

# Nepean Girls Hockey Association Organization

February 2006

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# Board of Directors

(maximum 16)

## Officers

President  
Vice-President  
Treasurer  
Registrar  
Secretary

## Other Directors

Past President  
Ice Director  
Competitive Director(s)  
House League Director(s)  
FUNdamental Director  
Equipment Director  
Fund Raising Director  
Publicity Director  
Tournament Director

## Volunteers

Timekeeper assigner  
Head timekeeper  
Team Volunteers  
    Head Coaches  
    Assistant Coaches  
    Team Managers  
    Team Trainers

## Committees

### Notes:

- As specified in the NGHA Constitution, the President serves as an ex-officio member of all committees of the NGHA.
- The committee Chair does not have a vote except in instances where the vote is evenly divided. In the instance of an equality of votes, the Chair shall cast the deciding vote.
- Other Directors shall attend the committee meetings upon request by the committee Chair when matters pertaining to their portfolio are to be discussed.
- All committee decisions must be ratified by the NGHA Board of Directors.

## Finance

To deal with NGHA financial matters and to make recommendations to the Board of Directors concerning such financial matters.

Chair: Treasurer  
President  
Vice-President  
Registrar  
Fund Raising Director

## Program

To establish policy and deal with all matters relating to program within the NGHA.

Chair: Vice-President  
President  
Competitive Director(s)  
House League Director(s)  
FUNdamental Director  
Ice Director

## Coach Selection

To select all coaches for the ensuing NGHA fall/winter season.

Chair: Vice-President  
President  
Competitive Director(s)  
House League Director(s)  
An NGHA player from the Midget or Intermediate level  
up to 2 non-NGHA members  
Past-President (optional)

## Tournament

To organize all aspects of the NGHA annual tournament.

Chair: Tournament Director  
One representative from each NGHA team

## Job Descriptions

### All Officers and Directors

- Attend and participate in NGHA Board of Directors and General meetings.
- Contribute towards the efficient operation of the NGHA.

### President

Coordinate the work of the Board of Directors. Ensure that all tasks, required for the effective operation of the NGHA, are performed by the appropriate Directors.

#### Committees

- all NGHA Committees

#### Specific Duties

- Knowledge of NGHA constitution, all NGHA policies and procedures and of the ODWHA and the OWHA Constitution, By-Laws, Regulations and Rules.
- With the consent of the Board of Directors, appoint individual Directors to fulfill specific duties of the NGHA.
- Prepare the agendas for Board of Directors and General meetings.
- Chair Board of Directors and General meetings.
- Represent the NGHA at all meetings and functions of senior hockey bodies (eg. ODWHA Presidents Council, AGM etc, OWHA).
- Distribute to the appropriate Directors all information received from senior hockey bodies, other Associations etc.
- Represent the NGHA within the community.

### Vice-President

In the absence or inability of the President, fulfill the duties and responsibilities of the President. Coordinate all aspects of program within the NGHA.

### Committees

- Finance
- Program
- Coach Selection

### Specific Duties

- Knowledge of NGHA constitution, all NGHA policies and procedures and of the ODWHA and the OWHA Constitution, By-Laws, Regulations and Rules.
- Chair the Program and Coach Selection Committees.
- Work closely with the Division Directors to ensure the smooth operation of program within the NGHA.
- Organize and oversee the coach selection process.

## Past-President

Serve in an advisory capacity to the Board of Directors.

### Committees

- Coach Selection (optional)

### Specific Duties

- Chair the nominating committee for the ensuing NGHA season.
- Assist other NGHA Directors as required

## Treasurer

Keep full and accurate accounts of all receipts and disbursements of the NGHA, deposit all monies in the name and to the credit of the NGHA and disburse the funds of the NGHA under the direction of the Board of Directors.

### Committees

- Finance

### Specific Duties

- Chair the Finance Committee.
- Report to the Board of Directors at its regular meetings, an account of all financial transactions and the current financial position of the NGHA
- Prepare an annual budget and financial statement to be presented at the Annual General Meeting.
- Ensure that a financial audit of the NGHA is performed in a timely manner at the end of the fiscal year.

