

Sarnia Hockey Association

Officers / Directors
Job Descriptions



April 2017

Sarnia Hockey Association – Officers / Directors Job Descriptions

	Officers / Directors
0.01	Chairperson
0.02	First Vice Chair
0.03	Vice Chair, Administration
0.04	Vice Chair, House League
0.05	Vice Chair, Representative Teams
0.06	Recording Secretary
0.07	Treasurer
0.08	Past Chairperson (Immediate past chair)
0.09	Development/Skills Director
0.1	Registration Director
0.11	Ice Director/Scheduler
0.12	Sponsorship Director - House League
0.13	Sponsorship Director- Representative Teams
0.14	Communications Director
0.15	Equipment Director, House League
0.16	Equipment Director, Representative Teams
0.17	Directors - House League
	.17.1 Midget/Juvenile Director
	.17.2 Bantam Director
	.17.3 Pee wee Director
	.17.4 Atom Director
	.17.5 Novice Director
	.17.6 Instructional/ Tyke Director
0.18	House League Referee Director
0.19	Director - A/AA Teams
0.2	Director - MD Representative Teams
0.21	Tournament Directors:
	21. House League Tournament Director
	21. Silver Stick Tournament Director
0.22	Photography Director
0.23	Website Director
0.24	Clinics Director
	House League Roster Administrator

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Chairperson
Purpose of Position	<p align="right">Top of Document</p> <p>The Chair shall, when present, preside at all meetings of the Association. The Chair shall supervise the affairs and operations of the Association, sign all documents requiring a signature of the Chair and have the other powers and duties from time to time prescribed by the Association or incident to the office. The Chair may serve as a non-voting member on all committees. The Chair shall vote at meetings of the Association only in the event of a tie of votes cast by the executive members.</p>
Position Overview	<ul style="list-style-type: none"> • Oversees the association and chairs all board meetings when present • The first point of contact between the parent body - Alliance Hockey of Ontario • Become the "Face" of boys minor hockey in the community • Attend all Alliance Hockey president meetings
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	1. Leadership qualities
	2. Time management skills
	3. Organizational skills
	4. Professional behaviour
	5. Communication skills
	6. Self-motivated
	7. Knowledge of SHA policies and procedures
Orientation and Training	
Position Supervision and Support	Supervision - Board
	Support - Board Members
Time Commitment	15-20 hours per week
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>April</p> <ul style="list-style-type: none"> • Host Coaches Appreciation and Awards Night • Attend Budget meeting - late April or May • Ensure Rep team tryouts are on schedule for May • Talk to all new board members to make sure they are all clear on duties and tasks • All board positions filled • Discuss with Skills Director on upcoming season/budget

Position Title	Chairperson
Activities and Responsibilities Cont'd	<p style="text-align: right;">Top of Document</p> <p>May</p> <ul style="list-style-type: none"> • Make sure registration website is set up and ready to go for June 1 • Follow up on rep tryouts • Rep jerseys set up and ready to go • Communicate with Privit - medical and concussion • Set date for SHA AGM in July • Discuss with Clinics Director for fall clinic dates and numbers <p>June</p> <ul style="list-style-type: none"> • Registration open • Make sure all rep players are paid • Monitor registration numbers and in communication with Vice Chair House League (HL) • Follow up on HL Equipment Director to have bids for jerseys • Attend Alliance AGM - first Friday/Saturday in June • Follow up on HL Sponsorship Director on numbers of teams/sponsors <p>July</p> <ul style="list-style-type: none"> • Continue to monitor number of registrants • Communicate with HL Equipment director and Vice Chair HL as to number of teams • Host SHA AGM <p>August</p> <ul style="list-style-type: none"> • Continue to monitor number of registrants • Discuss with Vice Chair HL on number of teams • Follow up with HL Equipment Director for jersey delivery <p>September</p> <ul style="list-style-type: none"> • All coaches/trainers for rep and HL have proper credentials to be on the bench and scheduled clinics • Number of HL teams finalized • Referee numbers/clinics ready to go • HL teams ready to go • Christmas Tournament Director is set up and Ice allocated • Attend Alliance Presidents meeting

Position Title	Chairperson
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <p>October</p> <ul style="list-style-type: none"> • HL season starts • Silver Stick Director - ready for January tournament? • Deal with day to day issues <p>November</p> <ul style="list-style-type: none"> • Christmas tournament on schedule? • Deal with day to day operations • Inform board of Christmas "get together" at first meeting in December <p>December</p> <ul style="list-style-type: none"> • Cancel second meeting in December unless it is necessary • Follow up on Christmas tournament • Deal with day to day operations <p>January</p> <ul style="list-style-type: none"> • Start planning for next season - SHA program, skills etc. • Silver Stick tournament ready • Attend opening night of Silver Stick tournament (puck drop) • Follow up on HL playoffs - scheduled and ready • Inform Alliance how many teams we are sending - coordinate with Vice Chair HL • Rep coach applications ready to go <p>February</p> <ul style="list-style-type: none"> • Rep coach application process happening • Rep coach interviews set up - Vice Chair Rep • Follow up with Vice Chair HL for Final Days • Work with "Year in Review" committee to get reports in • Set date for Coaches Awards and Appreciation night <p>March</p> <ul style="list-style-type: none"> • Final Days good to go? • Attend Final Days nights • Follow up and promote Coaches Awards and Appreciation night • Book meeting rooms for upcoming season through City Hall • Rep coaches election • Discuss with Treasurer a date for budget meeting

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	First Vice Chair
	Top of Document
Purpose of Position	During the absence or inability to act of the Chair, the duties may be exercised by the First Vice Chair. If the First Vice Chair exercises any of those duties or powers, the absence or inability to act of the Chair shall be presumed with reference thereto. The First Vice Chair shall chair the Board of Reference, if and when required by the Chair or the officers. The First Vice Chair shall also chair the Audit Committee and the Policy and Regulations Committee. The First Vice Chair shall also perform other duties, from time to time, as prescribed by the Association or incident to the Vice Chair's office.
Position Overview	To support the Chair of Sarnia Hockey in their day to day role. In the absence of the Chair, the First Vice Chair will act as the Chair and exercise all appropriate duties. The First Vice Chair will also perform other duties as directed by the Board, Chair or Heads of other committees.
Location	Local Arenas, Board Meetings
Skills and Qualifications	<ol style="list-style-type: none"> 1. Experience with minor hockey 2. Organized 3. Working knowledge of Robert's Rules of Order 4. Basic skills in negotiation 5. Experience with spreadsheets, budgeting and database would be an asset 6. Knowledge of SHA policies and procedure
Orientation and Training	<ol style="list-style-type: none"> 1. Must have been a Director for at least 1 two-year term 2. Read and understand SHA Bylaws and Constitution 3. Be granted access to the Hockey Canada Registry (HCR) 4. Attend the Budget Committee meeting and understand process to set registration fees 5. Chair at least 2 Board Meetings per year to become familiar with process
Position Supervision and Support	<ol style="list-style-type: none"> 1. Monthly meeting (via phone or in person) with SHA Chair to discuss current issues and initiatives 2. Will be copied on all correspondence with SHA Chair 3. Will use SHA Past Chair for assistance with issue resolution
Time Commitment	<i>Approximately</i> 10-12 hours per month.
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>May</p> <ul style="list-style-type: none"> • Assist the Budget Committee <p>June</p> <ul style="list-style-type: none"> • Assist Registrar

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	First Vice Chair
Activities and Responsibilities Cont'd	<p style="text-align: right;"><i>Top of Document</i></p> <p>August</p> <ul style="list-style-type: none">• Initiate list of players requiring Parent RIS. Also update list of current volunteers requiring Police Check or CODF <p>September</p> <ul style="list-style-type: none">• Work with Registrar & House League Vice Chair to determine the number of House League teams in each division <p>November</p> <ul style="list-style-type: none">• Identify players to be suspended due to lack of Parent RIS <p>December</p> <ul style="list-style-type: none">• Work with SHA Past Chair to identify list of volunteers to be suspended from activities until Police Check or CODF is completed.

