

President

Overview: Accountable to the membership at large with the following duties;

- The President is overall responsible for the effective leadership and management of the FMHA.
- The President coordinates the work of the Executive Committee.
- The President represents the FMHA within the community.
- As the chief executive officer of the FMHA, the President signs all major documents.
- The President is the primary point of contact with the community and other outside agencies on all matters of significance affecting the FMHA.
- The President presides at all meetings of the Executive Committee, and all general meetings of the FMHA.
- The President sets the agenda for meetings of the Executive Committee, and all general meetings of the FMHA.
- The President is responsible to ensure the duties of all members of the Executive Committee are discharged properly.
- The President shall be an ex-officio member of all committees.
- The President shall cause all complaints and expressions of concerns to be investigated.

Time Line	Responsibilities/Duties
April – March	<ul style="list-style-type: none"> • Chair all FMHA meetings • Review all monthly bulletins/correspondence from governing bodies (OMHA, OHF, HC), ensure info is distributed as appropriate • Assist or provide any support for submission of all Applications (ie Centre Category Appeal), Reconciliations (ie Player Insurance), ensuring requirements and deadlines are achieved • Assume any roles/tasks of any vacant position or reassign • Support all executive positions, providing leadership and guidance • Respond to membership inquires or direct to appropriate Executive member • Maintain established relationships with neighboring centres • Ensures any actions of the executive adheres to FMHA policies and procedures
April	<ul style="list-style-type: none"> • Meet with executive, ensure understanding of roles/responsibilities, brainstorm initiatives for upcoming season, apply lessons learned from previous season
May	<ul style="list-style-type: none"> • Review OMHA AGM notices of motion and inform Executive of any proposed changes to OMHA Regulations, receive consensus on FMHA support or opposition, register FMHA delegates • Assist in preparation and submit for re-categorization appeal to OMHA (if applicable)
June	<ul style="list-style-type: none"> • Attend OMHA AGM or ensure FMHA representation if deemed necessary
July	<ul style="list-style-type: none"> • Ensure upcoming season initiatives are on track, adjust or reassign tasks/responsibilities as necessary
August	<ul style="list-style-type: none"> • Assist coach coordinator in recruitment of volunteers
September	<ul style="list-style-type: none"> • Assist with Rep Tryouts as required • Submit applications to external bursary programs on behalf of FMHA applicants • Review bursary applications and bring forward for Executive approval • Support treasurer in collecting membership fees and upholding policy of no pay no play • Master schedule finalized for practice rotation and game time requirements and confirmed against budget
October	<ul style="list-style-type: none"> • Assist Coach Coordinator in evaluations and assigning players/volunteers to HL/LL teams as required • Support Coach Coordinator in reassignment of players to balance teams • Attend FMHA Coaches meeting
November	<ul style="list-style-type: none"> • Assist OMHA Contact in review of rep team progress, and assist in compiling information for submission of Re-categorization request if appropriate.
December	
January	
February	<ul style="list-style-type: none"> • Review and confirm all tasks are assigned to ensure a successful final day
March	<ul style="list-style-type: none"> • Work with Treasurer/Registrar to establish budget for upcoming year and set registration rates and rep fees for next season for board approval • Set AGM date and prepare AGM presentation • Assist in the selection of award recipients, contact recipient families, liaise with award presenters and provide presentation information.

Vice President

Overview: Works closely with the President, understudies the President.

- First point of contact for legal matters and complaints
- Assists in the coordination of the work of the Executive Committee.
- The Vice President represents the FMHA within the community.
- First point of contact for disciplinary issues and similar serious allegations of misconduct.
- The Vice President shall be an ex-officio member of all committees.
- Work closely with the Development Coordinator / Coach Coordinator in managing all hockey operations within FMHA.
- Collect and act on feedback from parents, players, and officials
- Attend meetings of the FMHA Executive.

