

Innisfail Minor Hockey Association

This association is the governing body for *all* of minor hockey in the Town of Innisfail. The organization shall be in good standing with Hockey Alberta and the Canadian Hockey Association.

Job Description

The Innisfail Minor Hockey Association (IMHA) Board of Directors shall consist of not more than twenty-two (22) voting members. Twenty-one (21) elected annually at an open, general meeting held each year in the month of April (the Past President will be the other voting member).

Duties

1.1a Each year, before the open, general meeting, a Nomination Committee shall be formed to obtain the names of all interested persons wishing to run for election to IMHA. This committee shall establish a list of all persons wishing to run, complete with telephone numbers. One (1) week prior to the general meeting, all persons on the list, should be notified of the meeting to ensure attendance. At the meeting, at the request of the President, the list shall be distributed to all in attendance to be used as an election ballot.

1.1b Each year, in the month of April, an open, general meeting shall be held for the purpose of issuing final remarks by the incumbent Board of Directors of IMHA (hereinafter known as “The Board”).

1.2 At this meeting, after all remarks have been made and questions from the general public have been answered, an open call for nominations for the next Board will be requested by the President. These will be read by the Nomination Committee Chairperson.

1.3 The order of nominations shall be as per procedure 1.7, positions 1 through 21.

1.4 If more than one nomination is made for any of these positions, an election by secret ballot will be required by all persons attending. Those persons nominated who do not wish to run may refuse their nomination. The nominees with the most votes shall then comprise the Board for the following year.

1.5 Following these elections, the incumbent President shall turn over the meeting to the President-elect (if a change has been made). The President for the following year may then make any statements regarding the Board, welcoming the new members, etc. and close the meeting.

1.6 After this meeting, the responsibility for the efficient change of Directors shall be placed upon the President.

1.7 The Board shall consist of the following, and each will have specific duties, roles and responsibilities:

1. President
2. Vice President
3. North Central Representative
4. Secretary
5. Treasurer
6. Ice Convenor
7. Referee-in-Chief
8. Registrar
9. Hockey Development Director
10. Rick Management/Equipment Director
11. Dynamite Director
12. Novice Director
13. Atom Director
14. Pee Wee Director
15. Bantam Director
16. Midget Director
17. Girls Hockey Director
18. Director of Ways and Means/ Sponsorship
19. Concession Director
20. Public Relations/ Communications Director
21. Tournaments Director
22. Past President

1.8 The Board positions must be determined at the April meeting.

1.9 The IMHA Board, once established, shall be charged with the responsibility of their positions and must abide by and enforce the policies and procedures of this Association, to the best of their ability, in a fair and equitable manner.

1.10 A quorum of the Board must be in attendance at the meeting to make policy, procedures and decisions other than those that are delegated to a committee as per their policies. A quorum shall consist of 50% + 1 of the Board.

1.11 Board members must commit to attending meetings and completing all assigned tasks laid down by the Board and Policies Manual. Members missing three (3) meetings without prior communication with a Board member explaining absenteeism are to be removed from the Board. Acceptable reasons: sick, work, personal situations.

1.12 All Board members must commit to a one (1) year term for their respective designated positions.

Members of Committees

- 1.1 **Budget Committee** (6 members) (spring budget for fall season)
 - Treasurer*
 - Director of Ways and Means
 - Ice Convenor
 - Registrar
 - Risk Management/Equipment Director
 - President

- 1.2 **Coaches Selection Committee** (10 members)
 - Hockey Development Director*
 - President
 - Dynamite Director
 - Novice Director
 - Atom Director
 - Pee Wee Director
 - Bantam Director
 - Midget Director
 - Girls Director
 - Referee-in-Chief

- 1.3 **Discipline and Grievance Committee** (7 members)
 - Registrar*
 - Hockey Development Director
 - Referee-in-Chief
 - Director from respective division
 - Communication Director
 - Past President
 - Hockey Alberta delegate (if needed)

- 1.4 **Registration Committee** (10 members)
 - Registrar*
 - Vice President
 - Treasurer
 - Dynamite Director
 - Novice Director
 - Atom Director
 - Pee Wee Director
 - Bantam Director
 - Midget Director
 - Girls Director

- 1.5 **Nomination Committee** (3 members)
 - Present Board Member
 - Present Board Member
 - Present Board Member

1.6 **Team Selection/Player Evaluation Committee** (9 members)