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Vice Chair Administration
	<i>Top of Document</i>
Purpose of Position	The Vice Chair, Administration shall coordinate the work of the Directors– Development/Skills, the Ice Director, the Equipment Director–House League, the Equipment Director–Representative Teams, the Sponsorship Director–House League, the Sponsorship Director – Representative Teams and the Registration Director and be responsible for overseeing risk management issues and the establishment of policies and regulations for the Association.
Position Overview	To assist the Directors of Development/Skills, the Ice Director, the Equipment Directors (H/L & Rep), the Sponsorship Directors (H/L & Rep) and the Registration Director with all issues regarding their financial undertakings/budgets within Sarnia Hockey. Work closely with the treasurer in the application of Sarnia Hockey Finances and the establishment of the yearly budget. Responsible for overseeing all Risk Management issues as well as the establishment of Policies and regulations of Sarnia Hockey.
Location	Local Arenas, Board Meetings
Skills and Qualifications	<ol style="list-style-type: none"> 1. Experience with minor hockey 2. Organized 3. Working knowledge of Robert's Rules of Order 4. Basic skills in negotiation and understanding and applying Harassment Policies. 5. Experience with spreadsheets, budgeting and database would be an asset. 6. Knowledge of SHA policies and procedure
Orientation and Training	<ol style="list-style-type: none"> 1. Must have been a Director for at least 1 two-year term 2. Read and understand SHA Bylaws and Constitution 3. Attend the Budget Committee meeting and understand process to set registration fees
Position Supervision and Support	<ol style="list-style-type: none"> 1. Monthly meeting (via phone or in person) with SHA Chair to discuss current issues and initiatives 2. Will be copied on all correspondence with SHA Chair regarding Risk Management
Time Commitment	Approximately 6-8 hours per month.
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>May</p> <ul style="list-style-type: none"> • Assist the Budget Committee

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Vice Chair, House League
	Top of Document
Purpose of Position	The Vice Chair, House League shall coordinate the House League program in conjunction with the House League Referee Director and the Directors of the midget/juvenile, bantam, peewee, atom, novice, pre novice and initiation divisions. The Vice – Chair shall oversee the formation of House League Select teams if approved by the Association.
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	1. Working knowledge of minor hockey
	2. Organizational skills
	3. Communication skills
	4. Knowledge of SHA policies and procedure
Orientation and Training	Provided by Chairperson and other board members
Position Supervision and Support	Supervision - Chairperson
	Support provided to House League Directors
Time Commitment	On average 15 hours per month
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>Summer</p> <ul style="list-style-type: none"> • Find directors for all divisions Instructional & Tyke are 1, Novice, Atom, Peewee, Bantam and Midget <p>Pre-season</p> <ul style="list-style-type: none"> • Have a meeting with all directors to go over the objective of the season and make sure all are aware of rules and policies. Everyone is to do the same blind draft format and playoff procedures <p>September</p> <ul style="list-style-type: none"> • Make sure directors are aware of number of teams and have coaches in place. • Obtain a list of house league players per division to forward to directors so they can prepare for their drafts. • Make contact with the equipment director to verify jersey & socks are ready to go and let them know the starting date of the season <p>October - November 15</p> <ul style="list-style-type: none"> • Watch over the season try to assist in balancing of teams so everyone has a chance to be competitive. Hopefully teams are going to be set by Nov 15th

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Vice Chair, House League
	<p data-bbox="1247 239 1435 264" style="text-align: right;">Top of Document</p> <p data-bbox="565 275 719 300">November</p> <ul data-bbox="613 310 1471 552" style="list-style-type: none"><li data-bbox="613 310 1471 373">• Make sure all H/L team rosters are forwarded to the registrar. Deadline - December 1<li data-bbox="613 380 1369 443">• Order ESSO awards for novice to bantam teams <p data-bbox="662 422 776 447">January</p> <ul data-bbox="613 453 1398 552" style="list-style-type: none"><li data-bbox="613 453 1398 516">• Make sure teams are registered for House League Championship tournament with the Alliance.<li data-bbox="613 522 1073 552">• Order awards for Final Days <p data-bbox="565 594 699 619">February</p> <ul data-bbox="613 630 1458 728" style="list-style-type: none"><li data-bbox="613 630 1458 728">• Start working on final day's food & drinks. Going to need volunteers to assist in handing out food & drinks after games <p data-bbox="565 770 654 795">March</p> <ul data-bbox="613 806 997 835" style="list-style-type: none"><li data-bbox="613 806 997 835">• Co-ordinate Final Days

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Vice Chair, Representative Teams
	<i>Top of Document</i>
Purpose of Position	The Vice-Chair, Representative Teams shall coordinate the representative teams' program in conjunction with the Director - A Representative Teams, and Director - Representative MD Teams. The Vice Chair, Representative Teams shall chair the Coaches' Selection Committee.
Position Overview	To provide support & assistance to the Representative Team Directors (MD & A/AA) in monitoring SHA's representative teams
Location	Local Arenas, Board Meetings, Home, Telephone
Skills and Qualifications	<ol style="list-style-type: none"> 1. Calm individual 2. Good people skills 3. Excellent communication skills, both verbal and written 4. Decent minor hockey knowledge 5. Knowledge of SHA policies and procedures
Orientation and Training	Must have been a Representative team Director (MD & A/AA)
Position Supervision and Support	Supervision - Team Director (MD & A/AA)
	Support - Chairman & 1st Vice Chair
Time Commitment	Extensive (Varies)
Activities and Responsibilities	<p>General</p> <ul style="list-style-type: none"> • Regularly attend executive meetings • Work with the Ice Scheduler to determine team needs on a regular basis • Arrange for meeting facilities with Ice Scheduler & City • Attend monthly Alliance meetings as required & report to the SHA board as necessary • Attend Alliance Structure meeting with Ice Scheduler • Work with teams, managers, parents, & Directors <p>Spring</p> <ul style="list-style-type: none"> • Arrange Timelines for receiving coaching applications • Receive Coaching applications & schedule interviews • Assemble the Coach Selection Committee to conduct interviews • Meet with Selection Committee to discuss potential coaching selections • Present coaching selections to the SHA Board for ratification • Notify successful applicants after ratification • Work with Ice Scheduler to establish Tryout dates & times.

Position	Vice Chair, Representative Teams
Activities and Responsibilities Cont'd	<p style="text-align: right;">Top of Document</p> <ul style="list-style-type: none">• Arrange with Clinics Director the Minor Bantam mandatory Hitting Clinic• Receive & monitor Online Tryout Registrations• Prepare Tryout lists for Rep Team Directors & Head Coaches• Monitor tryouts in association with Rep Team Directors, collect tryout fees if required. Aid those not registered• Work with Treasurer to ensure all Rep players are registered & paid <p>Summer</p> <ul style="list-style-type: none">• Arrange Coaching meetings• Work directly with the MD & A/AA Director <p>Preseason</p> <ul style="list-style-type: none">• Arrange Concussion Management program• Notify teams of Concussion program• Monitor completed testing of Concussion program• Facilitate Online Health Questionnaire (PriVit)• Notify teams of outstanding deficiencies within Concussion & Health programs

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Recording Secretary
	<i>Top of Document</i>
Purpose of Position	The Recording Secretary shall attend all meetings of the Association to record all facts and minutes of those proceedings in the books kept for that purpose. The Recording Secretary shall give all notices required to be given to members and to directors and shall be the custodian of the Association of all books, papers, records, correspondence and documents belonging to the Association and shall perform the other duties from time to time as prescribed by the Association. "The financial institution where the Sarnia Hockey Association (hereafter referred to as 'the association') conducts its financial affairs will be directed to deliver to the chairperson, or his/her designate, of said Association, on a monthly basis documentation showing all current balances as at month end for the said association. A letter will be forwarded to the financial institution to this effect by the secretary"
Position Overview	To record and maintain accurate minutes of each Board Meeting.
Location	Board Meetings
Skills and Qualifications	<ol style="list-style-type: none"> 1. Good communication and written skills, 2. Basic computer skills.
Orientation and Training	
Position Supervision and Support	This position reports to the Vice-Chair of Administration.
Time Commitment	Approximately 8 hours per month with meetings and completion of Minutes.
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <ul style="list-style-type: none"> • To document a list of those present at each meeting; document the items discussed and document motions and their dispositions. • To act as a signing officer for Alliance documents. • To communicate meeting times and locations to Board Members. • To have Board policies available at each meeting.