April - March	<ul style="list-style-type: none"> • Attend FMHA meetings • Provides support and backfill for any FMHA executive positions • Support harassment coordinator on disciplinary action • Ensures any actions of the executive adheres to FMHA policies and procedures • Stands in for presidential duties when required • Coordinates and oversees a subcommittee for any FMHA initiatives for upcoming season (tournaments, banquets, volunteer appreciation dance, etc.) • Set dates with Executive for tournaments and recruit Tournament Coordinator(s)
May	
June	
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	

Immediate Past President

Reports directly to the President.

- Ensures long-term continuity of Principles, Policy and Direction.
- Provides background to current policies and plans.
- Mentors incoming executives.
- Ad-hoc duties as required.
- Attend meetings of the FMHA Executive.

April – March	<ul style="list-style-type: none">• Mentor executive members and transfer knowledge history• Backfill and assist wherever required
May	
June	
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	

Secretary

Overview: Works closely with the President.

- Oversees all routine administration and correspondence on behalf of the Association.
- Maintains contact lists and distribution lists.
- Co-ordinates monthly executive meetings
- Prepares agendas, maintains minutes and action item lists.
- Co-ordinates annual general meetings.
- Maintain the Constitution including all by-laws in force.
- Maintain the FMHA Hockey Rules and Regulations
- Responsible for all record-keeping functions.
- Attend meetings of the FMHA Executive.

Timelines	Responsibilities/Duties
April - April	<ul style="list-style-type: none">• Distribute agenda and minutes• Book meeting space• Record and maintain meeting minutes for all FMHA meetings including AGM• Provide approved minutes to Community Relations for inclusion on FMHA website• Assist Treasurer in signing cheques for approved payments• Prepare and record AGM sign in sheets and ballots for elections and assist in distribution and counting of ballots• Provide support/assistance to other roles throughout the season (i.e., rep tryouts, house evaluations, final day, etc.)
April	<ul style="list-style-type: none">• Complete (at FMHA meeting) and submit OMHA Centre Registration Form• Prepare list of Directors and provide to Treasurer

Treasurer

Overview: Works closely with the President, with the following financial responsibilities:

- Maintain full and accurate accounts of all receipts and disbursements of the Association in proper books of account in a matter that is consistent with Association policy and recommendations of the Auditor and the President.
- Deposit all moneys or other valuable effects in the name and to the credit of the Association in such bank or banks as may from time to time be designated by members.
- Produce financial reports as required for the President and the Board of Directors.
- Prepare budgets as required and advise the executive of any budgetary concerns or unsupportable spending trends.
- Prepare and send cheques for invoices and other Association expenses in a timely manner.
- Reconcile bank accounts and prepare other documents as required by the Auditor to complete the annual review.
- Attend meetings of the FMHA Executive.

April - March	<ul style="list-style-type: none"> • Attend FMHA meetings • Prepare and present financial reports for monthly meetings • Maintain and update annual budget • Tracking of OMHA payments and reimbursements • Payment of approved equipment purchases • Maintain and record bursary account (expenses and collections) • Responsible for association incorporation (reporting board of directors etc.) • Provide financial statements, listing of Directors and budget to the Township and City for Nevada and Bingo license applications • Coordinate receipt of Nevada and Bingo proceeds to FHMA for ice bill coverage • Communicate list of Bingos to Fundraising and Community relations coordinator/webmaster • Maintaining the fee schedule in HCR • Liaise with Optimal Payments and HCR regarding any system issues relating to the assignment of payments to members accounts
October - March	<ul style="list-style-type: none"> • Responsible for payment of ice and official reconciled payments • Responsible for player refunds and approved official reimbursements • Coordinate with the Registrar to identify qualifying families, and assignment of credit to third child discount eligible families • Coordinate with the Registrar and Coach Coordinator reimbursements for eligible coach/trainer certifications
April	<ul style="list-style-type: none"> • Responsible to prepare and deliver financial results at the AGM • Coordinate signatories for upcoming season with financial institution
May	<ul style="list-style-type: none"> • Payment and coordination of directors insurance
June	
July	
August	
September	<ul style="list-style-type: none"> • Report and collect any outstanding membership fees
October	
November	<ul style="list-style-type: none"> • Supply Registrar with invoice for player insurance
December	
January	
February	
March	<ul style="list-style-type: none"> • Assist in preparation of upcoming season budgets/forecasts