Vice President*

Hockey Development Director

Dynamite Director

Novice Director

Atom Director

Pee Wee Director

Bantam Director

Midget Director

Girls Director

*denotes Chairperson

Board Members Jurisdiction and Responsibilities

President

Job Description

The President, subject to the overall management and supervision of the Board, shall be charged with the general management of the affairs and operations of the IMHA including, without limiting the generality of the foregoing, the following:

- a) shall preside and chair all meetings of the Members of the IMHA, of the Board, and Registration Committee;
- b) shall represent the IMHA at all AAHA meetings;
- c) shall be an ex-officio member of all committees;
- d) shall call the meetings of the Board at such time and place as may be required from time to time to transact the business of the IMHA;
- e) shall have the power to discipline any player, coach, manager, trainer, stick-boy, referee, linesman or hockey team for unseemly conduct on or off the ice or for a breach of the rules and regulations, subject always to the right of appeal as hereinafter provided;
- f) shall have the power to discipline a member for any reason which, in the sole discretion of the President, is sufficient, subject always to the right of appeal as hereinafter provided.

Duties

1. Must be an active member within the Board of Directors for a minimum of two (2) years within the previous five (5) years.
2. Shall arrange and organize regular Board meetings and notify the Board of their time and place.
3. Shall prepare and distribute the agenda for the Board meetings.
4. Shall chair the Board meetings, and by the use of Parliamentary Procedure and the agenda, ensure it is conducted in an orderly and efficient manner.
5. Shall have, together with the Treasurer or the Vice President, joint signing authority over all monies spent in the name of IMHA.

6. Shall have authority to authorize payment of all budgeted expenditures required to sustain the orderly affairs of IMHA.
7. Shall have the authority to request any or all information, communications or other correspondence directed to individual members be made available to the Board as a whole.
8. Shall ensure committees, members and Directors are carrying out their duties in a professional and proper manner.
9. Committee member of Budget Committee and Coaches Selection Committee.

Vice President

Job Description

The Vice President shall, in the absence or inability of the President, assume the duties of the President and shall, have all the powers, authority and restrictions of the President.

Duties

1. Must be an active member within the Board of Directors for a minimum of one (1) year within the previous five (5) years.
2. Shall, in the absence of the President, act on his/her behalf in accordance with the President's Duties 1.1 through 1.10.
3. Shall be responsible for the orientation of new Board members as soon as possible following their election.
4. Shall be the IMHA representative to North Central Hockey League acting as liaison spokesperson between the two organizations, reporting any areas of concern and suggestions to both organizations.
5. Shall be responsible for the organization of the annual IMHA Players/Coaches Banquet for the House League teams and the Travel teams.
6. Shall have, together with the Treasurer or the President, joint signing authority over the monies spent in the name of IMHA.
7. Shall become familiar with all aspects of IMHA policies, procedures and operations.
8. Committee member of Registration Committee and Team Selection/Player Evaluation Committee (Chairperson).

Banquet Coordinator – Vice President

- Booking of Legion Auditorium – immediately following the current event for the next upcoming season (one (1) year in advance).
 - House League - 1st Monday in April, or closest to
 - Travel Teams - 1st Wednesday in April, or closest to
- Contact the Legion Ladies Auxiliary prior to their March meeting requesting their catering to both banquet meals.
- Banquet menus can be decided upon by IMHA Board, then Ladies Auxiliary to be made aware of this decision no later than two (2) weeks prior to banquets.
- Beverage contract with Red Deer Bottling – Coke products. Donation of beverages and glasses required for both banquets of eight (8) Coke canisters, three (3) orange canisters and two (2) Sprite canisters, delivered to Fourman Dairies. Contact two to three (2-3) weeks prior to banquets.
- Notification to local newspapers – pictures for publication. Contact two (2) weeks prior to banquets giving them time, date, place of both banquets.
- Locate and arrange for Memorial trophies awarded and House League Champion trophies.
- Arrange for:
 1. Master of Ceremonies to be available for both banquets;
 2. Grace to be said at both banquets;
 3. “O Canada” to be sung at Travel banquet.
- Arrange to have Board members available:
 1. at the door to take admission cost - poster to display cost of banquet – players’ coach cost and parent/other family member cost;
 2. pre-banquet set up – pop table, microphone;
 3. post banquet clean up

North Central Representative – Vice President

- Liaison spokesperson between IMHA and North Central Minor Hockey Association.
- Attend IMHA Board meetings.

- Attend North Central Minor Hockey Association meetings – IMHA Representative is a voting member of North Central Minor Hockey Association.
- Ensure IMHA is aware and up-to-date with rules and regulations of North Central Minor Hockey Association; relaying problems, concerns and suggestions between the two organizations.

