

Article 1 - Duties of the President

The President is responsible for the day-to-day general management and supervision of the affairs and operations of the TMHA. The President shall:

- 1.1 Preside over all **executive**, board and general meetings.
- 1.2 Act as ex-officio on all committees established by the Board except the Discipline committee.
- 1.3 Chair the appeals committee.
- 1.4 Act as the official representative & public spokesperson of the Association.
- 1.5 Act as a general liaison to the Recreation Department.
- 1.6 Attend all Norman Regional Minor Hockey Association (NRMHA) meetings and Hockey Manitoba meetings as required.
- 1.7 Have a general oversight of the affairs of the TMHA...
 - a. Give direction to all directors and ensure that they are enforcing and adhering to TMHA policies and procedures.
 - b. Liaise with the Executive, Directors and Committees, ensuring that the business of the TMHA is conducted in a prudent, organized and efficient manner.
- 1.8 Be familiar with the terms and provisions of the Constitution and By-Laws of the TMHA and identify needs for revision or change.
- 1.9 Be familiar with the By-Laws and Regulations of Hockey Manitoba.
- ~~1.10 Have control over the TMHA mailbox at the Post Office; get TMHA mail on a regular basis and forward mail to the appropriate individuals within the TMHA. **Move to Executive Director**~~
- ~~1.11 Receive all contact inquiries from the TMHA Website. **Move to Executive Director**~~
- ~~1.12 Prepare an agenda for each meeting of the TMHA and ensure that all Board members have a copy of the agenda prior to each meeting. **Set up agendas for Board and Executive meetings.**~~
- 1.13 Co-sign all cheques, for payment of authorized accounts and bills, which have been prepared and assigned by the Treasurer.
- 1.14 Call General Meetings of the TMHA in accordance with Article 11 of the Constitution; ensure agendas are prepared and a proper record or proceedings is maintained.
- 1.15 Provide a written annual report at the AGM.
- 1.16 At the organizational meeting of the new Board of Directors following the Annual General Meeting, ensure that Directors are familiar with their roles.
- 1.17 Responsible to ensure a full slate of Board of Directors is in place.
- 1.18 Perform other duties as required.

Article 2 - Duties of the Past President

The Immediate Past President is responsible to ensure continuity on all matters to the TMHA, which special attention to administration.

- 2.1 Assume duties and responsibilities as delegated by the President from time to time.
- 2.2 Sit on Committees as required, as determined by the President.
- 2.3 From time to time, duties as delegated by the Board.
- 2.4 Chair the Nominating Committee.

Advisory capacity to the Executive.

Article 3 - Duties of the Vice-President Administration

The VP Administration is responsible for all administrative matters relating to the TMHA with the assistance of the Treasurer, the Fundraising Director, **the Publicity Director** and the Tournament Director. Responsibilities include, but are not limited to:

- 3.1 Ensure updates and corrections are made to all Policies and Procedures Manuals and other TMHA documents such as Guidelines, etc.
- 3.2 Reviews the TMHA administrative procedures for relevance and preparing or presenting new issues to the Board of Directors.
- 3.3 Monitors the activities of the Treasurer, including reviewing various financial statements, reports and the annual budget.
- 3.4 Along with the Treasurer, act as a signing authority for the TMHA's banking matters.
- 3.5 Ensure that the Managers Packages are updated and ready to go by the first Managers meeting.
- 3.6 Attend all Managers meetings which are chaired by the Fundraising Director.
- ~~3.7 Responsible to establish and maintain the Marketing Program. **Move to Publicity Director**~~
- 3.8 Chair the Discipline Committee if the VP Technical is in conflict of interest.
- 3.9 In the absence or incapacitation of the President, the VP Administration is the first in line to temporarily perform the duties of the President.

Article 4 - Duties of the Vice-President Technical

The Vice President Technical is responsible for overseeing the technical aspects of the TMHA Coaching and Officiating programs, Player Development and assists the Tournament Director. Responsibilities include, but are not limited to:

- 4.1 Oversee the (5) Program Directors including the Female Director.
- 4.2 Help to ensure continuity between the house leagues.
- 4.3 Monitor the activities of the On-Ice Officials Director.
- 4.4 Responsible for the Coaching Program...
 - a. Chair all Coaches meetings.
 - b. Ensure that the Coaches Packages are updated and ready to go by the first Coaches meeting.
 - c. Ensure that all Coaches are certified (including criminal record checks).
 - d. May attend initial Representative Team meetings with parent/players to confirm team goals and agreements on how team will be coached for the season, including tournaments, team functions and practices.
 - e. Monitor the Representative Coaches' Yearly Plans along with mid-year follow-ups.
 - f. Monitor the progress of all Coaches throughout the year and bring forward reports to the Board from time to time.
 - ~~g. Liaise with the Recreation Department in organizing coaches clinics. **Move to Hockey Development**~~
 - h. Chair the Representative Coaching Selection Process (see Guidelines for Job Description).
- 4.5 Chair Committees established to deal with technical and developmental matters.
- 4.6 Chair the Discipline Committee unless there is a conflict of interest.
- 4.7 In the absence or incapacitation of the President and the VP Administration, the VP Technical is the next in line to temporarily perform the duties of the President.