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Treasurer
	<i>Top of Document</i>
Purpose of Position	The treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all monies in the name and to the credit of the Association in the bank or banks from time to time designated by the Association. The Treasurer shall disburse the funds of the Association under the direction of the Association, taking proper vouchers therefore and shall render to the Association, monthly, an account of all his transactions as Treasurer and of the financial position of the Association. The Treasurer shall cooperate with the Audit committee of the Association and provide such reasonable information from time to time as it may reasonable require and shall also perform such other duties from time to time as prescribed by the Association or incident to his office. The Treasurer will not be an elected director but shall be appointed by the Association for a two (2) year term as a full voting member of the Association. The Treasurer will chair the Budget Committee.
Position Overview	
Location	Board Meetings, Home
Skills and Qualifications	<ol style="list-style-type: none"> 1. Accounting skills 2. Computer skills 3. Communication skills
Orientation and Training	
Position Supervision and Support	
Time Commitment	
Activities and Responsibilities	Regularly attend executive meetings

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Past Chairperson
	<i>Top of Document</i>
Purpose of Position	The immediate Past Chairperson shall perform from time to time the duties prescribed by the Association and may perform such additional duties as may be requested by the Chair. The Past Chairperson shall serve on the Board of Reference if and when required by the Chair or the Association. The Past Chairperson shall chair the nominating committee. The Past Chair shall assist the Chair in monitoring the efficient operation of the ice hockey program. The Past Chairperson shall in the absence of the Chairperson and the Vice Chairpersons, preside at meetings of the association. The Past Chairperson shall provide Constitutional advice when required by the association executive. The Past Chairperson is a voting member on the association executive.
Position Overview	
Location	Board Meetings
Skills and Qualifications	Communication skills Must have served as Chairperson
Orientation and Training	Service as chairperson
Position Supervision and Support	Chairperson
Time Commitment	
Activities and Responsibilities	Regularly attend executive meetings

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Director of Skills/Development
Purpose of Position	<p align="right">Top of Document</p> <p>The Director of Skills/ Development shall work with the ALLIANCE to.</p> <ul style="list-style-type: none"> .01 develop a program of skills to be taught for various ages and at various levels within the Association .02 coordinate the certification of coaches and trainers for the Association and document this information as required .03 organize clinics within the Association for the development of players; .04 assist coaches in the development of practice drills and coaching systems; .05 serve as a resource person for the coaches; .06 monitor and assess coaches and their practice techniques within the Association both Representative Teams and House League .07 organize coaches' assessment for the Association
Position Overview	To improve the skills and abilities of individual players by improving the coaches and association
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	Communications and organization Hockey knowledge
Orientation and Training	Coach certifications Hockey skills seminars and clinics
Position Supervision and Support	Chair
Time Commitment	2-4 hours a week depending on time of year
Activities and Responsibilities	Regularly attend executive meetings Rep coach selection facilitator Coach mentoring Organize skills instructors Develop skills training budgets Implement new skills programs

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Registration Director
	Top of Document
Purpose of Position	<ul style="list-style-type: none"> Supervise the electronic registration of all participants in the ice hockey program Co-ordinate the computer records of the Association with the Treasurer.
Position Overview	See Activities and Responsibilities below
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	1. Working knowledge of minor hockey
	2. Organizational skills
	3. Communication skills
	3. Computer skills – Microsoft Excel
	4. Knowledge of SHA policies and procedures
Orientation and Training	On the job
Position Supervision and Support	Supervision - Chairperson
	Support - Membership
Time Commitment	8 h per month Late Spring – Late Fall 20 h per month
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <ul style="list-style-type: none"> Provide support to membership during the registration process as required <p>Spring</p> <ul style="list-style-type: none"> Reset new hockey fees & dates in Hockey Canada Registration (HCR). Set number of times a player can register to 1 <p>June</p> <ul style="list-style-type: none"> In June need to check and verify that all travel players are registered & paid Track registration Generate up-to-date registration reports to be presented at each executive meeting from when registration opens until the season commences <p>August</p> <ul style="list-style-type: none"> Generate the V/C of house league and directors are going to be interested in numbers for the different divisions. Try to keep the number of list handed out to a minimum as it can cause confusion. Forward list of names of those who volunteer via the registration module to pertinent directors Send reminders to players who have not paid registration fees

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Registration Director
Activities and Responsibilities Cont'd	<p align="right">Top of Document</p> <p>Pre-season</p> <ul style="list-style-type: none"> • Continue to track registration numbers to ensure maximum per house league division is not exceeded • Provide a list of registered & paid players so number of teams can be decided in preparation for the divisional drafts. • Conduct player transfers including gathering of required paperwork to ensure transfers are approved. <p>End of September</p> <ul style="list-style-type: none"> • Reset number times a player can register to 2. • Generate list to keep track of Atom & Novice players for participation in skills clinics. Forward to Skills Director • Make adjustments to maximum numbers to allow players to register • All players not primary to SHA need to be transferred to Sarnia by doing a share for the year. Any player that is primary to another association can play house league with a share for the year transfer. But should complete an OHF transfer with supporting document for insurance reasons. • Obtain a list of trainers from all directors to set up Privit accounts • Complete and forward registration documents required by Alliance

Position Title	Ice Director/Scheduler
Purpose of Position	<p style="text-align: right;">Top of Document</p> <p>This position reports to the Sarnia Hockey Association Board of Directors. This position may be held by a volunteer who is eligible for a honorarium to reflect services completed. In this capacity responsibilities shall be:</p> <ul style="list-style-type: none"> .01 prepare a budget annually for the Association for ice required by the Association .02 shall act as a liaison between the Association, OHF ALLIANCE Ice Schedulers and the City of Sarnia. .03 shall be the person to obtain ice on behalf of the Association. .04 shall distribute the ice to representative and house league teams. .05 shall arrange / schedule all ice for representative and house league teams' practices, games, playdowns/playoff and Association tournament contracts. .06 approve all ice billings; .07 shall approve all representative and House League referee invoices. .08 shall attend respective representative team ice scheduling meeting and/or all necessary meetings to complete the duties and responsibilities of this position.
Position Overview	<p>The Ice Scheduler position held with Sarnia Hockey Association reports directly to the Sarnia Hockey Executive Board. The qualified individual will be accountable for managing and maintaining the ice schedules for all teams and tournaments, and for ensuring schedule requests for referees are made in a timely manner.</p> <p>The ice scheduler must be available for a pre-season scheduling meeting which is held the first weekend in August in London, Ontario. The ice scheduler works closely with all teams, local referee association, City staff, Alliance Hockey Ice schedulers and executive board members.</p>

Position	Ice Director/Scheduler
	Top of Document
Position Overview	The ice scheduler must work proactively with all teams and managers for any requests for additional ice in a fair and equitable manner while adhering to general ice availability and budget constraints.
Location	Executive Meetings, Home
Skills and Qualifications	<ul style="list-style-type: none"> • Time management skills
	<ul style="list-style-type: none"> • Organizational skills
	<ul style="list-style-type: none"> • Communication skills
	<ul style="list-style-type: none"> • Self-motivated
	<ul style="list-style-type: none"> • Knowledge of SHA policies and procedures
Orientation and Training	
Position Supervision and Support	
Time Commitment	
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <ul style="list-style-type: none"> • Determination of the Sarnia Hockey Association ice requirements, cost and budget which is to be filled from the ice pool provided through the City of Sarnia. • Discuss and arrange with other Alliance Hockey Ice schedulers regular season games starting August for regular season games commencing in September in addition to November scheduling of Seeded teams and MD playoffs. • Attend Alliance Hockey ice scheduling mandatory meeting in August. • Must be available in January for scheduling playdown/off contracts with other associations within a tight time frame ensuring games are completed by the deadline. • Ensuring all Sarnia Hockey games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion. • Creation and maintenance of Sarnia Hockey ice schedule using the ice scheduling software during the hockey season.

Position	Ice Director/ Scheduler
<p>Activities and Responsibilities Cont'd</p>	<ul style="list-style-type: none"> • Reviewing of database maybe required daily or weekly depending upon the needs and game changes. • Provide the City with a weekly schedule of all games, practices, clinics, etc. that each team has • Shall arrange referees with local referee and in house associations for all exhibition, regular season, and playdown/off games. • Weekly reviews the Arbiter (referee assigning module) to ensure all games for upcoming week have referees assigned. Any discrepancies should be reported to the Referee Assignor in a timely fashion. • Work with other ice schedulers to determine cancellation of games due to weather in accordance Alliance Hockey bulletin 2013-17 Cancellation of games due to weather. Teams to be notified of decision, website updated, coordinate with opposing ice scheduler to reschedule game in a time fashion • Reconcile all monthly ice and referee invoices for payment reconciled to City/Referee permits in a timely fashion. Notifying vendor of any discrepancies. • Liaison between teams and City staff/Referee Association for purchasing of extra ice or referees on their behalf • Bill teams for extra ice purchased and/or associated referee costs for exhibition games. • Ad Hoc assignment of extra ice for practices, skill development and in-season exhibition games in a fair and equitable fashion to all divisions and teams. • Ensuring no “paid” ice goes unused. I.E. if a division / team cannot use an assigned ice-time, it should be re-assigned to a division / team that can use it. • Communicating with the hockey arena representatives as required. *

Position	Ice Director/Scheduler
Activities and Responsibilities Cont'd	<p style="text-align: right;"><i>Top of Document</i></p> <ul style="list-style-type: none">• Communicating ice requirements (preseason, regular, postseason and tryout) to the City of Sarnia for the upcoming year in April or May.• Communicate with additional arenas to secure ice if none is available through the City.• Attend monthly and ad hoc board meetings or meeting with other organizations.