## Secretary

Serve as the ex officio Clerk of the NGHA and ensure that all facts and minutes of the Association's proceedings are recorded in the books of the Association.

### Specific Duties

- Prepare and maintain contact information for all Directors
- Book space for all Board of Directors and General meetings.
- Ensure that all members of the Board of Directors are notified of all meetings of the Board.
- Record all minutes of the Board's proceedings and distribute to the Directors in a timely fashion.
- Prepare and send the Annual General Meeting notice to all NGHA members.
- Accept all motions and Board member nominations for the Annual General Meeting.
- Assume responsibility for the NGHA office.
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- Ensure that Police Record Checks of all NGHA volunteers, including Board members and team staff, are performed each year. Maintain a record of the results of all Police Record Checks.

## Registrar

Process all NGHHA registrations and maintain a record of all membership within the NGHHA. Process and record all ODWHA and OWHA team and participant registrations. Act as intermediary on all matters pertaining to registration between the NGHHA membership, the ODWHA and the OWHA.

### Committees

- Finance

### Specific Duties

- Knowledge of NGHHA constitution, of all NGHHA policies and procedures and of the parts of the ODWHA and the OWHA Constitution, By-Laws, Regulations and Rules relating to registration.
- Maintain the NGHHA registration database.
- Make recommendations on registration policy to the Board of Directors.
- Organize and publicize the player registration procedure for each season.
- Process and record all NGHHA player registrations.
- Provide registration statistics as required .
- Fulfill all registration requirements for the ODWHA and the OWHA. Determine the amount and arrange payment of all fees required by the ODWHA and the OWHA.
- Provide email addresses and mailing labels as required.
- Keep records of those members who have not returned NGHHA equipment or who have not fulfilled their financial obligation to the NGHHA.

Reference: NGHHA Registrar Handbook

## Ice Director

Handle all matters relating to the allocation of ice to NGHHA teams.

### Committees

- Program

### Specific Duties

- Pursue all possibilities for ice rental.
- Represent the NGHHA in dealings with municipalities on matters relating to ice rental.
- Receive and verify all ice rental contracts.
- Receive, verify and forward to the Treasurer all invoices received for ice rental.
- Provide ice times to the ODWHA for NGHHA home games.
- Allocate practice ice to the NGHHA teams.
- Distribute practice ice and corresponding invoices to the NGHHA teams.
- Collect team ice payments and forward them to the Treasurer.
- Maintain a master schedule of all ice times for NGHHA teams.
- Provide a copy of the master ice time schedule to the webmaster and NGHHA Directors as required

## Fund Raising

Arrange for all fundraising at the Association level and provide support for fundraising at the team level.

### Specific Duties

- Coordinate all activities related to the operation of the NGHHA Bingo at Bingoland South.
- Represent the NGHHA on the Bingoland South Charities Association.
- Keep full and accurate accounts of all receipts and disbursements relating to the operation of the NGHHA Bingo.
- Arrange with the Treasurer for Bingo credit cheques to be issued to NGHHA teams as necessary.
- Provide the Registrar with an up to date list of Bingo credits available for registration fees.
- Maintain a file of fund raising possibilities for NGHHA teams.

## Publicity

Arrange for all publicity and promotion required by the NGHHA.

### Specific Duties

- Maintain the NGHHA display case at the Walter Baker Centre.
- Accept submissions, produce and distribute at NGHHA newsletters. A newsletter must be sent out in mid to late August to all current and ensuing season registered members. This newsletter must include, at a minimum, dates, times and locations of competitive tryouts and house league sort-outs. The Registrar will provide email addresses and mailing labels.
- Place newspaper advertisements and post flyers as required.
- Promote the NGHHA within the community.

## Competitive Directors(s)

Act as the intermediary on all matters between the competitive teams and the NGHHA Board of Directors.