**Along with the Treasurer, act as a signing authority for the TMHA's banking matters.
Chair the coaching selection committee.**

Article 5 - Duties of the Treasurer

The Treasurer is responsible for all financial aspects relating to the payment of bills and tracking of revenues and expenses and **is responsible to** ~~work with~~ the VP Administration. The Treasurer shall:

- 5.1 Be a signing authority, along with the President, Vice-President Administration, **and Vice-President Technical** for the TMHA's banking matters.
- 5.2 Keep full and accurate records of all deposits, receipts and disbursements of the finances in proper accounting books.
- 5.3 Deposit all funds to the credit of the TMHA in the financial institution designated by the Board of Directors and pay all approved bills and accounts of the TMHA when due.
- 5.4 Ensure that the Association's financial and fundraising policies are properly followed.
- 5.5 Advise on all financial matters.
- 5.6 Provide the Board with a monthly financial statement, along with a written account of all financial transactions.
- 5.7 Prepare an annual budget of revenues **(including recommendation of registration fees)** and expenditures of the TMHA for the ensuing year and present it to the Board for approval **prior to the AGM.** ~~and subsequent to Board approval, present the budget for approval at the AGM.~~
- 5.8 Present an annual financial statement at the AGM.
- 5.9 The Treasurer must have accounting knowledge and background.
- 5.10 Perform other duties as assigned by the President.

Make payments by cheque, the signing officers of for each cheque being in all cases a minimum of two of the four.

Article 6 - Duties of the Secretary

The Secretary shall attend and record minutes for all Board, General meetings and other meetings as required and is responsible for:

- 6.1 Prepare minutes of the proceedings at all meetings of the TMHA, circulate copies of same to all Board Members ~~within (1) week of said~~ **prior to the next board** meeting.
- 6.2 ~~Post minutes on the TMHA bulletin board in the Arena lobby within (1) week of approval.~~ **Move to Executive Director**
- 6.3 Maintain the minute book for the TMHA ensuring that copies of all minutes and other relevant documentation are retained therein.
- 6.4 ~~Maintain a listing of Board of Directors and Coaches/Managers, and ensure that this listing is posted on the TMHA bulletin board at all times. In addition, provide the listing to all board members, including the Website Administrator.~~ **Move to Executive Director**
- 6.5 ~~Convey all secretarial service requests to the Recreation Department.~~
- 6.6 ~~Have necessary correspondence typed and circulated as required.~~
- 6.7 Perform other duties as assigned by the President.

Responsible to the President

Article 7 - Duties of the Registrar *Move to Executive Director*

- 7.1 ~~Responsible for coordinating the registration of all players wishing to play under the jurisdiction of the TMHA; and~~
 - a. ~~ensure that registrations required by Manitoba Hockey are completed for all players, coaches, managers and trainers and in time for the NRMHA and Hockey Manitoba deadlines; and~~
 - b. ~~ensure that players are properly released from other associations prior to registering them.~~
- 7.2 ~~In conjunction with the Treasurer, communicate the registration fee to be charged for the various divisions, and bring forward a proposed fee schedule for approval by the Board.~~
- 7.3 ~~In conjunction with the VP Administration ensures the Yearly Registration packages are up to date.~~
- 7.4 ~~In conjunction with the Publicity Director, arrange for advertising to the general public of registration dates.~~

- ~~7.5 Maintain accurate records of registration by age category and division, and provide a detailed list of registered players by division and updated changes to the appropriate Program Directors and the President.~~
- ~~7.6 Work with all coaches and managers to help with their rosters, keeping them up to date with additions and deletions and getting them a copy of all rosters and changes.~~
- ~~7.7 Attend NRMHA's Registration meetings as required.~~

Article 8 - Duties of the Publicity Director (Sponsorship, Awards & Wind-Ups)

- 8.1 ~~Coordinate all advertising and news releases for the Newspaper, radio and TMHA website. **Move to Executive Director**~~
- 8.2 Responsible to compile the statistics of all five leagues and providing them to the Program Directors. **Move to Executive Director**
- 8.3 Responsible for the General upkeep of the TMHA Website (known as the Website Administrator). **Move to Executive Director**
- 8.4 Responsible for organizing the Skills Competition during Minor Hockey Week.
- 8.5 Responsible for organizing the annual banquet/wind-ups, **as per Banquet/Windup Guidelines.**

Responsible for all Corporate Sponsors.