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Sponsorship Director – House League Top of Document
Purpose of Position	The Sponsorship Director – House League shall oversee all contact between the Association and sponsors and in that regard shall: <ul style="list-style-type: none"> • obtain sponsors and serve as an information contact between the teams and their sponsor • be a liaison between the sponsors and the Equipment Director – House League • Assist the Treasurer in obtaining the monies from the sponsors
Position Overview	
Location	Board Meetings, Home, Local Businesses
Skills and Qualifications	<ol style="list-style-type: none"> 1. Communication skills 2. Knowledge of SHA policies and procedures
Orientation and Training	
Position Supervision and Support	Equipment Director – House League
Time Commitment	
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <ul style="list-style-type: none"> • Manage corporate sponsorships – ensure sponsor requirements are met for upcoming season e.g. complete applications, place jersey orders, etc. <p>Spring</p> <ul style="list-style-type: none"> • Solicit local businesses for returning and new house league sponsorships <ul style="list-style-type: none"> ○ Send introductory letter with description of offer <p>Pre-season</p> <ul style="list-style-type: none"> • Work with Director of House League Equipment to ensure sponsor special requests are fulfilled e.g. jersey colours, logo placement etc. • Provide sponsorship logo and artwork to house league jersey supplier • Ensure Director of House League Equipment is kept up-to-date on status of sponsorships prior to placement of house league jersey order <p>Mid-season</p> <ul style="list-style-type: none"> • Send thank you to sponsors along with team pictures <p>New</p> <ul style="list-style-type: none"> • Develop and market enhanced sponsor package for website advertising

Position Title	Sponsorship Director – Representative Teams <i>Top of Document</i>
Purpose of Position	The Sponsorship Director – Representative Teams shall oversee all contact between the Association and the corporate sponsor and in that regard shall: .01 be a liaison between the sponsor and the Equipment Director – Representative Teams; .02 assist in ascertaining the needs of the Representative Teams
Position Overview	Sponsorship- arrange for travel team sponsor(s) and liaison with them during the year
Location	Board Meetings
Skills and Qualifications	<ol style="list-style-type: none"> 1. Working knowledge of minor hockey 2. Communication skills 3. Knowledge of SHA policies and procedure
Orientation and Training	
Position Supervision and Support	Vice Chair, Administration Representative teams
Time Commitment	
Activities and Responsibilities	Regularly attend executive meeting Other duties: Audit Committee- review monthly journal entries from the Treasurer and compare to bank balances

Position Title	Equipment Director – House League
Purpose of Position	<p style="text-align: right;">Top of Document</p> <p>The Equipment Director – House League shall oversee all of the equipment of the Association’s house league and in that regard shall:</p> <ul style="list-style-type: none"> .01 prepare a budget annually for the Association for any new equipment required by the house league .02 shall obtain at least three tenders and, after the approval of the association executive shall purchase necessary equipment on behalf of the Association as approved by the Directors .03 in conjunction with the Vice – Chair – House League and the House League Directors prepare an inventory of the equipment for the Association .04 advise the directors from time to time as to the status of the equipment of the Association .05 arrange for the storage, distribution, repair and maintenance of the house league equipment of the Association
Position Overview	To oversee all of the equipment used by the Associations house league
Location	Local Arenas, Board Meetings, Home, Public Setting
Skills and Qualifications	Communication skills
	Organizational skills
	Familiarity with goalie equipment
	Computer excel spreadsheeting
	Knowledge of SHA policies and procedures
Orientation and Training	Training by previous equipment director, tour of arena and equipment rooms and storage rooms
Position Supervision and Support	Vice Chair of Administration
	HL Conveners and coaches
Time Commitment	6 hours / month
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <ul style="list-style-type: none"> • Arrange the supply, delivery and storage of House League Equipment • Provide budget information to budget team • Maintain expenses within the budget • Work with House League sponsorship director

Position Title	Equipment Director – House League
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;"><i>Top of Document</i></p> <p>December / January</p> <ul style="list-style-type: none"> • Present ideas for coach volunteer gift to board for approval. Order gifts - may include representative team order. • Order McDonald's Canada atoMc Hockey Jerseys via website www.teamsales.ca email atomchockey@teamsales.ca <p>February</p> <ul style="list-style-type: none"> • Deliver coach /volunteer gift <p>March</p> <ul style="list-style-type: none"> • Collect equipment (equipment sign out sheet sign off) • Clean out lockers to be used by lacrosse for the summer • Review condition of equipment and use storage room and /or lockers for storage of equipment. • Prepare inventory for the Association. • Provide input (expected expenditures) for budget for upcoming season. Budget includes - jerseys & socks*, crestring (logo, numbers and sponsor bar where applicable), pucks (blue for instructional, tyke and novice), Player of the game pucks for Inst, tyke and novice (consider # of games vs # of players), goalie equipment (pads, gloves, chest protectors and sticks as required - see inventory and projected number of teams).* note TimBits provided jerseys for instructional and tyke (no further crestring required), McDonalds provided atom age jerseys/socks - saber crestring required) <p>April</p> <ul style="list-style-type: none"> • Budget typically 20 to 25k. <p>May</p> <ul style="list-style-type: none"> • Prepare Coach and Manager of the Year award plaques • Order Coach and Manager of the Year award jackets.

Position Title	Equipment Director – House League
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;"><u>Top of Document</u></p> <ul style="list-style-type: none"> • Collect at least 3 tenders for jerseys, socks and cresting - select supplier. Jerseys/socks for novice, peewee, bantam and midget. Cresting only for atom jerseys (supplied by McDonalds). • Present evaluation to Vice Chair of Administration and if supported present to board for approval. See 2.01 Purchasing procedures • If approved - place order based on registration and budgetary numbers (check with board), check with sponsorship director to ensure sponsor jersey requests are met (colour / sponsor requests). Delivery date should be one week before season start • TimBits on line ordering process should be in place (check number of teams / colours and number of jerseys with convenor and board via budget) Prepare Coach and Manager of the Year award plaques. <p>June/July</p> <ul style="list-style-type: none"> • Review inventory and provide status. Order POG, pucks etc. Obtain sponsor information from director. <p>August</p> <ul style="list-style-type: none"> • Review inventory and provide status. Order POG, pucks etc. Obtain sponsor information from director. Review inventory and provide status. Order POG, pucks etc. Obtain sponsor information from director. • Prepare lockers, pucks, pylons, deliver socks and jerseys one week before start of HL season • Hand out keys (retain copy of each key) and goalie equipment. Have coached complete equipment sign out sheet, explain content of locker and expectation what equipment is expected at end of season (pucks, pylons, crates, keys and goalie equipment). • Provide team information to web master / ice director.

Position Title	Equipment Director – House League
Activities and Responsibilities Cont'd	<p style="text-align: right;"><i>Top of Document</i></p> <p>September</p> <ul style="list-style-type: none">• Order executive jackets for new members. <p>October</p> <ul style="list-style-type: none">• Work with HL coaches to ensure all team are fully equipped. <p>November</p> <ul style="list-style-type: none">• Come up with coach volunteer gift ideas - ready for January board approval.