### Committees

- Program
- Coach Selection

### Specific Duties

- Knowledge of NGHHA constitution, all NGHHA policies and procedures and of the ODWHA and the OWHA Constitution, By-Laws, Regulations and Rules.
- Once the Head Coaches have been chosen, have each one sign an NGHHA Competitive Head Coach contract and ensure that they submit a consent form for a Police Record Check.
- Organize and ensure the smooth and efficient operation of the competitive tryouts.
- Obtain from the head coaches a list of their proposed team staff (ie. assistant coaches, trainers etc.) and submit it to the Program Committee for approval.
- Have assistant coaches sign the NGHHA Competitive Assistant Coach Contract.
- Ensure that all team personnel submit a consent form for a Police Record Check.
- Ensure that the Registrar has all the necessary information and documentation for the players and team staff and assist him/her in getting the teams properly registered with the ODWHA and the OWHA before their first game.
- Ensure that the required representatives from each team attend one of the ODWHA mandatory Coaches and Managers meetings, receive all the required information and are clear on all ODWHA league policies, procedures and requirements.
- Attend each team's parents meeting to go over the team's budget and expectations. Be sure the parents and team staff are aware of all relevant NGHHA policies and procedures.
- Immediately distribute to the team managers, game schedules and all other information and documentation received from senior hockey bodies, other Associations, NGHHA Directors etc.
- Act as liaison to the ODWHA Youth Competitive Director to resolve competitive team ice conflicts, scheduling problems etc.
- Attend a reasonable number of the competitive team games.
- Maintain regular contact with coaches/managers throughout the season to keep abreast of team operations.
- Provide recommendations to the Program Committee and/or Board of Directors on competitive matters that require Program Committee or Board intervention.
- Notify the Registrar if there are any changes to the team of either players or team staff.
- Conduct coach evaluations as determined by the Program Committee.
- In late December, obtain an interim financial statement from each team's manager. Ensure that all team fees have been fully paid by December 31.
- Ensure that all team personnel who originally signed Letters of Intent, submit the required certification (eg. coach, trainer, Speak Out) to the Registrar by the deadline dates.
- At the end of the season, ensure that teams have returned all sweaters and equipment and have settled their financial accounts.
- Obtain a copy of the team's year-end financial statements.

## House League Director(s)

Act as the intermediary on all matters between the house league teams and the NGHHA Board of Directors.

### Committees

- Program
- Coach Selection

### Specific Duties

- Knowledge of NGHA constitution, all NGHA policies and procedures and of the ODWHA and the OWHA Constitution, By-Laws, Regulations and Rules.
- Once the Head Coaches have been chosen, have each one sign an NGHA House League Head Coach contract and ensure that they submit a consent form for a Police Record Check.
- Organize and ensure the smooth and efficient operation of the house league sortouts and determine the rosters of the house league teams.
- Obtain from the head coaches a list of their proposed team staff (ie. assistant coaches, trainers etc.) and submit it to the Program Committee for approval.
- Ensure that all team personnel submit a consent form for a Police Record Check.
- Ensure that the Registrar has all the necessary information and documentation for the players and team staff and assist him/her in getting the teams properly registered with the ODWHA and the OWHA before their first game.
- Ensure that the required representatives from each team attend one of the ODWHA mandatory Coaches and Managers meetings, receive all the required information and are clear on all ODWHA league policies, procedures and requirements.
- Attend each team's parents meeting to go over the team's budget and expectations. Be sure the parents and team staff are aware of all relevant NGHA policies and procedures.
- Immediately distribute to the team managers, game schedules and all other information and documentation received from senior hockey bodies, other Associations, NGHA Directors etc.
- Act as liaison to the ODWHA House League Director to resolve team ice conflicts, scheduling problems etc.
- Attend a reasonable number of the house league team games.
- Maintain regular contact with coaches/managers throughout the season to keep abreast of team operations.
- Provide recommendations to the Program Committee and/or Board of Directors on house league matters that require Program Committee or Board intervention.
- Notify the Registrar if there are any changes to the team of either players or team staff.
- Conduct coach evaluations as determined by the Program Committee.
- In late December, obtain an interim financial statement from each team's manager. Ensure that all team fees have been fully paid by December 31.
- Ensure that all team personnel who originally signed Letters of Intent, submit the required certification (eg. coach, trainer, Speak Out) to the Registrar by the deadline dates.
- Towards the end of the season, have the Head Coaches complete evaluations for the players on their team.
- At the end of the season, ensure that teams have returned all sweaters and equipment and have settled their financial accounts.
- Obtain a copy of the team's year-end financial statements.

