

FRONTENAC MINOR HOCKEY ASSOCIATION

Terms of Reference – Executive Committee

This document defines the role and responsibilities for each Executive Committee Member in the Frontenac Minor Hockey Association:

President:

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.

Vice-President:

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.

Secretary:

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.

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Treasurer:

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 manner 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.

Registration Coordinator:

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

- 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.

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.

OMHA Representative:

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.

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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.

Coach Coordinator

Works closely with the President, Vice President, Coach 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.

Community Relations Coordinator:

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 (2 per year)
- 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.

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Ice Scheduler

Works closely with the President and the Treasurer

- 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.

Fundraising Coordinator:

Works closely with the President and Treasurer

- 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.

Equipment Coordinator:

Works closely with the Vice-President

- 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.

Local League Coordinator:

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.

Harassment Coordinator:

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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 finds 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.

Referee in Chief:

Reports to the Vice-President but has direct access to the President as required.

- 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.