Position	Equipment Director – Representative Teams
Position Overview	<p style="text-align: right;">Top of Document</p> <p>The Equipment Director – Representative Teams shall oversee all of the equipment of the Association’s representative teams and in that regard shall:</p> <ul style="list-style-type: none"> .01 prepare a budget annually for the Association for any new equipment required by the representative teams .02 work with the representative teams’ corporate sponsor to purchase necessary replacement items for the teams .03 in conjunction with the Vice – Chair – Representative Teams and the Representative Teams’ Directors, prepare an inventory of the equipment for the Association .04 advise the directors from time to time as to the status of the equipment of the Association .05 arrange for the storage, distribution, repair and maintenance of the representative teams’ equipment for the Association
Position Overview	To oversee all of the equipment used by the Association’s representative teams
Location	Local Arenas, Board Meetings, Home, Public Setting
Skills and Qualifications	1. Communication skills
	2. Organizational skills
	3. Knowledge of SHA policies and procedures
Orientation and Training	
Position Supervision and Support	Vice – Chair – Representative Teams & Representative Teams’ Directors (A/AA & MD)
	Representative teams
Time Commitment	
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>Mid April</p> <ul style="list-style-type: none"> • Clean out and organize team lockers for upcoming season with game pucks, medical kits coaching kits • Organize and prepare jerseys and/or pinnies for teams for tryouts this is an extended process over the month long course of tryouts to make sure first A/AA teams have what they need and then MD teams have what they need for their tryouts

Position	Equipment Director – Representative Teams
-----------------	--

[Top of Document](#)

Activities and Responsibilities Cont'd	<p>Mid-April cont'd</p> <ul style="list-style-type: none"> • At the end of tryouts get all jerseys and pinnies returned and counted and reorganized for the next season <p>May</p> <ul style="list-style-type: none"> • Decide with the board on approved team apparel and approved supplier • Figure out and present budget for upcoming season to include the purchase of: <ul style="list-style-type: none"> ○ Pucks ○ Pylons ○ Medical kits ○ Socks and Jerseys ○ Misc. items i.e. Locks, keys, pails, tags <p>May – June</p> <ul style="list-style-type: none"> • Organize all teams for fitting days as soon as tryouts are complete and teams are finalized • Check and verify individual player size selections and place jerseys and socks order with supplier <p>End of August</p> <ul style="list-style-type: none"> • Finalize any new jersey orders including any new additions to teams plus major midget team selections <p>September</p> <ul style="list-style-type: none"> • Receive jersey and socks from original order and check and verify orders are correct • Place in team lockers • Deal with any issues • Make sure all coaches and teams have all equipment they need to begin their seasons <p>October-November</p> <ul style="list-style-type: none"> • Receive and deliver +final order for major midget team jerseys and late player addition jerseys <p>September to April</p> <ul style="list-style-type: none"> • Hockey Season - assist coach's with any equipment needs throughout the season
---	---

Position	Equipment Director – Representative Teams
	<p data-bbox="1247 241 1437 268">Top of Document</p> <p data-bbox="565 275 841 310">February / March</p> <ul data-bbox="613 317 1474 457" style="list-style-type: none"><li data-bbox="613 317 1474 384">• Order pucks, medical kits etc. for following season<li data-bbox="613 390 1474 457">• Start process of collecting pricing and bids for socks and jerseys for upcoming season

Position	Directors – House League
Position Overview	<p style="text-align: right;">Top of Document</p> <p>Directors - House League (Midget/Juvenile, Bantam, Peewee, Atom, Novice, Initiation) The director of each division shall:</p> <p>.01 oversee the formation of teams within and the operation of the each House League division as well as appoint coaches for each team within the division .02 be responsible to draw up the schedule and balance the teams within the division; .03 have the authority to enforce the bylaws, Policies and Regulations of the Association and in that regard shall have the power to suspend a coach or player until the next association meeting .04 attempt to resolve any disputes regarding players, parents or team officials .05 work with the Vice Chair, House League, failing which the matter be referred to the Association</p>
Position Overview	See Activities and Responsibilities below
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	1. Knowledge of SHA policies and procedures
	2. Organizational skills
	3. Communication skills
	4. Working knowledge of minor hockey
	5. Dispute resolution
Orientation and Training	
Position Supervision and Support	Vice Chair, House League
	House League Coaches
Time Commitment	
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>Pre-season</p> <ul style="list-style-type: none"> • Become familiar with Sarnia Hockey Associations Constitution, Policies, Procedures and Regulations • Understand of responsibilities and duties of the House League Directors position.

Position	Directors – House League
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <p>September</p> <ul style="list-style-type: none"> • The number of teams per division is estimated for budgetary reasons. Any changes to the number of teams arrived at is decided by the board prior to the season start. • An estimate of the required number of teams may be arrived at by dividing the number of players registered by the maximum of 17 players per team but no less than 13 players. • Identify all volunteer bench staff; they must have the certification for coach or a trainer to qualify. There must be a coach and a trainer per team. • Identify coaches who request to work together and pair them up, unless there are not enough coaches in which case they may be placed on separate teams • All bench staff must complete the Respect in Sports Coach Module • The vice chair of house league (registrar) will do their best recruit qualified individuals to fill bench staff positions were necessary. • All volunteers must submit a valid police check (every three years) and followed up with a Criminal Offence Declaration Form (CODF) that also must be completed annually prior to Nov 30th. • Obtain list of all eligible (registered) players from the vice chair of house league and or registrar for your division • Identify any player’s special requests come time for your team selecting process. • Identify all goalies to ensure there is at least one per team. Notify the vice chair of house league to recruit additional goalies if necessary. • If possible hand out division schedule, game sheets and pucks. • Co-ordinate the delivery of jerseys with the house league equipment director before their first game and notify coaches to collect the jerseys until after player movement is done. Then and only then are the players allowed to keep the jerseys.

Position	Directors – House League
Activities and Responsibilities Cont'd	<p style="text-align: right;">Top of Document</p> <p>September - Draft Meeting</p> <ul style="list-style-type: none"> • Set up a draft meeting for coaching staff (maximum of two per team). • The rating previously assigned to each player will help in drafting teams fairly. The previous season’s director or coaches may be able to assist in providing ratings. • Provide HL Director contact information i.e. email and any contact numbers • Collect coaches contact information • Note any players request during the draft process. • A “blind” draft may be conducted – proposed procedure: • Coaches blindly pick their team number by using pieces of paper with a team number on it and placed upside down on the table and have them each pick one. The draft goes in order of team #1, #2, #3, #4, #4, #3, #2, #1 and so on until all players are drafted. • Coaches pick a player card that has the players rating, position and birth year facing up (players name & contact information is on the underside thus making it a “blind” draft). Place all the forwards (player cards) on a table first from the highest rated (older) players down to the lowest rated players (A’s to D’s category). Each coach will draft the highest available player in each round. Once the forward players are drafted then all the defensemen (player cards) are placed in the same fashion. • The goalies are picked last making these teams comparably balanced. • In the event that a coach has a son or daughter playing then their child’s player card would be facing upward to expose their name. The coach is able to pick them in their rated category (A, B, C, and D) thus making the draft as fair as possible.

Position	Directors – House League
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <p>September - Draft Meeting Cont'd</p> <ul style="list-style-type: none"> • If all coaches are satisfied with the draft, they are then allowed to trade players using the player cards. Once all movement is completed, the cards are collected by the HL director. The cards represent the team rosters. • After the draft make a sheet that includes the team number, names of the bench staff and their contact info for each team (on one sheet) and hand that out to each coach in case they need to contact each other. Keep one for your files. <p>September - Midget Tier I & Tier II</p> <ul style="list-style-type: none"> • All older players are placed in Tier 1. • More highly rated younger players can fill in places on the Tier I teams if necessary. • First year Midget players moving up from Bantam must remain in Tier 2. <p>Early Season</p> <ul style="list-style-type: none"> • Attend as many games as you can early in the season to evaluate the teams so if balancing is needed you will be able to make that decision. Again any player movement must be done before Nov 15th. • Once the teams are finally established make a copy of the players' names and phone numbers from each team (on one sheet if possible) and provide all the coaches with a copy and be sure to keep a copy for your files. • Coaches from time to time may require a goalie so you can either let them contact the goalie themselves or if you choose they will need to contact you first for approval. • Players are not allowed to play for any other team during the season unless it is for a tournament and with your approval. • A travel permit and an official team roster will be required for any team participating in a tournament.

Position	Directors – House League
	<p data-bbox="1247 239 1435 264" style="text-align: right;">Top of Document</p> <p data-bbox="565 275 922 306">Additional Information</p> <ul data-bbox="613 352 1474 1843" style="list-style-type: none">• The schedule may need to be slightly adjusted due to double header games.• To allow enough time to make hotel arrangement it will be your playoff Champions who will attend the Provincials in April. (Date T.B.A.)• The available schedule format consists of a pre-season, a regular season and a playoff season along with a final day championship game.• Game length are going to be 3 minute warm up with three 15 minute run time periods for Novice to Bantam divisions.• The Midget division is going to have one 20 minute run time with two 20 minute stop time periods.• You can designate how you want to have your game sheets collected. The shelves in the equipment room have all the divisions and are your best choice for the coaches to leave your copies (top & bottom copies of the game sheets) if you are not in attendance for the games. You must collect and keep all your copies of the game sheets for the entire season.• Always review each and every game sheet before the next scheduled games to determine if any Game Misconducts (GM), Match Penalties (MP) or Gross Misconducts (GRM) has been handed out to the player(s) or bench staff. Then refer that code to the Alliance suspension list for the number of suspended games to be served. Make a suspension sheet for your files. In the header include columns for the players name, team number, infraction code, number of games, infraction date and the date the player can return.• Keep team standings and player stats up to date at least once a week on the Sarnia Hockey Associations web site. If possible submit a game report to the local media for Sarnia Hockey Association and sponsorship exposure.