## FUNdamental Director

Act as the intermediary on all matters between the FUNdamental players, parents and the NGHA Directors. Organize and implement all aspects of the FUNdamental program.

### Committees

Program

### Specific Duties

- Organize and conduct an information session for the parents before the season starts.
- Ensure that each FUNdamental group has a certified coach and trainer as per OWHA requirements.
- Assist the Registrar in getting the FUNdamental players and instructors registered with the OWHA. Notify the Registrar if there are any changes to the roster of players or instructors.
- Ensure that instructors receive their honorariums on a monthly basis.

- Distribute schedules and information and documentation received from senior hockey bodies, other Associations, NGHHA Directors etc. to the Head Instructor.
- At the end of the season, ensure that all players have returned their NGHHA sweaters and equipment and receive a refund of their sweater deposit.

## Equipment Director

Handle all matters, including budgeting, purchasing, distribution and collection, relating to NGHHA equipment.

### Specific Duties

- Determine, in consultation with the Program Committee, the equipment requirements for the NGHHA.
- Prepare and present an equipment budget to the NGHHA Board for approval. Note that the NGHHA requires at least three quotes, in writing, prior to the purchase of any equipment.
- Purchase all equipment required by the NGHHA, forwarding all invoices to the Treasurer.
- Maintain an inventory of all NGHHA equipment.
- Provide necessary equipment to the appropriate Division Directors for the competitive tryouts and house league sort-outs. Ensure that such equipment is returned.
- Distribute sweaters, socks and goalie equipment to the NGHHA teams at the beginning of the season, obtaining from each team the appropriate sweater deposit. Forward the sweater deposits to the Treasurer.
- Collect all sweaters and goalie equipment at the end of the season and arrange for the refund of the sweater deposits to the teams.
- Notify the Registrar if anyone has not returned her sweater and/or goalie equipment.

## Tournament Director

Organize and oversee all aspects of the annual NGHHA tournament.

## Head Coach

Oversee and be responsible for all aspects of the day-to-day operation of the assigned team, ensuring that the objectives of the Nepean Girls Hockey Association as stated in its Bylaws, Constitution and Policy Handbook are met.

### Leadership

- Be a spokesperson for the team and represent it at all meetings and functions
- Develop a seasonal plan and establish seasonal goals and objectives for the team
- Conduct a preseason meeting outline philosophies, ice time, fair play, playing time and other important aspects of your plan
- Be a role model for players, exhibiting appropriate behaviour towards officials, other coaches and other players
- Develop leadership abilities in athletes (i.e. encourage athletes to lead drills in practice, mentoring)
- Maintain discipline, both on and off the ice
- Demonstrate a sincere effort to help each athlete maximize her potential

### Teaching

- Teach the necessary hockey skills for the age group as outlined in the NCCP Coaching Curriculum
- Teach skills using the proper sequences and progressions
- Teach skills using simple understandable language
- Recognize that athletes differ in learning styles and readiness to learn
- Teach more than just hockey skills

### Organization

- Plan effective practices (your seasonal plan should include practice plan)
- Select support staff that satisfies the Association standards and that will provide maximum benefit to you and your players
- Seek the assistance of the players' parents in running the activities of your program

### Communication

- Hold regular parent and player meetings (minimum of three during the year)
- Encourage open communication and cooperative problem solving
- Quickly resolve disagreements and increase team unity
- Deal with real issues, airing all sides of the matter in a positive, supportive environment
- Be orderly, calm and focused
- File an end of season report by April 30

### Risk Management

- Review safety action plan for team with trainer
- Ensure that all ice and dressing room activities have adult supervision
- Report any arena deficiencies to Division Director
- Review player equipment on a regular basis for defects and advise parents accordingly
- Report any potential player abuse to NGHHA Board
- Maintain communication with Division Directors to ensure that Association can assist in the resolution of difficulties at an early stage