OMHA Representative

Overview: Works closely with the President, Vice President and Ice Scheduler

- FMHA liaison to the OMHA and the Eastern Ontario Minor Hockey League
- Assists Development Coordinator with competitive coach and team selection processes
- Advises the Executive Committee on OMHA activities and rules and regulations pertaining to FMHA members and officials.
- Ensures all teams, team officials' and members, comply with all OMHA rules and regulations
- Attends FMHA coaching meetings throughout the season to advise of OMHA rules and regulations
- First point of contact for FMHA officials for clarification or questions on OMHA rules and regulations
- Attend meetings of the FMHA Executive.
- Attends monthly meeting of the EOMHL.

April – March	<ul style="list-style-type: none"> • Attend FMHA monthly meetings • Attend monthly EOMHL meetings • Distribute OMHA Centre Mailings to executive for further distribution • Attend EOMHL AGM • Report and attain approval for exhibition games, travel permits • Prepare, authorize and distribute Travel permits , AP Forms, Tournament Letters upon request • Track and report suspensions, verify suspension term in notification to coach
Oct – Mar	<ul style="list-style-type: none"> • Recording scores / standings on OMHA/EOMHL website • Submit REP gamesheets to OMHA Convenor weekly • Attend FMHA Coaches meeting
May	<ul style="list-style-type: none"> • Verify, prepare and distribute NRPs and PTS forms, 3.5s • Assist in preparation for re-categorization appeal to OMHA (if applicable)
June	<ul style="list-style-type: none"> • Attend OMHA AGM (if deemed necessary)
July	
August	<ul style="list-style-type: none"> • Verify, prepare and distribute NRPs and PTS forms, 3.5s (midget)
September	<ul style="list-style-type: none"> • Forward queries to confirm player eligibility (try outs, registration) to Registrar
October	<ul style="list-style-type: none"> • Assist in REP league scheduling (black out dates, etc).
November	
December	
January	<ul style="list-style-type: none"> • Assist Scheduler with REP playdown scheduling (black out dates, etc)
February	<ul style="list-style-type: none"> • Assist Scheduler with REP second season scheduling (black out dates, etc)
March	
April	<ul style="list-style-type: none"> • Verify, prepare and distribute NRPs and PTS forms, 3.5s

Referee in Chief

Overview: Reports to the President

- Principle point of contact regarding Referee's officiating within the FMHA.
- Responsible for all assignment of FMHA House League, Local League and Representative League games.
- Investigates complaints involving referees/players/spectators on behalf of the FMHA.

April – March	<ul style="list-style-type: none"> • Attend FMHA meetings • Recruit officials • Coordinate assessments for promotion of officials • Mentor all officials • Responds to inquiries • Action complaints • Provide webmaster with clinics and information for promotion
October - March	<ul style="list-style-type: none"> • Assigning officials for all FMHA home games • Reconcile payments for treasurer's action
May	
June	
July	
August	
September	<ul style="list-style-type: none"> • Coordinate an on ice official clinic including booking of ice with scheduler • Trains timekeepers
October	<ul style="list-style-type: none"> • Attend FMHA Coaches meeting • Conduct official meeting
November	
December	
January	
February	
March	
April	

Registration Coordinator

Overview: Works closely with the President, Vice-President, Development and Coach Coordinators

- Responsible for all aspects of registration
- Produces registration forms and protocols
- Resolves all issues of status relating to player registration
- Solicits volunteers as needed to help with registration tasks.
- Tracks player information in a database and reports frequently to executive, and others as requested.
- Provides player registration data and documentation for municipalities as required.
- Maintains privacy of personal information provided to the association.
- Attend meetings of the FMHA Executive.