Position Title	House League Referee Director
Purpose of Position	<p style="text-align: right;">Top of Document</p> <p>The Referee Director shall oversee all aspects of referees for house league games and in that regard shall:</p> <ul style="list-style-type: none"> .01 arrange annual referee certification clinics for house league referees .02 prepare a list of qualified referees to work for the house league within the Association; .03 arrange for supervision and assessment of the house league referees and provide assistance to them .04 prepare the payment statement of referees for review by the Ice Director/Scheduler. .05 have the authority to dismiss referees .06 shall have referee qualifications .07 evaluate and recommend referees for advancement .08 recruit new participants to be qualified for refereeing house league games .09 assign referees for all house league games
Position Overview	<p>The director of officiating is responsible for all aspects of refereeing and timekeeping for Sarnia Hockey house league games (Tyke through Bantam), as well as timekeeping for all representative games and Midget house league. This involves the recruitment, training, scheduling and payment of these officials. In addition, the director of officiating handles inquiries and complaints regarding officials in Sarnia Hockey games.</p>
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	<ol style="list-style-type: none"> 1. Registered referee with Alliance Hockey 2. Knowledge of Hockey Canada Rules 3. Strong organizational skills for scheduling 4. Strong computer skills for online assigning system 5. Knowledge of spreadsheet software and payroll systems helpful for budgeting and payment processing 6. Strong interpersonal skills for dealing with the public, coaches, referee groups etc.

Position	House League Referee Director Top of Document
Orientation and Training	An overview of the online assigning system would be required. This is best accomplished through a two week training period where the incoming director of officiating could assign referees and timekeepers for all upcoming games.
Position Supervision and Support	Works closely with the Bluewater Referees' Association (who assigns referees for representative games and midget house league)
Time Commitment	Approx. 25 hours per month
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>April/May:</p> <ul style="list-style-type: none"> • Post application form for referees and timekeepers on Sarnia Hockey website <p>August:</p> <ul style="list-style-type: none"> • Review applications for referees and timekeepers • Contact Alliance and book a New Officials Clinic (typically held late September). • Book Clearwater hall for in-class clinic date and ice time for on-ice date. <p>September:</p> <ul style="list-style-type: none"> • Hold an on-ice evaluation skate and on-ice referee clinic to determine which applicants will be accepted and also satisfy Alliance on-ice requirement (coordinate with area supervisors for their participation) • Host Alliance new officials clinic • Input new referees and timekeepers into Sarnia Hockey website referee module • Deliver a timekeeping clinic • Hold start of season meeting for all referees and timekeepers one week before house league season starts • Begin assigning referees and timekeepers to games (rep hockey begins mid-September)

Position	House League Referee Director
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <p>October, November:</p> <ul style="list-style-type: none"> • Game assignments on weekly basis • Input referee and timekeeper banking information into Scotia Connect • End of month pay: create a spreadsheet to break down house league referee and timekeeper costs, as well as representative timekeeper costs (by official) • For first pay of season, include referee clinic rebates to referees who are also registered as Sarnia Hockey players • Set up direct deposit payments for each official (to be approved and submitted by treasurer). Pay is done at end of each month so money goes into recipient account around the 1st of the following month. <p>December:</p> <ul style="list-style-type: none"> • Regular assigning and payment duties as outlined in October, November • Host a mid-season meeting with referees and timekeepers to discuss any issues/concerns • Schedule referees and timekeepers for Christmas tournament games • Review rules for Christmas tournament and distribute to referees and timekeepers • Assume role of referee-in-chief for the Christmas tournament <p>January, February, March:</p> <ul style="list-style-type: none"> • Ongoing assigning and payment duties as outlined in October, November • Possible tournament duties (similar to December) for March Break tournament if applicable

Position Title	Director-A Representative Teams
<p>Purpose of Position</p>	<p style="text-align: right;">Top of Document</p> <p>This position reports to the Sarnia Hockey Association Board of Directors. This position may be held by a volunteer who is eligible to receive a honorarium to reflect services completed. The Director shall oversee the tryouts, formation and running of the Representative A/AA Teams of the Association and in that capacity shall:</p> <ul style="list-style-type: none"> .01 work with the Vice – Chair – Representative Teams and serve on the Coaches’ Selection Committee .02 be the OHF ALLIANCE A/AA Teams representative of the Association and present a report of the proceedings of monthly ALLIANCE meetings to the Association .03 co-ordinate with the other Representative Team Director, the movement of players between teams; .04 co-ordinate the proper rostering of the players and team officials with the ALLIANCE as required; .05 oversee the conduct of the players and team officials .06 ensure that game reports are submitted properly to the ALLIANCE office as required .07 ensure that the assessments of the players are collected at the appropriate times .08 work with team officials to resolve any disputes regarding the ALLIANCE A/AA Representative teams .09 have the right to suspend a coach, team official or player until the next Association meeting
<p>Position Overview</p>	<p>The A/AA Director shall oversee the operations of the A/AA rep teams for the Sarnia Hockey Association.</p>
<p>Location</p>	<p>Local Arenas, Board Meetings, Home</p>
<p>Skills and Qualifications</p>	<ul style="list-style-type: none"> 1. SHA member in good standing 2. Good people skills 3. Excellent communication skills, both verbal and written 4. Decent minor hockey knowledge 5. Knowledge of SHA policies and procedures

Position Title	Director-A Representative Teams
Orientation and Training	Top of Document
Position Supervision and Support	SHA Vice Chair - Rep teams SHA Chair A/AA Coaching Staffs
Time Commitment	4 to 6 hours per week on average (not linear thru season)
Activities and Responsibilities	<p>Regularly attend executive meetings Specific Responsibilities would include, but not be limited to:</p> <p>March</p> <ul style="list-style-type: none"> • Oversee the Coaches selection process • Working with Coaches Selection Committee to review applicants, conduct interviews and make recommendation to Board. <p>April / May</p> <ul style="list-style-type: none"> • Oversee the A/AA tryout process and help with tryout registrations. <p>Start of Season</p> <ul style="list-style-type: none"> • Participate in coaches meeting prior to start of season, to provide updates to League & Hockey Canada rules and guidelines. • Collect team official and player roster information (including alternate players) from each team and input into Hockey Canada System for approval • Review/approve team budgets handed in at beginning of season, review budget progress at beginning of calendar year and review/approve team financials at end of hockey season • Liaise with coaches ensuring that all coaches are certified accordingly for each team. • Ensure all A/AA coaches/managers have the required Hockey Canada Coach Certifications.

Position Title	Director-A Representative Teams
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <p>Season</p> <ul style="list-style-type: none"> • Monitor the progress of coaches throughout the year and bring forward reports to the board from time to time. • Shall have the authority to enforce the policies and procedures of the association as they pertain to the operation of A/AA Rep Teams. • Shall have the responsibility of representing parent’s interest and concerns to the board. • Shall assist parents, where requested, to interpret the policies and procedures of the association as they pertain to the operation of AA Rep Teams. • Keeping track of suspension assessed to A/AA coaches/players and verifying the length of suspensions with team managers to communicate back to player/coach. • In cases demanding immediate action, suspend from participation in A/AA activities, any member, player or team for any violation of the provisions of the bylaws, operating policies, rules or regulations, or any other decision of the A/AA program for improper conduct on or off the ice, or for abusive language to any of the officials, provided that the Chair/board is satisfied that the member, player, or team has committed such an infraction. • Perform such other duties as the Vice Chair or Chair may direct.

