



## North Vancouver Minor Hockey Board of Directors - Outline of Basic Responsibilities by Position

### **President**

- Member of the Executive Committee
- Preside/Chair at all meetings of the Board of Directors, General and Annual General Meetings
- Sets the annual strategic vision and plan with support from the Director of Hockey Operations and the executive
- Sets meeting agenda and based on priorities, issues action items and call for agenda items from the Secretary
- Can only vote in the event of a tie
- Represents the association at all liaison meetings (LGL, President's League, PCAHA, BC Hockey, Hockey Canada)
- Appointment of required Committees, Disciplinary Committee, Ombudsman Committee, Awards Committee, and oversees appointment of other committees as required
- Approves PCAHA tournament permission and BC Hockey Special Event Sanction Event forms for individual teams
- Leads the annual coach/manager Information Meetings

### **Vice President**

- Member of the Executive Committee
  - In the absence of the President, the Vice President shall have all the power and perform all duties of the President
  - Responsible for reviewing and updating manuals, procedures, policies for the purposes of process improvement, bringing issues and proposed solutions to the Board for discussion and decision
  - Supports the President at the Annual coach/managers meetings) agenda, handouts, presentations, guest speakers
  - Chair of Disciplinary Committee
  - Presence at Rep Tryouts, House Assessments, Tournaments and Special events
  - Supporting the scheduling and logistics for rep tryout and house assessment
  - Any other duties as assigned by the President or Board
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### **Risk Manager**

- Responsible for minimizing the risk of liability of the Organization, Board of Directors, volunteers, paid personnel, referees and the membership
- Educate the Board and members as to good risk management
- Distribute risk management educational materials
- Maintain Harassment Policy
- Oversee annual insurance contracts
- Maintains player/parent/coach Code of Conduct
- Responsible for the collection of Criminal Record Checks and Self Disclosure Statements for all NVMHA volunteers, officials, referees and board members

### **Player Advocate/Player Representative**

- Ensures fair, equitable and transparent representation for all players of the Association throughout the entire season
- Working with the Risk Manager, advocates and promotes awareness of bullying and harassment issues
- Promotes NVMHA's Harassment Policy and Player/Coach/Parent Code of Conduct
- Promotes NVMHA's policy for completion of CRC and SOS
- Promotes NVMHA's Complaint/Escalation Policy
- Addresses and resolves bullying and harassment issues that may arise throughout the season
- In conjunction with the Director of Hockey Operations, deals with issues involving coaches and /or players, parents, officials and opposing teams
- First contact for appeals during rep tryouts, ensuring the voice of the player is considered
- First contact for any concerns with respect to coach, player, officials that otherwise cannot be directly resolved
- Oversee and ensure fairness in player balancing in House Leagues and player placement in the rep program

### **Tournament Director**

- First point of contact for NVMHA relating to any hosted tournaments
  - Rep Tryout Tournament
  - Bantam Thanksgiving Tournament
  - Christmas Tournament -Atom and PeeWee
  - Initiation Tournament or Jamboree in March
- Secure BC Hockey tournament sanction numbers
- Promotes NVMHA hosted tournaments, web, email, phone, posters, programs
- Secure PCAHA tournament game numbers
- Sets individual tournament budget and plans



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**Sponsorship Director**

- Responsible for the development of the annual Sponsorship Strategy and Plan
- Phone/mail/email and face to face solicitation with sponsors for presentation of season packages
- Review annual sponsor packages
- Prospecting of new sponsors
- Reply and track all sponsor information requests
- Collect sponsor logos and deliver to webmaster
- Updates sponsor form for Harry Jerome and Karen Magnussen Arenas
- Collect and record sponsor checks for delivery to treasurer
- End of the season thank you letters to all sponsors
- Organize and prep sponsors for special events (tournaments, jamborees, skate to remember, photo day, fundraisers etc)
- Tim Horton Sponsorship Program
- Distribute promotional items for both players and coaches to H1-H4
- Obtain promotional items for tournaments such as water bottles and coffee machines
- Through the Treasurer, invoice Tim Hortons for the sponsorship program
- Ensure that the NVMHA website refers to the Initiation Division as Timbits

**Division Director**

- First line of communication for the Division
- Responsible for sending communications to players
- Assists Registrar/OHO with Pre-Season and Pre-Tryout Administration
- Present at all phases of rep tryouts
- Assists OHO with rep tryout teams and communication regarding formats, teams, conflicts, etc
- Assists with balancing of C teams
- Coordinates communications to team managers/coaches for Photo Day, Skate-A-thon or other NVMHA Events
- Works with Tournament Director to ensure opportunity given to teams to participate in NVMHA or other Association Tournaments
- Works closely with coaches and managers throughout the season to ensure:
  - i. PCAHA rules and regulations met for the season
  - ii. All game schedules are distributed and conflict games/ice rescheduled
  - iii. Conflict situations involving team/players resolved
  - iv. Skill Development to Teams