April - March	<ul style="list-style-type: none"> • Communicate deadlines to appropriate Executive members (i.e. roster addition to coach coordinator, affiliated player deadline, etc.) • Work with teams (coaches/trainers) to finalize bench staff for roster approval, resubmitting rosters for approval as required
April – August	<ul style="list-style-type: none"> • Responding to registration questions, providing support to members (receipts)
October – March	<ul style="list-style-type: none"> • Maintain teams (players / coaches) on FMHA website (additions/deletions) • Maintaining approved rosters (additions/deletions/approvals) • Maintain contact information (HCR and FMHA website) • Assist with registration of clinics (powerskating, checking, etc.)
April	<ul style="list-style-type: none"> • Complete Team Registration in HCR for upcoming season • Complete Team Reconciliation Form for Treasurer’s action (payment)
May	<ul style="list-style-type: none"> • Assist in preparation for re-categorization appeal to OMHA (if applicable)
June	
July	
August	<ul style="list-style-type: none"> • Provide clinic registration report to Development coordinator
<ul style="list-style-type: none"> • September 	<ul style="list-style-type: none"> • Assist in the completion of and submit and attain approval for new members (player transfers (ie 3.5 letters, residential transfers) • Coordinate with IP/TYKE Coordinator to collect and upload birth certificates for all new members in HCR • Provide reports and updates for clinic registration to Development coordinator • Assist in rep tryouts (verify eligibility, payment, registration status) • Rep team rosters (prepare, submit, attain approval) prior to season start • Provide REP team list to Webmaster for set up on FMHA website • Coordinate and assist officials (coaches/trainers) in attaining HCR eligibility for FMHA programs (crossover process, liaise with OMHA, etc.)
October	<ul style="list-style-type: none"> • Assist in player evaluations (verify eligibility, payment, registration status) • Houseleague rosters (prepare, submit, attain approval) prior to season start • Provide membership reports and assist in assigning players to teams • Provide HL/LL team lists to Webmaster for set up on FMHA website • Attend FMHA Coaches meeting • Roster select team rosters
November	<ul style="list-style-type: none"> • Prepare OMHA Team Reconciliation Form for Treasurer’s action (refund if applicable)
December	<ul style="list-style-type: none"> • Prepare OMHA Duplication of Insurance for Treasurer’s action • Prepare OMHA Player Insurance Reconciliation for Treasurer’s action
January	
February	
March	<ul style="list-style-type: none"> • Provide registration stats to assist with budgeting for upcoming season • Provide geographical registration report to arena board • Set up and launch online registration for upcoming season (system setup, dates) • Provide registration details to Community Relations Coordinator (dates, costs, etc.) Provide Coach Coordinator certification report (Coach/Trainer)

Ice Scheduler

Works closely with the President, ICHL Coordinator and OMHA Representative

- Principal point of contact for the FMHA on matters of ice allocation with the Manager of the Frontenac Arena and any other organization that provides ice time to FMHA.
- Coordinates activities with the Development Coordinator / Coach Coordinator
- Responsible for acquiring ice for:
 - Pre-season September (Tryouts)
 - Regular Season October to March
 - Tournaments
 - Coaches Clinics
 - Hockey Schools
 - Power Skating
- Responsible for returning ice to Ice provider, when ice cannot be utilized.
- Provide Practice and Game Schedule for all House League Teams within FMHA.
- Provide Practice Schedule and home game ice for all Competitive and Local League teams.
- Accountable for fair allocation of ice time for all FMHA members
- Review invoices from Ice Providers for accuracy with the Treasurer.
- Provide schedule to Referee in Chief and Timekeeper Scheduler for all House League, Local League and regularly scheduled Competitive team games.
- Liaison with any other organizations and leagues regarding FMHA ice allocation
- Attend meetings of the FMHA Executive.

