

# Board of Directors

## Roles and Responsibilities

(The below descriptions were provided by previous board of directors. Each positions roles and responsibilities may change over time or because of a vote by the Board of Directors)

### **VOTING MEMBERS:**

#### **1. President:**

The President of West London Minor Hockey is required to attend the bi-annual Alliance meetings, monthly GLHA and monthly West London meetings. The President is the conduit between West London and the Greater London Hockey Association and Alliance Hockey. The President is responsible for facilitating all board meetings and is only required to vote if the board of directors is tied after a vote. The President deals with all disciplinary matters with Alliance Hockey, submissions for reviews or complaints and attends all Alliance Disciplinary or Maltreatment Meetings. The President is responsible for reviewing all expenses, financial statements and is required to approve all expenditures prior to payment. The President sits on various West London committees including, but not limited to: Financial Committee, Disciplinary Committee, Maltreatment Committee, Tournament Committee and GLHA Diversity committee. The President deals with all complaints that are escalated beyond the convenors or assigned by Alliance Hockey for review.

#### **2. VP Competitive:**

As the VP this role involves stepping in when the president cannot attend GLHA, Alliance and other organization meetings. When the president can not chair the West board meeting those duties fall to the VP. The VP will sit on subcommittees such as the Budget, Disciplinary, Tournament, Maltreatment, and the H/R-Complaints committee. The VP role takes the lead on the BB/MD seeded hockey league and those duties include but are not limited to: organization of the coach's applications; selection of coaches; assistance throughout the year with those teams; team budgets; rosters; communication of league or board information; and any support those coaches need. Throughout the year it is the responsibility of the VP-Competitive to ensure fair play and recognize when the board needs to step in to intervene in situations with teams, parents, and players.

#### **3. VP House League / House League Select Convenor:**

VP House League/Select oversees all HL players, coaches, and bench staff, with a focus on U10 to U18 House League Select Teams. The VP of House League will also assist Senior and Junior House League Convenors with their roles and responsibilities, act as the point of contact with the Community House League – GLHA and attend all Community House League Meetings (every 3<sup>rd</sup> Tuesday of each month). The VP will continue to update all coaches with any updates from Alliance, GLHA, and the West London board. This could include extra player training sessions, external sponsorships and continually updating HL registration lists as BB player tryout cuts and late HL registrations occur.

The VP drafts and disseminates communications with House League Coaches once teams are balanced and rosters are finalized. The VP conducts a House League Coaches' meeting at the beginning of the year to ensure all coaches understand roster setup/submission, travel permits, tournaments, team fees/budgets, equipment/jerseys and their roles and responsibilities as members of West London Minor Hockey.

The VP works with the equipment director to ensure all West hockey jerseys and equipment is returned in a timely fashion from all HL teams.

#### **4. Senior House League Convenor (U13+above):**

The Senior HL Convenor focuses on U13 to U21 House League Teams. They review player registration lists and manage all players and coaches lists per age group to ensure each team at each age group has a similar number of players, with great emphasis on number of goalies per team/age group. They organize all prep skates and eval skates in September and communicate the player groups to the parents with dates/times and are responsible for recruiting on ice volunteers to run the prep skates. They reach out to all registered volunteers to ensure we have adequate coaching and bench staff for all HL teams, which include attending the evaluation skates to report on the skills of each HL player to make balanced teams during a draft process. They work directly with the equipment director to ensure all HL teams receive all jerseys and equipment to begin their season.

Once teams are made, they ensure the teams are balanced after their 2-3 balancing games and make any player adjustments as needed and communicate with the coaches and parents to ensure this process is a smooth transition if teams need to trade players to balance teams. They assist the VP of House League with hosting the preseason mandatory Community House League meeting for all House League Head Coaches.

#### **5. Junior House League Convenor (U12-below):**

The Junior HL Convenor focuses on the U8 to U12 House League Teams. They review player registration lists and manage all players and coaches lists per age group to ensure each team at each age group has a similar number of players, with great emphasis on number of goalies per team/age group. They organize all prep skates and eval skates in

September and communicate the player groups to the parents with dates/times and are responsible for recruiting on ice volunteers to run the prep skates. They reach out to all registered volunteers to ensure we have adequate coaching and bench staff for all HL teams, which include attending the evaluation skates to report on the skills of each HL player to make balanced teams during a draft process. They work directly with the equipment director to ensure all HL teams receive all jerseys and equipment to begin their season.