Responsible for purchasing and collecting all Trophies.

Responsible for Trophy case.

Responsible for organizing all house league team photos, including delivery of team pictures to respective team sponsors.

Responsible to the Vice-President Administration

Article 9 - Duties of the Ice Operations Director

- 9.1 In advance of each hockey season identify anticipated ice time requirements.
- 9.2 Be responsible to secure the ice time from the City of Thompson for each hockey season and any extra weekday mornings.
- 9.3 Act as a direct liaison with the City's Recreation Department.
- 9.4 Develop an efficient, equitable allocation of ice time amongst TMHA teams for practices and league games.
- 9.5 Develop an efficient, equitable allocation of vacant or spare ice time striving to ensure that each team gets their fair share, using a rotational format.
- 9.6 Coordinate all Representative teams' exhibition games.
- 9.7 Ensure that the ice allocation schedule is available to the Board, the teams, the Recreation Department and posted on the TMHA website.
- 9.8 ~~Maintains records of ice time used by Minor Hockey and how it was used.~~
- 9.9 Authenticate ice-time invoices for the Treasurer.
- 9.10 ~~Responsible for the upkeep of their area on the TMHA Website.~~

Article 10 - Duties of the On-Ice Officials Coordinator

- 10.1 Responsible for the appointment of referees for all the TMHA league games, exhibition games and tournament games.
- 10.2 Act as liaison between the TMHA and the NRMHA in all matters concerning game officials.
- 10.3 Maintain a list of referees, their addresses, phone numbers and certification levels.
- 10.4 Carry out the Association's policies relating to officiating.
- 10.5 Liaise with the Recreation Department in organizing officiating clinics.
- 10.6 Set up and supervise an evaluation system as well as carry out assessments of all TMHA referees, linesmen and minor officials as may be required.

- 10.7 Endeavour to maintain a high and uniform level of officiating by all TMHA officials for all games played within the Association.
- 10.8 Maintain a long-range plan to development and sustain TMHA officials.
- 10.9 Keep accurate records of games officiated and payment of officials and ensure that Game Sheets are placed in the appropriate drop-off point.
- 10.10 Recommend to the Board, remuneration for officials.
- 10.11 ~~Responsible for the upkeep of their Area on the TMHA Website.~~

Responsible to the Vice-President Technical

Article 11 - Duties of the Hockey Development Coordinator

- 11.1 To offer the opportunity to all TMHA players to develop individual as well as team skills. This would include on ice and off ice sessions.
- 11.2 To offer guidance to TMHA coaches when they need assistance or advice. This would include helping with on ice and off ice sessions, if asked. Help coaches develop a yearly plan or practice plan.
- 11.3 ~~Responsible for the upkeep of their Area on the TMHA Website.~~

**Liaise with the Recreation Department in organizing coaches clinics.
Responsible to the Vice-President Technical**

Article 12 - Duties of the Equipment Manager

- 12.1 Ensure that all players have sweaters and goalie equipment (Novice & Atom level only) as required.
- 12.2 Be responsible for purchasing, maintaining an inventory record, cleaning and repairing of all equipment belonging to the TMHA.
- 12.3 Establish and maintain a record of equipment provided to each team.
- 12.4 Bring forward budgets for equipment requirements and, in conjunction with the Treasurer, ensure that adequate funds are budgeted for this purpose.
- 12.5 Whenever practically possible, use local suppliers for equipment requirements.
- 12.6 At the end of each hockey season ensure that all equipment belonging to the TMHA is returned and safely stored.