April – March	<ul style="list-style-type: none"> • Attend FMHA meetings
October – March	<ul style="list-style-type: none"> • Maintain schedule (changes/additions/deletions)
June	
July	
August	
September	<ul style="list-style-type: none"> • Schedule Tryouts, Clinics etc as provided by Coach Coordinator/Development Coordinator • Liaise with neighboring centers ice availability for over flow requirements (additional rep practices etc.)
October	<ul style="list-style-type: none"> • Provide ice times to ICHL coaches for scheduling • Schedule recurring practices for all teams practices for season • Upload ICHL Schedules, work with ICHL coordinator to identify any conflicts, etc. • Upload EOMHL Schedules, work with OMHA Centre Contact to identify any conflicts, etc. • Create Tyke/IP season schedule (internal) • Attend FMHA Coaches meeting • Schedule roster select tryouts • Provide ice times for roster select scheduling (games/practices)
November	
December	
January	<ul style="list-style-type: none"> • Provide OMHA Centre Contact ice times for playdown scheduling
February	<ul style="list-style-type: none"> • Provide OMHA Centre Contact ice times for second season REP • Provide ICHL Coordinator with ice times for ICHL playoffs
March	
April	

Equipment Coordinator

Overview:

- Responsible for purchase and acquisition of approved purchases relating to uniforms and equipment.
- Controls and monitors the use of all FMHA equipment.
- Responsible for the distribution (season start) and retrieval (season end) of all FMHA equipment from players and officials.
- Maintains inventory and provides recommendation on equipment required
- Attend meetings of the FMHA Executive.

April – March	<ul style="list-style-type: none"> • Attend FMHA Meetings • Maintain/build relationships with suppliers
May	
June	
July	
August	
October – March	<ul style="list-style-type: none"> • Respond to any equipment needs/inquires
September	<ul style="list-style-type: none"> • Distribute jerseys/equipment to REP teams • Order any additional equipment (jerseys) based on new info (additional teams, etc.) • Coordinate and make available jerseys for REP tryouts including retrieval when complete • Sock order for rep teams
October	<ul style="list-style-type: none"> • Coordinate and make available jerseys for HL/LL evaluations including retrieval when complete • Distribute jerseys/equipment (pucks, first aid kits, etc.) to house league teams • Attend FMHA Coaches meeting
November	
December	
January	
February	<ul style="list-style-type: none"> • Coordinate and place order for medals/trophies/award plaques, etc.
March	<ul style="list-style-type: none"> • Rental/pick up/drop off of final day equipment (spot light) • Responsible for collection of all team jerseys • Record inventory and equipment needs for upcoming season, attain board approval, place order
April	

Harassment Coordinator

Overview: Reports directly to the President

- To provide policy advice to the FMHA Executive concerning the implementation of the Harassment Policy
- Responsible for coordinating the screening requirements (police check) for all internal (ie. Coaches) and external (ie. Power skating instructor) volunteers
- Actively promote the priorities (providing a safe, welcoming and inclusive environment for our players, officials, coaches, families and spectators) of the Harassment Policy
- interacts with the players, coaches, trainers, administrators, parents, on-ice and off ice officials, other volunteers (managers), spectators and arena management and employees through the promotion of FMHA codes of conduct
- Report all complaints received to the President
- Conduct investigation and interviews of the lodged complaint
- Present findings and recommendations to the board
- Contact external agencies (ie. Police, Children's Aid Society, OMHA, etc.) if the event that a complaint involves activity or behaviour that warrants outside intervention.
- Attend meetings of the FMHA Executive.

April – March	<ul style="list-style-type: none"> • Attend FMHA Meetings
October – march	<ul style="list-style-type: none"> • Respond to any complaints/issues, conduct investigations, etc., presents findings and recommendations for action in keeping with FMHA policies/procedures
May	
June	
July	
August	
September	<ul style="list-style-type: none"> • CPIC communications/collection for all FMHA volunteers
October	<ul style="list-style-type: none"> • Distribute Code of Conduct to membership • Attend FMHA Coaches meeting
November	
December	
January	
February	
March	
April	

Fundraising

Overview:

- Responsible for coordination of all fundraising initiatives within the Association,
 - Association initiatives (such as chocolate sales, etc)
 - Approve team initiatives
- Maintain records of fundraising activities as required by the Treasurer
- Attend meetings of the FMHA Executive.