Secretary

Job Description

The Secretary shall ensure that accurate, legible and up-to-date records of IMHA are available to those concerned.

Duties

1. Shall be required to record the minutes of the Board and general meetings in an accurate and legible manner. And to have any and all of these minutes available to those concerned. (See “Essentials of Good Minutes”, next page.)
2. Shall publish the notice of the Annual General/Semi Annual Meeting three (3) weeks prior to said meeting, indicating date, time, and place.
3. Shall maintain appropriate IMHA office supplies. In addition, shall ensure that other forms, including scorebooks, registration, coaches, player evaluation, are available.
4. Shall be custodian of all minutes of meetings of the Board and ensure the records of the Association.
5. Shall be custodian of the IMHA office, including the organizing of past and present records of meetings and financial records.

Essentials of Good Minutes

Reasons for Good Minutes

- They are the only record of the Board members.
- Committee chairpersons use them for constant referrals.
- The Board Chairman must be informed of committee activities at all times.
- They are essential in continuity and information for succeeding committees and Boards.

Helpful Hints for Minutes

- Have the chairperson give you a copy of the meeting agenda.
- If a lengthy report is given, obtain the notes from the person giving the report and summarize. It is not necessary to record reams of information from a report if the information is available in the files of another committee. For example, Refer to Community Research Committee minutes of November 2, 1990 for further information.
- Request that lengthy involved motions be written out and given to you after being made.
- Minutes should be written up within five days after the meeting.
- When applicable, use a separate type topical heading to introduce a subject. For example: **Executive Report, Programs, Evaluations**. This helps the reader focus in rapidly on a specific area.
- Place a notice of the next meeting; include items on the agenda that need special preparation for the meeting.
- Go over the minutes with the Chair to ensure correctness.

Distribution of Minutes

- Minutes should be sent to all committee and Board members a week or two before the next meeting.

Guide for Recording Good Minutes

- The following heading should be placed at the top of the first page. (Name of Organization) Committee or Board.
- Include in the first paragraph:
 - Kind of meeting (regular or special).
 - Name of committee or Board.
 - Date – including year, time and place of meeting.
 - Name of presiding offices (Mrs. Jane Doe, Chairman. Presiding).
 - Names of members present as well as those absent.
 - Whether minutes of the previous meeting were approved as read or if they were corrected.
- Record ideas: listen to comments, put down main points. Summarize. These records are for the committee's or Board's use – make them brief, but as complete as possible.
- Minutes should clearly indicate:
 - Major problems stated.
 - Suggestions proposed.
 - Conflicting points of view for clarification of action.
- Record all main motions:
 - Name of member who made the motion and underline the action (Jane Doe moved that...)
 - Do not include that the motion was seconded.
 - State and underline whether the motion carried or failed (Motion carried)
 - Give each motion a number to make referral easier (Motion 85/5 indicated the year (85) and the motion number (5)) Policy statement motions should immediately be transferred into a policy manual
- Time of adjournment
- End minutes simply with
 - John Doe, Secretary
- After minutes have been approved, the Secretary should write **Approved** with the date.

Treasurer

Job Description

The Treasurer shall ensure the financial affairs of the IMHA are controlled and documented in an orderly fashion.

Duties

1. Must be an active member within the Board of Directors for a minimum of one (1) year within the previous five (5) years.
2. Shall maintain legible, accurate and commonly acceptable accounting ledgers to ensure the financial affairs of the Board are properly documented.
3. Shall compile and distribute an up-to-date financial statement to all Board members every Board meeting to ensure all members are aware of the financial status of the Board.
4. Shall, at the earliest possible convenient time, deposit all monies received by the Board to the proper recognized bank account to ensure funds are safely accounted for.
5. Shall, upon Board approval, and with the authorization from the President, rebate funds to participants unable to participate and/or utilize the Minor Hockey Program.
6. The Treasurer shall have the right to demand proof of purchase, payment or other acceptable signed invoice be produced before payment will be issued.
7. Shall be responsible for ensuring the Board is aware of the financial situation of the Board, but cannot be held personally responsible for any debts incurred by the Board as a result of overspending after notification.
8. Shall be the primary Board member authorized to receive monies for the deposit in the name of IMHA and to issue receipts for the same. This may be delegated by the Treasurer to additional Board members in times of major demand (i.e. registration). This should be kept to a minimum to ensure proper and accurate bookkeeping.
9. Shall, at the general meeting, compile and distribute a financial statement for any and all persons attending. This statement shall be accurate and complete to the best of his/her knowledge at the time of the meeting.
10. Shall, at the end of June, have an independent audit financial statement for the existing IMHA.
11. Shall, with the Risk Management Equipment Director, conduct a yearly review of the insurance requirements of IMHA.