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**6. IP Director #1 and IP Director #2:**

Two individuals oversee the running the IP Under 7 Program for West London from start of season (September) through conclusion of the season (April). The Directors plan and organize with West Scheduler the prep skates and evaluation skates for all players to ensure teams and divisions are selected with a balanced competition approach. They build a season long calendar for practices and games including the end of season Fun Fest tournament and organize external community events with London Knights as part of their youth program.

They share and communicate practice plans with all "Ice Captains" and coaches to ensure development focus during the season. They manage all IP equipment and jersey/sock requirements with the Equipment Manager including any sponsorships and name bars required for the players. They work with the development director to schedule development resources like power skating and skills coaches to assist with the IP program throughout the season. They build parent and volunteer communication lists for the season to ensure all involved parties are aware of week to week and month to month scheduling needs and handle all incoming communications to West London for the IP program including any on or off ice incidents that require attention. Finally, they manage the IP budget to ensure all season long costs are balanced and reviewed with Board members.

**7. Equipment Director:**

The Equipment Director ensures adequate equipment is available to the teams. This includes but is not limited to: jerseys / socks / goalie equipment / pucks / pylons / training equipment

They distribute the equipment to the teams prior to the start of the season and have teams sign off that equipment was received. They coordinate with the apparel company and WLMHA website representative online ordering information required to set it up

and collaboratively with the board, decide on apparel items that are to be included. They work with the AtoMc Hockey program sponsor for our U10 and U11 jerseys and sock orders. They collect all equipment handed out at the beginning of the year, ensure all jerseys and equipment that were handed out are returned and are in acceptable condition and sign off that they have been returned.

They keep track of jersey/sock inventory to be prepared prior to the next season starting. They attend WLMHA board meetings as scheduled and try to be available to help other board members as needed.

**8. Sponsorship/Volunteer Director:**

**Sponsorship portion of role:** Communicate with coaches what sponsorship guidelines are for teams, rules for jersey sponsors, and general inquiries. Contact previous years sponsors to renew commitment, leveraging West London members network to look for league and tournament sponsors. Monthly follow up with prospective sponsors. Contact Communications director to update website sponsors accordingly.

**Volunteer portion of role:** For U8 and Doug Jarrett Tournament, (in Jan and Feb) creating volunteer schedule for coverage of registration desk and half board crews for U8 Tournament. Contacting and obtaining volunteers - leveraging the West London parents' network. Mass communication sent via website and email. Being available to be present for both tournament weekends.

**9. Hockey Development Director:**

The Hockey Development Director works with the organization to develop players and goalies by scheduling and running goalie clinics and player development clinics. In the off-season they run pre-season clinics to help players get prepared for the season. They are also the main point of contact for any outside development.

**10. Risk Management Director:**

The RISK/HEALTH & SAFETY MANAGER is responsible for the collection and retention of Criminal Record Checks, Vulnerable Sector Screening Checks, and declarations at the beginning of the season. Checks must be collected from all individuals holding the title of team official (including but not limited to head coach, assistant coach, trainer, assistant trainer, manager, treasurer, and on ice helpers). Checks and declarations must be collected from members of the West London Hockey Executive Committee, including full and part time staff members. Once rosters are received in October, emails must be sent out to all members of team staff (MD, HL, and IP) informing them of their requirements. All checks and declarations are then verified and recorded once received. Follow up continues until all roster requirements are satisfied. Injury reports from teams are collected and saved. If any pandemics arise, plans are implemented with direction from the health unit.

**11. Doug Jarrett Memorial Tournament Director:**

The DJM Tournament Director works with an outside organization on registrations from teams looking to participate in the tournament. From there vendors are researched to purchase swag, metals, coach gifts, banners etc. and obtain quotes to find the best quality and price. Registration is monitored ensuring full payment is made and securing each division. Closer to the tournament date all swag bags are ordered and put together and then divided up based on the arena they will play at.

Each arena is set up prior to the start of the tournament ensuring each arena binder has updated rules, schedules etc.

**12. U8 Tournament Director:**

As the U8 Tournament Director your role is to run a fun, successful tournament once a year on behalf of the West London Hawks Organization. You are responsible to liaise with a company to assist in the online portion of the tournaments and securing hotels for teams. You advertise to teams to fill the tournament with as many teams as possible. You are required to answer questions throughout the year which the different teams may have. You are also responsible for obtaining sponsors, swag, vendors, trophies, and volunteers. You generate the rules for the tournament, attempt to draft a schedule based on the skill level of the teams that entered. During the weekend of the tournament, you are at the area Friday to Sunday to ensure the tournament is run successfully and deal with any issues that may arise at the last minute. You are responsible to keep a budget throughout the year for all money coming in and going out for the tournament.