Position Title	Director-MD Representative Teams
Purpose of Position	<p style="text-align: right;">Top of Document</p> <p>This position reports to the Sarnia Hockey Association Board of Directors. This position may be held by a volunteer who is eligible to receive a honorarium to reflect services completed. The Director shall oversee the tryouts, formation and running of the Representative MD Teams of the Association and in that capacity shall:</p> <ul style="list-style-type: none"> .01 work with the Vice – Chair – Representative Teams and serve on the Coaches’ Selection Committee .02 be the OHF ALLIANCE MD Teams Representative of the Association and present a report of proceedings of monthly ALLIANCE meetings to the Association. .03 co-ordinate with the other Representative Team Director, the movement of players between teams .04 co-ordinate the proper rostering of the players and team officials with the ALLIANCE as required, .05 oversee the conduct of the players and team officials .06 ensure that game reports are submitted properly to the ALLIANCE hockey office .07 ensure that the assessments of the players are collected at the appropriate times .08 work with team officials to resolve any disputes regarding the ALLIANCE MD teams .09 have the right to suspend a coach, team official or player until the next Association meeting
Position Overview	Provide support to all coaches, parents and kids on MD teams. Provide updates to Board.
Location	Local Arenas, Board Meetings, Public Setting
Skills and Qualifications	<ul style="list-style-type: none"> 1. Minor hockey knowledge 2. Volunteer organization experience
Orientation and Training	
Position Supervision and Support	SHA Vice Chair - Rep teams, SHA Chair
	MD Coaching Staffs
Time Commitment	Must be available at all times

Position Title	Director-MD Representative Teams
Activities and Responsibilities	<p style="text-align: right;">Top of Document</p> <p>Regularly attend executive meetings Specific Responsibilities would include, but not be limited to:</p> <p>Pre-season</p> <ul style="list-style-type: none">• Sit on coaches selection committee• Attend tryouts and help with registration <p>Season Start</p> <ul style="list-style-type: none">• Attend team meeting once final roster is chosen and also any other meetings throughout the year when asked or needed.• Submit roster to Alliance Hockey <p>During Season</p> <ul style="list-style-type: none">• Send game sheets to Alliance once a week <p>Throughout the Year</p> <ul style="list-style-type: none">• Offer overall support to all people associated with SHA MD hockey

Position Title	House League Tournament Director
Purpose of Position	<p style="text-align: right;">Top of Document</p> <p>The Tournament Directors shall be responsible for the planning, organization and running of the Tournament(s) under their direction. The Tournament Directors shall have the authority to establish a committee to assist in completing these duties. The Tournament Directors shall, under the direction of the Treasurer, manage the financial aspects of the tournaments. Each Tournament Director shall submit a budget prior to the tournament and a financial statement to the Association within three months of the conclusion of the tournament.</p>
Position Overview	Manage, run and complete the annual House League Hockey tournament
Location	Local Arenas, Board Meetings
Skills and Qualifications	<ol style="list-style-type: none"> 1. Experience with minor hockey 2. Organized 3. Working knowledge of Hockey Tournament rules 4. Understanding of Scheduling 5. Experience with Excel, budgeting, email and People skills 6. Basic Advertising and marketing
Orientation and Training	<ol style="list-style-type: none"> 1. Understanding on how a tournament functions 2. Read and understand Hockey Canada rules 3. Understanding of SHA policies 4. Attend SHA meetings
Position Supervision and Support	<ol style="list-style-type: none"> 1. Report to SHA directors 2. Tournament Approval from Alliance
Time Commitment	Approximately 2-5 hours per month, Then 3-4 Full Days Dec 27,28,29,30 every year.
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>January: Reserve 4 ice pads with the city, for 7am until 10pm for Dec 27th-30th -Have Website Admin set up the new tournament for the next year</p> <p>February: Market Tournament on Tournament Websites like Alliance, Hockey now, Hockey share, etc. -Apply for Tournament approval by the Alliance - Document found on Alliance website.</p>

Position Title	House League Tournament Director
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <p>March- August: Answer all emails and calls regarding tournament.</p> <p>September: Inform all Division directors of the tournament dates.</p> <p>October: Make calls to neighbouring associations for invites to the tournament -Remind directors of tournament</p> <p>November: set registration Deadline for Nov 15th -Have all travel permits in place -Schedule set for all games by Nov 30th -Inform Ice scheduler of games -Inform Referee Director Of games -Order awards and medals - Set Volunteers for tournament -Remind directors of tournament</p> <p>December: Prepare for Gong Show -Have tape, paper, markers, pens, and access to website to update scores -Manage wins and Schedule Finals -Complete alliance Documents and send package with all games sheets to Alliance - File for expenses with Treasurer</p>

Position Title	Silver Stick Tournament Director
Purpose of Position	<p style="text-align: right;"><i>Top of Document</i></p> <p>The Tournament Directors shall be responsible for the planning, organization and running of the Tournament(s) under their direction. The Tournament Directors shall have the authority to establish a committee to assist in completing these duties. The Tournament Directors shall, under the direction of the Treasurer, manage the financial aspects of the tournaments. Each Tournament Director shall submit a budget prior to the tournament and a financial statement to the Association within three months of the conclusion of the tournament.</p>
Position Overview	
Location	
Skills and Qualifications	
Orientation and Training	
Position Supervision and Support	
Time Commitment	
Activities and Responsibilities	Regularly attend executive meetings

Position Title	Photography Director
Purpose of Position	The Photography Director shall arrange for all picture of players and teams as directed by the Board and submit recommendations for photographers for the Association Top of Document
Position Overview	Provide copies of photographs to each player registered with SHA, each team organized under the SHA name, and each sponsor as applicable for these teams.
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	<ol style="list-style-type: none"> 1. Communication skills in order to give all teams a clear understanding of their schedule. 2. Basic Excel or similar scheduling tool in order to build the photo schedule. 3. Working knowledge of how the House League and Representative Teams practice and game schedules work 4. Organizational skills are essential. For purposes of evaluating the photographer, an understanding photo composition will be an asset.
Orientation and Training	Knowledge of SHA policies and procedure Usually a previous year's schedule will present a framework upon which a current schedule can be based.
Position Supervision and Support	Director works with H/L and Rep Vice Chairs, as well as the various H/L, Rep and MD Directors to ensure all teams are kept informed regarding their schedules and resolves any conflicts. Director coordinates with the same group and the photographer to ensure the finished product is delivered to the teams.
Time Commitment	Less than 25 hours for the season
Activities and Responsibilities	Regularly attend executive meetings The Director will provide to the photographer a list players for all teams. This can be done through the registrar, or the league conveners. The Director will then utilize the team schedules from the web page, using Clearwater practice ice and/or game times to allocate one 30 minute time slot for each team to have their group and individual photographs taken. It is important for all teams to be on time for their time slot, as tardiness will affect teams following.

Position Title	Photography Director
Activities and Responsibilities Cont'd	<p style="text-align: right;">Top of Document</p> <p>Again, working closely with the photographer during this process will ensure a smooth process. The Director will then distribute the schedule to the H/L and Rep Vice Chairs, as well as the various H/L, Rep and MD Directors who will ensure each coach in their league or division is informed of the schedule and equipped with the needed order forms. If there are conflicts, the Director will work with the teams to adjust the schedule where possible, and keeping the photographer appraised of any adjustments to the schedule.</p> <p>Once the pictures are all taken, the photographer will assemble the packages per the order forms, and deliver the finished product to the teams (often delivered to their lockers or league conveners) for distribution.</p>

Sarnia Hockey Association – Officers / Directors Job Descriptions

Position Title	Website Director
	Top of Document
Purpose of Position	The Web Site Director shall be responsible for the Associations web site
Position Overview	The Website Director maintains the website and Facebook page.
Location	Board Meetings, Home
Skills and Qualifications	<ul style="list-style-type: none"> • Computer skills • Written communication skills • Minor hockey knowledge
Orientation and Training	Previous website administrator Website provider (MBSportsWeb)
Position Supervision and Support	Supervision Chairperson Support provided to all board members
Time Commitment	7-10 hours per week
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>Post information on website as required or requested Manage website (excluding ice scheduling) Provide</p> <p>Pre-season</p> <ul style="list-style-type: none"> • Grant rep team coaches and managers access to team webpages • Provide website training as required to rep teams • Provide online forms for coaching applications, tryouts, coaching applications, clinics, etc. • Provide website support as required <p>Start of Season</p> <ul style="list-style-type: none"> • Add rep team rosters to the website • Grant HL coaches access to their team pages • Provide website training as required to HL personnel • Add HL team roster to the website <p>End of Season</p> <ul style="list-style-type: none"> • Work with ice scheduler to turn over website to new season

Position Title	Clinics Director
	Top of Document
Purpose of Position	The Clinics Director shall arrange for all necessary training clinics in conjunction with the Alliance.
Position Overview	
Location	Local Arenas, Board Meetings, Home
Skills and Qualifications	
Orientation and Training	
Position Supervision and Support	
Time Commitment	
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <p>April</p> <p>Minor Bantam Pre-Tryout Body Checking Clinics must be set up before tryouts at the beginning of May.</p> <p>Contact :</p> <ol style="list-style-type: none"> 1. ALLIANCE office – Introduce yourself as the SHA Clinic Director 2. SHA Ice Scheduler – to schedule times, room, ice, location 3. SHA Website – to put a notice on Sarnia Hockey website <ul style="list-style-type: none"> • Obtain an Application/Registration form from Alliance office, to book instructors for the Pre-Tryout Body Checking clinics (have 2 clinics, back to back). Usually they will be local instructors • Contact instructors with details • Contact website administrator to put a notice on the Sarnia Hockey website • Contact rep team head coaches (A/AA and MD) to request their help in running the clinics. • Bring any other coaches along to help. It is advantageous for coaches to participate, as these boys will comprise their teams for the upcoming year.