April - March	<ul style="list-style-type: none"> • Attend FMHA meetings • Solicit association sponsorships and bursary donations • Build/maintain sponsorship relations • Respond to team inquiries on fundraising initiatives/policies • Assist in centre fundraising initiatives (tournaments, final day, etc.) • Liaise with BINGO coordinator to promote centre • Provide Webmaster with Bingo dates for website promotion
May	
June	<ul style="list-style-type: none"> • Consider attendance at OMHA AGM
July	
August	
September	<ul style="list-style-type: none"> • Place chocolate bar order • Present fundraising plan with projections for upcoming season
October	<ul style="list-style-type: none"> • Coordinate delivery and distribution of chocolate bars • Attend FMHA Coaches meeting • Coordinate and plan FMHA apparel for display and purchase
November	
December	<ul style="list-style-type: none"> • Distribution of clothing orders
January	
February	
March	<ul style="list-style-type: none"> • Solicit donation of food/beverage for AGM
April	

Development Coordinator

Works closely with the President, Vice President, Coach Coordinator:

- Recommends and coordinates development programs for House League, Competitive teams and local league teams
- Responsible for the planning and managing of development programs for players and coaches;
- Attends FMHA coaching meetings throughout the season to promote and organize development initiatives
- Coordinates development activities with the Ice Scheduler.
- Responsible for the competitive coaching selection process including applications and members for the Coach Selection Committee
- Directs the tryout process for competitive teams
- Preserves and upholds the Mission and By-laws, Coaches Code of Ethics and the Coaches Code of Conduct within the FMHA.
- Monitors the quality of Coaching and instruction – ensuring that ‘on ice instruction’ is certified and legal and in keeping with development goals
- Promotes development of coaches within FMHA for potential progression to the next coaching level.
- Attends meetings of the FMHA Executive.

April – March	<ul style="list-style-type: none"> • Monitor sources of development (OMHA website, etc) for developmental opportunities for players and coaches (clinics, seminars, mentoring programs, etc.) and share with appropriate member(s) • Book/confirm Clinic Instructors, provide contracts to FMHA Directors • Respond to coach inquiries • Mentor coaches (practice drills etc.)
May	<ul style="list-style-type: none"> • Assist in preparation for re-categorization appeal to OMHA (if applicable)
June	
July	
August	<ul style="list-style-type: none"> • Work with Ice Scheduler to schedule development programs ice needs (booking clinics, etc.)
September	
October	<ul style="list-style-type: none"> • Attend FMHA Coaches meeting • Meet with IP/Tyke volunteers to educate and promote IP development program
November	
December	
January	
February	
March	<ul style="list-style-type: none"> • Prepare development programs for upcoming season for Executive approval • Provide initiative details (costs/clinics) to Registrar for inclusion in online registration • Provide initiative details (costs/clinics) to CR/Webmaster for promotion • Coordinate Rep Coach Applications/Interviews with assistance from coach coordinator
April	

Coach Coordinator

Overview: Works closely with the President, Vice President, Development Coordinator:

- Organizing and conducting FMHA coaching meetings throughout the season at set intervals. Separate meetings for each category (House League, Local League and Competitive).
- Organizes the coaching selection process including applications and members for the Coach Selection Committee for house and local leagues.
- Oversees the activities of all team officials (Coaches, Trainers, Managers and other Staff) within the FMHA.
- Assists in recruitment/appointment of division convenors (house and local leagues);
- Arranges for members of the Players evaluation selection process for house and local leagues;
- Assists in player placement on house and local league teams
- Having a pulse on the certification activity throughout Eastern Ontario for Coach, Trainer and Speak Out clinics;
- Manage assessment and Evaluation of all the Head Coaches and their assistants;
- Maintains a Team Officials/Certification Log for the Association - noting certification of the Coaches, Assistant Coaches and Trainers;
- Attend meetings of the FMHA Executive.