12. Shall have, together with the President or the Vice President, joint signing authority over the monies spent in the name of IMHA.
13. Committee member of Budget Committee (Chairperson) and Registration Committee.

Ice Convenor

Job Description

The Ice Convenor shall ensure all participants under the Board's jurisdiction receive proper and punctual ice allotments to incorporate scheduled games and practice in a fair and equal manner.

Duties

1. Shall attend the Town of Innisfail ice scheduling meetings on behalf of the Board and submit the requested ice time as decided by the Board.
2. Shall work with the leagues to ensure ice time is available for the league schedule. This procedure should be accomplished with the assistance of the level Coordinators.
3. Shall, to the best of his/her ability, document ice usage over the season to ensure all participants are receiving their appropriate allotment of ice, as per their registration fees.
4. Shall post schedules in the arena at least one (1) week in advance. These schedules shall include all league games, practices and floods, clearly marked and identified.
5. Shall be responsible for any changes to the schedules resulting from cancellation, inconvenience or league problems, provided seven (7) days notice is received.
6. Shall have authority to change any posted times in order to accommodate and/or correct unforeseen errors, omissions or league changes. If this situation arises, the Ice Convenor shall notify all affected coaches and level Coordinators immediately.
7. Shall, by correspondence with the Town of Innisfail, establish prior to the Budget Meeting, an estimated budget for ice costs for the upcoming season.
8. Committee member of Budget Committee.

Referee-in-Chief

Job Description

The Referee-in-Chief shall ensure that all games under the jurisdiction of the Board are officiated by competent, responsible individuals who conduct themselves in accordance with the official rules of the game and the policies and procedures of IMHA.

Duties

1. May or may not be a referee or game official, but must have full understanding of the rules and regulations pertaining to game officials.
2. Shall assign or ensure a responsible substitute is delegated to assign appropriate officials for all league, play-off and exhibition games under the jurisdiction of the Board (i.e. House League Director and Travel Team Coordinator).
3. Shall be liaison between the coaches and the person in charge of the assigning to ensure all games to be played under the Board's jurisdiction, either scheduled or unscheduled, obtain appropriate officiating.
4. Shall recruit interested persons as required to become officials in IMHA.
5. Shall ensure all potential officials are notified of dates and locations of referees clinics and that they are duly carded with the Referees Association.
6. Shall, as required, be responsible to organize and prepare clinics or workshops for IMHA officials/potential officials.
7. Shall evaluate and keep records of the conduct, competence and capability of the officials and correct any errors to ensure that the officials can achieve a high standard of respect throughout the Association.
8. Shall ensure the officials under his/her jurisdiction abide by the policies and procedures of the Board and by the rules set forth by the Referees Association.
9. Shall be responsible for submitting a schedule of game fees to the Board in accordance with the Alberta Referees Association.
10. Shall maintain a detailed record of official's games, which must be submitted bi-weekly to the Treasurer of the Board for payment dispersal (game sheets).
11. Shall notify the Hockey Development Director and/or attend the coaches meeting to update all coaches of new rules and rules changes.
12. Committee member of Coaches Selection Committee and Discipline and Grievance Committee.

Registrar

Job Description

The Registrar shall maintain an accurate and up-to-date record of all player registrations in IMHA. The Registrar shall be the liaison and resource person for all matters pertaining to Hockey Alberta (AAHA) information for IMHA.

Duties

1. Shall maintain an accurate and up-to-date record of all player registration in IMHA.
2. Shall ensure that all registrants have paid their appropriate fees owing and collect any outstanding registration fees owing to IMHA.
3. Shall have available sufficient registration forms for annual IMHA registration night and late registrations.
4. Shall be the liaison and resource person for all matters pertaining to Hockey Alberta information for IMHA (i.e. team sheets, player/coach carding, affiliation).
5. Shall retain all IMHA team sheets and player/coach cards at the conclusion of each hockey season for future reference.
6. Shall ensure, along with the Vice President/NCH Representative, all IMHA teams are playing in appropriate leagues and provincial categories.
7. Shall be responsible for initiating applications for hosting Provincial Tournaments.
8. Shall obtain a responsible assistant delegated to aid with the roles and responsibilities of the Registrar.
9. Committee member of Budget Committee, Discipline and Grievance Committee (Chairperson), and Registration Committee (Chairperson).