**13. Maltreatment Director:**

The Maltreatment Director focuses specifically on fielding complaints related to maltreatment - actively working to eliminate unsportsmanlike conduct, disrespectful or abusive behavior and harassment from the game.

They work with house league and competitive VPs to resolve any issues that arise and liaise with Minor Hockey Alliance of Ontario as needed on investigation and resolution of complaints. Ongoing prevention on commitment to ensure West London is a safe, welcoming, and inclusive hockey environment for all.

**14. Communications Director:**

The Communications Director oversees all websites, social media platforms and organization-wide communications for West London Minor Hockey. They construct and post any information or updates that are pertinent to the West London membership.

## **15. Junior Board Members**

One (1) Junior Board Member is permitted only after the Main Fifteen (15) Board of Directors positions. This position will be assigned, at the discretion of the board of directors, to assist other board of directors with their assigned tasks.

## **NON-VOTING MEMBERS:**

**Executive Staff Positions:** *Are paid positions within West London Minor Hockey and are yearly renewable positions. These positions are renewed by the outgoing board of directors during the April Board of Directors meeting. Should the board choose not to renew the position, or the current position become vacant, applicants will be interviewed and voted on by the Incoming Board of Directors at the conclusion of the Annual General Meeting in May.*

### **1. Treasurer:**

Accounting software to input all revenue and expenses and to create payroll cheques, payroll remittances and expense cheques. I deposit all cheques into the bank account and all mail is sent to my home. I communicate with the Auditor at year end and provide all my financial books to him for audit. I mail all the cheques out after two signatures are received. I provide financials and a budget prior to each board meeting for review before discussion.

### **2. Ice Convenor:**

The Ice Convenor works closely with the City of London on procuring Ice Contracts (September Ice, Winter Ice, Spring/Summer Ice).

Responsibilities include the setting up and scheduling Prep Skates, evaluations for all divisions in the association, including development programs. Schedule all regular practices and games for all teams. Working with teams on additional ice contracts. Continually monitor and return unused ice on a regular and timely basis to the city. Generate schedules to submit to LRG and Timekeepers and Game sheets. Review and approve those Invoices and monitor LRG assignments in Horizon. Sitting in on all Mustangs Executive Meetings and providing updates on ice and answering any questions pertaining to those topics. Sit in on Coaches Meetings, Managers Meetings with their convenors to manage tournaments, exhibition games and additional practice ice. Further discuss and set up a process to better manage their website, calendar. Support the Registrar and Treasurer with billing teams for additional ice and associated costs with exhibition games etc. Sit in on Alliance Rep Council meetings (observer) to be aware of what is going on and what is planned. Attend Alliance Semi-Annual and Annual General Meetings. Scheduling both the B/BB Tournament and the U8 Tournament. Actively participate on the West London Budget committee and the GLHA Budget

committee to establish Reg Fees

**3. Registrar:**

The Registrar is responsible for setting up the Hockey Canada registry for registration, monitoring incoming registrations for all required paperwork, applying for transfers where needed, aid families with registration issues, monitor payment plans, open/close registration, open waiting lists where necessary and accept participants in off wait lists.

The Registrar tracks all finances within the Hockey Canada registry (payments/refunds) and runs reports in the HCR for finances, team lists, tryouts, registrations. Attend Hockey Canada / Alliance zoom calls as they pertain to registrars. The Registrar maintains the travel permit list (required by the GLHA), approves travel permits, schedules referees/timekeepers for exhibition games.

The Registrar attends all board meetings, prepares the agenda and meeting minutes, while ensuring that meeting rooms are booked for all board meetings, coaches, board directors. The Registrar rosters all West London teams, adds AP's, etc., communicates to coaches on bench staff deficiencies on their rosters. The Registrar uploads rosters to the Game sheet, collects police check information from the Risk Director and uploads it to the Hockey Canada registry. The Registrar is the point of contact for West families, families with questions about West London, coaches, board members, etc. The Registrar assists West London board members where needed (i.e. tournament help, suspensions, Game sheet, etc.). Working with the ice scheduler we determine timekeeping costs and pays each individual timekeeper monthly.