Position Title	Clinics Director
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <ul style="list-style-type: none"> • If a player participates in the AAA clinic/tryouts, they do not need to participate in the SHA Body Checking clinic • Obtain a list of boys who participated in the AAA clinic/tryouts • All players who will try out for SHA teams at this level, must have participated in the mandatory Body Checking clinic, in order to try out <p>End of June</p> <ul style="list-style-type: none"> • Coach clinics must be established and displayed on the Sarnia Hockey website • Contact ice scheduler with prospective dates for these clinics • Once classroom and ice times are booked, contact Alliance office, to confirm dates as suitable • Appoint 2 instructors for each clinic, plus obtain Application/Registration forms from Alliance office • Fill out forms, return to Alliance office • Contact website administrator to put details for each clinic on the Sarnia Hockey website • Obtain the "Clinic Manual" from Alliance office (describes procedures for all clinics) • Check Alliance website for information on coach requirements and procedures for certification. <p>July</p> <p>Prior to the beginning of the new hockey season, obtain names and email addresses of all Rep hockey coaches that have been selected for the upcoming year</p> <p>September</p> <ol style="list-style-type: none"> 1. COACH CLINICS:NCCP DEVELOPMENT 1 (D1) CLINIC <p>D1 has been scheduled on the first weekend in September following the Labour Day weekend. This is a 2 day clinic, which precedes the start of the Rep Hockey season.</p>

Position Title	Clinics Director
Activities and Responsibilities Cont'd	<p style="text-align: right;">Top of Document</p> <p>In the Clinic Manual, a chart is provided (NCCP Certification Requirements for Coaches) which illustrates the clinic that is most suitable for whichever division/level a coach is going to coach. However, any coach at any division/level may attend this clinic. Any coaches in the SHA have their clinic costs covered. Any coach outside of the SHA (e.g., AAA, OMHA, London, etc.) must pay the clinic fee. You need to be aware of coach affiliation.</p> <p>PROCEDURE IN BOOKING</p> <p>Contact ice scheduler with a request to schedule 2 days for the D1 clinic, on both a Saturday and a Sunday. A room is needed, for both days (e.g., Upper Hall, Clearwater Arena), from 8:00 a.m. - 5:00 p.m. On the second day, ice time is needed for 2 hours, e.g. from 1:00 - 3:00 p.m.</p> <p>When dates, times, room, ice, location are established, contact Alliance office at the ALLIANCE office, to obtain an Application/Registration form, fill out, return to Tyler, who will ok the details and will schedule 2 instructors for the clinic. Contact the 2 instructors with the details.</p> <p>Next, provide Website administrator with details of the clinic, to be put on the Sarnia Hockey website. Alliance office will also put this information on the ALLIANCE Hockey website. An online registration form may be used to register coaches participating.</p> <p>Once you have received registration information confirm with coaches that they are registered, plus date, times, location. Also confirm, for non-SHA coaches, that the fee is due upon arrival at the clinic (or you may rather collect the fee ahead of time – your choice). Issue receipts to non-SHA coaches, so they may obtain reimbursement from their centres.</p>

Position Title	Clinics Director
Activities and Responsibilities Cont'd	<p style="text-align: right;"><i>Top of Document</i></p> <p>ONE WEEK BEFORE CLINIC, close your registration. Submit order form for clinic materials (form found in Clinic Manual) to Alliance office at ALLIANCE office, by email or fax. Materials will be delivered to you prior to clinic date.</p> <p>ON THE DAY BEFORE CLINIC, visit arena and check that room is booked for you. Discuss set-up of room and number of participants expected. A large screen TV, HDMI chord, and extension cord are available for use. Obtain key for SHA storage room from Chairperson, Chair of SHA, prior to clinic date. Storage room is near skate sharpening booth and Referees dressing room. Have staff show you how to work the elevator. Set TV up for instructors.</p> <p>ON DAY 1 OF CLINIC, arrive early for set-up of your materials. Coaches collect all necessary materials upon arrival. Have a list of coaches who registered, and check off names as they arrive. Collect any fees to be paid by non-SHA coaches (cash or check – no credit card machine available), and issue a receipt.</p> <p>You are also responsible for beverages and snacks and coffee (get a coffeemaker, milk, sugar, cups, stir-sticks, napkins, and have ready), pop and water, cookies, granola bars, etc. Get Tim Horton’s donuts for first break, both days of clinic. Coaches and instructors are responsible for their own lunch.</p> <p>Clean up at end of day. Check with Arena Staff to see if everything can be left as is, and room can be locked up for the night.</p> <p>Any coaches in the SHA have their clinic costs covered. Any coach outside of the SHA (e.g., AAA, OMHA, London, etc.) must pay the clinic fee. You need to be aware of coach affiliation.</p>

Position Title	Clinics Director
Activities and Responsibilities Cont'd	<p style="text-align: right;"><i>Top of Document</i></p> <p>PROCEDURE IN BOOKING Contact Ice scheduler to schedule a 1 day clinic, on either Saturday or Sunday. A room is needed (e.g., Upper Hall, Clearwater Arena) from 8:00 a.m. – 3:00 p.m. A 90 minute ice time is needed, e.g. from 1:00 – 2:30 p.m.</p> <p>When date, times, room, ice, location are established, contact Alliance office at the ALLIANCE office, obtain an Application/Registration form, fill out, return to Alliance office, who will schedule 2 instructors for the clinic. Contact the instructors with the details.</p> <p>Provide Website administrator with details of the clinic, to be put on the Sarnia Hockey website. Alliance office will also put this information on the ALLIANCE Hockey website. There is also a registration form on the Sarnia Hockey website, which gets forwarded to you, once a coach has signed up for a clinic.</p> <p>Keep track of names, division/level, and email addresses. Confirm with coaches that they are registered, plus date, times, location. Also, fees from non-SHA coaches are due upon arrival at clinic. Issue receipts to non-SHA coaches, for reimbursement purposes.</p> <p>PRE-REQUISITE FOR CLINIC The Coach Level certification is completed in 2 parts. PART 1 A coach registers for the clinic. There is an online course which must be completed as a pre-requisite to being allowed to attend the clinic portion of the certification.</p>

Position Title	Clinics Director
<p>Activities and Responsibilities Cont'd</p>	<p style="text-align: right;">Top of Document</p> <p>The online course is called the Hockey University Module. The program is sent to the Clinic Director by Alliance office at the Alliance office. The program is then sent on to the coaches that register for this certification. There is an online fee to complete this program. Coaches can be reimbursed this fee by submitting their receipt to their centre. SHA coaches submit to the SHA Treasurer.</p> <p>Keep track of the coaches' names and their division/level that they will be coaching. Have the coaches notify you when they have completed the course.</p> <p>PART 2 A clinic is scheduled at the arena, on a Saturday or Sunday. It consists of a class portion followed by an ice portion. This ice portion is for the coaches in the clinic. (No team has to be arranged to take part.) Coaches must print their certificate of completion from the online program. They present this at the scheduled clinic in order to gain access to the clinic.</p> <p>Example Schedule Class 8:00 a.m. – 12:00 noon Lunch 12:00 – 1:00 p.m. Clinic Director must provide the lunch for this clinic. Ice 1:00 – 2:30 p.m. Follow – up, back in class</p> <p>ONE WEEK BEFORE CLINIC, close your registration. Submit order form for clinic materials (form found in Clinic Manual) to Alliance office at ALLIANCE office, by email or fax. You must also submit a list of names of the coaches registered for the clinic. Alliance office will let you know, through the week before the clinic, which of these coaches have/haven't completed the online program. Materials for the clinic will be delivered to you prior to clinic date.</p>

Position Title	Clinics Director
Activities and Responsibilities Cont'd	At the next regular SHA meeting, request a \$150 payment from Treasurer to cover instructor's fee for facilitating the clinic. <i>Top of Document</i>

Position Title	House League Roster Administrator Top of Document
Purpose of Position	To input all house league rosters into the Hockey Canada Registry
Location	Board Meetings, Home
Skills and Qualifications	Typing skills Computer skills
Orientation and Training	Need to be trained by the current Administrator or the Alliance.
Position Supervision and Support	Alliance Office staff
Time Commitment	November-March
Activities and Responsibilities	<p>Regularly attend executive meetings</p> <ul style="list-style-type: none"> • Inputting all house league rosters into the Hockey Canada Registry. • Updating all information required from the Alliance in regards to RMF's, previous playing history, updated addresses, coaches' certificates up to date. • Making sure teams are provided with their approved rosters.