary contracts and documents on behalf of SMHA in accordance with section 13.1;
- xix) assist in the transition of duties to the incoming 1st Vice President;
- xx) carry out other duties as assigned by the Board, the Executive Committee, or the President;



## SCHOMBERG MINOR HOCKEY LOCAL LEAGUE

### Responsibilities of the 2<sup>nd</sup> Vice President and Director of Local League Hockey Operations

The 2nd Vice-President / Director of Local League Hockey Operations shall:

- i) oversee the complete operation of the Local League Teams;
- ii) represent the Association on the King Township Minor Hockey Board of Directors, holding such additional roles and responsibilities on the KTMHA Board as may be required pursuant to the KTMHA By-laws insofar as operation of the King Township Representative (Rep) Hockey Program may be concerned;
- iii) represent the interests of Schomberg's Local League Program as part of the jointly operated KTMHA Board, ensuring that Schomberg resident Local League players and participants are receiving fair and appropriate ice time in their home arena, and development opportunities, and that the interests of a robust Local League program are being maintained;
- iv) appoint the members of the Local League Hockey Operations Committee;
- v) be the liaison between the Local League (LL) Teams and the Board
- vi) if selected as the Head Coach of a Local League team, vacate their responsibilities to the First Vice President for that division only
- vii) prepare and report to the Board on the operations of the Local League at the monthly meetings;
- viii) be the primary delegate for the Simcoe Region Local League, attending all meetings possible and coordinating with the SMHA Secretary/Treasurer to ensure that all Local League Team fees and bonds are paid in a timely way;
- ix) coordinate with the KTMHA Ice Scheduler in the scheduling and rescheduling of all Local League games and playdowns;
- x) inform the KTMHA Referee(s) in Chief, Chief Timekeeper, and KTMHA Ice Coordinator of the Local League Team requirements;

xi) ensure that each Local League Team receives a copy of the Official Rule Book of Hockey Canada, the OMHA Manual of Operations, and Simcoe Region Minor Hockey League Rule Book;

xii) submit to the KTMHA Registrar/Administrator and KTMHA OMHA Director submit all Local League team rosters by October 15;

xiii) enforce the rules, regulations, and procedures;

xiv) chair the Local League Hockey Operations Committee;

xv) execute any necessary contracts and documents on behalf of SMHA in accordance with section 13.1;

xvi) assist in the transition of duties to the incoming 2nd Vice President;

xvii) carry out other duties as assigned by the Board, the Executive Committee, or the President.



## SCHOMBERG MINOR HOCKEY LOCAL LEAGUE

### Responsibilities of the Fundraising and Special Events Director

The Fundraising and Special Events Director shall:

- i) chair and supervise all association approved fund-raising projects and special events;
- ii) represent the Association on the King Township Minor Hockey Board of Directors, holding such additional roles and responsibilities on the KTMHA Board as may be required pursuant to the KTMHA By-laws insofar as operation of the King Township Representative Hockey Program may be concerned;
- iii) present a financial statement within fourteen (14) days after completion of fundraising projects;
- iv) actively pursue fundraising projects on behalf of the Association;
- v) organize the team pictures;
- vi) solicit team sponsors & co-ordinate with the Equipment Director;
- vii) appoint the members of the Fundraising Committee;
- viii) provide financial statements at monthly Board Meetings;
- ix) prepare and report to the Board on the finances and status of all fundraising projects at the monthly meetings;
- x) maintain records on contacts, costs etc. to be given to incoming Fundraising Director
- xi) chair the Fundraising and Sponsorship Committee;
- xii) execute any necessary contracts and documents on behalf of SMHA in accordance with section 13.1;
- xiii) assist in the transition of duties to the incoming Fundraising Director;
- xiv) carry out other duties as assigned by the Board, Executive Committee, or the President;



## SCHOMBERG MINOR HOCKEY LOCAL LEAGUE

### Responsibilities of the Chief Timekeeper and Gate Coordinator

The Chief Timekeeper /Gate Co-ordinator shall:

- i) collect the gate receipts and provide weekly statements & deposits to the Secretary-Treasurer;
- ii) schedule timekeepers for all games, playdowns, and tournaments;
- iii) conduct training of new timekeepers;
- iv) schedule gate persons for all playoff games;
- v) be responsible to organize payments to Referees & Timekeepers and provide detailed team by team reports for disbursements received from the treasurer;
- vi) prepare and report to the Board on the budget status and issues at the monthly meetings;
- vii) execute any necessary contracts and documents on behalf of SMHA in accordance with section 13.1;
- viii) assist in the transition of duties to the incoming Chief Timekeeper/Gate Co-ordinator;
- ix) carry out other duties as assigned by the Board, Executive Committee, or the President;



## SCHOMBERG MINOR HOCKEY LOCAL LEAGUE

### Responsibilities of the Tournament Director

The Tournament Director shall:

- i) organize tournaments for SMHA Local League divisions as dictated by availability of ice time and teams;
- ii) represent the Association on the King Township Minor Hockey Board of Directors, holding such additional roles and responsibilities on the KTMHA Board as may be required pursuant to the KTMHA By-laws insofar as operation of the King Township Representative Hockey Program may be concerned – including providing assistance in the organization of a KTMHA Rep Tournament;
- iii) provide a budget including income, disbursements, and sponsors;
- iv) arrange for selection and purchase of trophies & awards;
- v) provide referee, timekeeper and ice requirements to the Chief Timekeeper/Gate Co-ordinator, Referee in Chief and Ice Co-ordinator;
- vi) organize all volunteers required to operate the tournament;
- vii) keep an accurate record of all income & disbursements for each event and provide a detailed report with-in fourteen (14) days following each event;
- viii) prepare and report to the Board on the budget status and LL Tournaments at the monthly meetings;
- ix) execute any necessary contracts and documents on behalf of SMHA in accordance with section 13.1;
- x) assist in the transition of duties to the incoming Tournament Director;
- xi) carry out other duties as assigned by the Board, Executive Committee, or the President