April - March	<ul style="list-style-type: none"> • Attend meetings of the FMHA Executive • Recruit new volunteers • Respond to coach inquiries • Mentor coaches (practice drills etc.)
May	
June – Aug	<ul style="list-style-type: none"> • Communicate and follow up with coaches/trainers requiring recertification
July	
August	
September	<ul style="list-style-type: none"> • Plan, schedule, coordinate HL/LL Player Evaluations (evaluators, schedule, on ice volunteers, etc.) •
October	<ul style="list-style-type: none"> • Organize and chair Coaches meeting • Distribution of players and officials (coaches/trainers) to teams (initial placement) • Finalization of teams (player movement for balancing) • Provide Registrar with team lists (Initial and final) • Roster select team planning (teams and officials) including tryouts
November	
December	
January	
February	<ul style="list-style-type: none"> • Coordinate Player Evaluations (distribution/collection) • Coordinate Coach Evaluations (distribution/collection)
March	<ul style="list-style-type: none"> • Communicate expiration dates to Coaches/Trainers requiring recertification to ensure eligibility for upcoming season • Assist Development Coordinator with the coordination of Rep Coach Applications/Interviews • Coordinate Rep Coach Impartial Selection Panel with Development Coordinator
April	<ul style="list-style-type: none"> • Plan volunteer requirements for upcoming season

Inter-City Coordinator

Overview: Works closely with the President, Coach Coordinator and Ice Scheduler.

- Liaison between FMHA and Intercity executive
- Represents FMHA at all Inter-City meetings.
- Distribute, file and maintain league rules and meeting minutes.
- Coordinates the activities of all coaching staff within their league.
- Attend meetings of the FMHA Executive.

April - March	<ul style="list-style-type: none"> • Attend ICHL meetings • Attend FMHA meetings
October - March	<ul style="list-style-type: none"> • Submit game sheets weekly to OMHA ICHL convenor • Report/record/track ICHL suspensions • Report ICHL information/updates
May	
June	
July	
August	
September	
October	<ul style="list-style-type: none"> • Attend FMHA Coaches meeting • Coordinate/communicate ICHL scheduling with coaches • Recruit/assign divisional convenors for FMHA divisions
November	
December	
January	
February	<ul style="list-style-type: none"> • Coordinate/communicate ICHL playoff scheduling
March	<ul style="list-style-type: none"> • Work with ICHL board final day preparations
April	

Community Relations Coordinator/Webmaster

Overview: Works closely with the Officers and Executive Committee as required.

- Preparing and submitting advertisements, articles and Press Releases to newspapers, TV and radio as appropriate
- Produce FMHA Newsletters
- Coordination of website material
- Coordinate the submission of team articles to the media
- With the help of a committee, coordinate and prepare publicity materials for events involving the FMHA (i.e. tournaments, fundraising events, special appearances etc)
- Attend meetings of the FMHA Executive.