Responsible to the Vice-President Technical

Article 13 - Duties of the Fundraising Coordinator

- 13.1 In conjunction with the Vice-President Administration helps in ensuring that the Managers Packages are updated and ready to go by the first Managers meeting.
- 13.2 Chair all Managers meetings. ~~along with the Vice-President Administration.~~
- 13.3 Monitors the fundraising and spending of all Representative teams on an Individual basis.
- 13.4 Ensures team budgets are in order.
- 13.5 Distributes financial/fundraising reports that are required to be completed on a timely basis to the team managers.
- 13.6 Meets with the team managers to review the requirements of the various financial reports.
- 13.7 ~~Responsible for the upkeep of their Area on the TMHA Website.~~

**Responsible for collecting the bus requests from Grey Goose and submit a proposed bus allocation for the teams (based on availability) to the board for ratification
Responsible to the Vice-President Administration**

Article 14 - Duties of the Program Directors (Pre-Novice, Novice, Atom, Peewee, Bantam, Midget)

- 14.1 Responsible to the Vice-President Technical for the operation of their program.
- 14.2 Responsible for all teams in their particular division.
- 14.3 Recruits house league coaches.
- 14.4 Distributes a copy of the TMHA Operations and Coaches/Managers manuals and other information deemed necessary to each Coach as these materials are available.
- 14.5 In conjunction with respective coaches, co-ordinate the team placements of all players during the evaluation process at the beginning of each hockey season, having due regard for the skill and ability level of all players, **as per Team Selection Policy.**
- 14.6 Convenes the team balancing meeting(s).
- 14.7 Monitors the progress of teams throughout the season bringing reports forward to the Board ~~on a~~ **monthly basis as required.**
- 14.8 In conjunction with the Vice-President Technical, ensure that all recruited coaches are certified accordingly for each team.
- 14.9 In conjunction with the Registrar, ensure that all players are duly registered before participating in the TMHA programs.
- 14.10 Responsible for their league scheduling of games and practices; taking into consideration that all teams get equal number of games. ~~and all house league travel.~~ (There should be one schedule prior to the Christmas break and one after.)
- 14.11 Ensure that all games start on time.
- 14.12 Responsible for establishing any "Traveling Teams" **as per the Operations Manual Policies.**
- 14.13 In conjunction with the Tournament Director, assists in any tournament that is hosted in their division.
- 14.14 Monitors the Association's policies relating to House League play.
- 14.15 The Program Directors shall have input on all disputes provided he or she is without conflict with respect to the dispute in question.
- 14.16 Unless otherwise precluded from doing so, the Program Directors shall sit on the Discipline Committee struck to deal with any matters pertaining to that division.
- 14.17 Ensures that the Registrar is kept up-to-date with any team roster changes, including team officials; so that all players traveling are eligible to play.
- 14.18 Notify the Ice Coordinator and the Equipment Director of team needs.
- 14.19 ~~Responsible for the upkeep of their Program Area on the TMHA Website.~~

Article 15 - Duties of the Female Director

- 15.1 Responsible for the overall management and monitoring of female hockey **as per Operations Policies.**
- 15.2 ~~Establish female teams when players available.~~
- 15.3 ~~Monitors the Association's policies relating to Female Hockey.~~
- 15.4 ~~Responsible for the upkeep of their Program Area on the TMHA Website.~~

Responsible to the Vice-President Technical
Responsible for female hockey players in all age groups
Responsible for the promotion of female hockey
In conjunction with the Hockey Development Director, assists in the organizing/hosting of female clinics.

Article 16 - Duties of the Tournament Director

- 16.1 Have general oversight for the coordination and conducting of all tournaments.

- 16.2 In conjunction with the Vice-President Administration, maintain the Tournament guidelines (excluding the Munn Cup), keeping in mind the uniqueness of each division.
- 16.3 Early in each hockey season, and in conjunction with the Ice Director, ensure that tournament ice times are properly blocked off on the ice schedule.
- 16.4 Assess the merits of, and bring forward recommendations to the Board regarding, opportunities to host Provincial Tournaments.
- 16.5 Tournament specific responsibilities:
 - a. Provide Tournament Chairs with Guidelines Manual and assistance when required.
 - b. Attend the initial meeting with the respective teams involved.
 - c. Responsible for the management and issuance of tournament sanction permits.
- 16.6 Ensure all medals are ordered specific to each tournament format.
- 16.7 Responsible to send (by bus and prepaid) all tournament game sheets to NRMHA's Director by the Monday following each tournament.
- 16.8 Ensure all Trophies are engraved upon completion of all tournaments.
- 16.9 ~~Responsible for the upkeep of the Tournament area on the TMHA Website, except for the Munn Cup.~~

Responsible to the Vice-President Administration

Article 17 - Duties of the Munn Cup Coordinator

- 17.1 Responsible to chair and coordinate Munn Cup Tournament as per Munn Cup Policies & Procedures.
- 17.2 Provide progress reports to TMHA on a regular basis.
- 17.3 ~~Responsible for the upkeep of the Munn Cup area on the TMHA Website.~~