April - March	<ul style="list-style-type: none"> • Attend FMHA meetings • Respond to website inquiries, provide instruction etc. • Solicit website advertising • Submit team stories to external sources (ie newspapers, OMHA website, etc.)
October - March	<ul style="list-style-type: none"> • Monthly newsletters • Website updates, articles etc. • Assist in promoting FMHA tournaments • Provide media contacts to rep teams for weekly stat publishing (ie Kingston Whig Standard)
May	<ul style="list-style-type: none"> • Promote September clinics, tryouts and evaluations
June	<ul style="list-style-type: none"> • Promote September clinics, tryouts and evaluations
July	<ul style="list-style-type: none"> • Promote September clinics, tryouts and evaluations Advertisements in local media regarding registration
August	<ul style="list-style-type: none"> • Promote September clinics, tryouts and evaluations
September	<ul style="list-style-type: none"> • Promote IP/Tyke program with local schools
October	<ul style="list-style-type: none"> • Attend FMHA Coaches meeting • Coordinate and provide instruction for team website access to coaches • Book photographer for team/individual pictures, coordinate schedule of pictures with ice scheduler/coach coordinator/IPTyke coordinator
November	
December	<ul style="list-style-type: none"> • Coordinate distribution of photos with coach coordinator/IPTyke coordinator
January	
February	<ul style="list-style-type: none"> • Submit our program information for inclusion in South Frontenac recreation guide (Sharbot Lake – North Frontenac)
March	<ul style="list-style-type: none"> • Assist in preparation of AGM presentation
April	

IP/Tyke Coordinator

Timeline	Duties and Responsibilities
August – September	<ul style="list-style-type: none"> • Become familiar with IP/TYKE development program (OMHA Website) • Liaise with Registrar number of children registered for tyke/ip program in preparation for season start. • Liaise with Coach Coordinator to identify volunteers interested in assisting with the season as coaches.
September	<ul style="list-style-type: none"> • Assist with Evaluation day for IP/TYKE • Create INITIAL groupings of players with assistance from Coach Coordinator and IP/TYKE coach volunteers. • Direct coaches to Coach Coordinator to register for upcoming clinics. • Recruit volunteers for season, through emails and in-person asks. • Communicate with all parents through website email server system (access and instruction to be provided by Webmaster) to include welcome to parents and players, need for volunteers on ice, equipment needs for players, ie neck guard, mouth card, proper helmet. • In coordination with FMH Coach Coordinator, arrange for season start meeting with coach volunteers re: plan for season, long term player development, requirements to be on the ice, requirements for bench staff on rosters • Liaise with FMH Registrar the birth certificates outstanding and rostering of teams, liaise with FMH Coach Coordinator coach volunteer clinic reimbursements through emails to parents and in person. • Communicate with parents through website email server what INITIAL team their child is to placed on and direct them to the schedule on the website to see game and practice schedules. • Coordinate with FMH Equipment Manager the distribution to team coaches – pucks, pylons, water bottles, goalie equipment, game and practice jerseys.
November	<ul style="list-style-type: none"> • Organize players into balanced teams to be on approved Rosters for league/tournament play • Attend November ICHL meeting to assist with scheduling of Tyke games between other centres. • Liaise with FMH ice scheduler for scheduling games (December – March)
Throughout season	<ul style="list-style-type: none"> • Monitor and promote long term player development program – on ice drills, stations, etc. • Coordinate approval from FMA OMHA Representative for tyke teams attending tournaments, securing travel permits, exhibition games, etc. • Attend FMHA monthly meetings, provide updates, bring up any concerns • Request parents submit game and practice pictures for use in newsletters/website • Communicate with parents through website email as needed to share information from coaches, FMA Board, etc. • Provide Registrar with updates or changes to rosters as needed. • Seek assistance from a first year parent to mentor them in the role (succession plan)
October	<ul style="list-style-type: none"> • Assist with Photo Day for division, communicating with parents, etc. Communicate and give out photos, etc., once they arrive back to arena to players.
November	<ul style="list-style-type: none"> • Secure a volunteer Santa to go out on the ice with teams prior to Christmas, hand out candy canes.
February	<ul style="list-style-type: none"> • Confirm medal requirements to Equipment Coordinator for order placement through Tim Hortons • Assist in final day preparation for IP/Tyke division
Final Day	<ul style="list-style-type: none"> • Assist with player announcements at game time on final day. • Assist with handing out medals and certificates for final day. • Assist with collection of jerseys and equipment and give to Equipment Manager.
	<ul style="list-style-type: none"> • ENJOY YOUR SUMMER!!!! PS If this is your last year in the tyke program, ensure that throughout the season you have found a parent to take over for the next season!!!!