Registrar/Hockey Alberta Representative

- Have sufficient number of registration forms available for IMHA annual registration night and any late registrations throughout the remainder of the year.
- All registration forms with fees returned to Registrar – then forwarded to Treasurer – balance registrations with monies received.
- Prepare and distribute registered player lists to each appropriate league coordinator for the purpose of team separation.
- Ensure registration forms are complete and accurate before player commences ice sessions (conditioning camp, try outs) i.e. Alberta Health number, correct address, correct age, insurance, signatures.
- Provide any information and communication from AAHA to IMHA, coaches, managers.
- Assist in correct carding/affiliation/team sheet process. Liaison and resource person for AAHA to IMHA.
- Keep player information updated in the computer file. Copy of any coach suspensions should be with player/coach file.
- Ensure player/coach cards and team sheets are with AAHA by critical dates.
- Distribution of all cards/team sheets at commencement of season. Collection/return of all cards/team sheets at conclusion of season to IMHA Registrar.
- Responsible for individual player release from IMHA.
- Compare registration names to team rosters for each team.
- Ensure that all IMHA travel teams are placed in appropriate play leagues, along with NCMHA Representative.
- Ensure that all IMHA travel teams entering Provincial play are placed in the appropriate division, along with confirmation in writing from each travel team manager, coach and level directors.
- Attend Zone Predraw Provincial Meeting with President or Vice President.
- Provide each registered team with the respective Provincial schedule as they become available from Hockey Alberta.
- Any and all communication information relating to Provincial play should be provided to the Registrar for furtherance to Zone Coordinator or Hockey Alberta.

Hockey Development Director

Job Description

The Hockey Development Director shall recruit, direct, oversee and discipline the coaches under the jurisdiction of the IMHA Board to ensure all registered players in IMHA receive the highest standard of coaching and leadership available. The Hockey Development Director shall provide, organize and coordinate educational clinics, workshops or seminars for IMHA coaches and players/parents.

Duties

1. Shall recruit names of volunteers to ensure all teams will have a minimum of one coach.
2. Shall ensure all coaches, Novice level and below, are in receipt of the initiation level training.
3. Shall ensure all coaches, Atom level and above, are in receipt of the Coach Level in the National Coaches Certification Program (NCCP).
4. Shall arrange and organize NCCP and initiation clinics for the furtherance of IMHA coaches.
5. Shall be responsible for the educational and developmental conditioning camps, hockey schools, clinics, workshops or other hockey related programs for the benefit of IMHA players/parents. Shall organize and coordinate such programs as required by the Association.
6. Shall ensure all potential and active coaches are notified of coaching clinics being offered.
7. Shall, at the earliest possible date, arrange and organize a full coaches/managers information meeting to be attended by:
 - a) all level coordinators of IMHA;
 - b) Registrar;
 - c) President or Vice President;
 - d) Ice Convenor;
 - e) Director of Ways and Means/Sponsorship;
 - f) Concession Director.
8. Shall chair the Coaches Selection Committee and be the official spokesperson when presenting the recommendations for coach appointments to the Board for approval.
9. Shall, after presentation to the Board and approval from the Board, have the power to take disciplinary action upon any and all coaches under discussion.

10. Shall, during the course of the season, coordinate the evaluation of all head coaches in both practice and game situations to ensure proper techniques, leadership, sportsmanship and manner are being displayed.
11. Shall develop and maintain a complete file on each head coach. This file should include applications and evaluations.
12. Shall ensure the IMHA moves toward trainer's program as outlined by Hockey Alberta. i.e. By beginning of 1997/98 season, each team shall have one person trained through the Hockey Trainer's Safety Program.
13. Shall develop and maintain a resource library for the Association.
14. Committee member of Coaches Selection Committee (Chairperson), Discipline and Grievance Committee and Team Selection/Player Evaluation Committee.

Risk Management/Equipment Director

Job Description

The Risk Management/Equipment Director shall work to minimize the risk of injury, legal and financial liability to players, parents, team officials and IMHA in all aspects of the operation of our teams. The Risk Management/Equipment Director shall ensure all teams under the jurisdiction of IMHA are supplied with sufficient and proper equipment to participate in the league designated to them.

Duties

1. Shall create a volunteer position to promote and enforce risk management policy and to work with Hockey Alberta to train our volunteers, players and parents in this area.
2. Shall, as per equipment policy, ensure all equipment, uniforms, pucks, jersey bags, etc. required by the teams under the jurisdiction of IMHA, are made available to the coaches of these teams prior to the beginning of the season.
3. Shall, before the Budget meeting, prepare an equipment budget forecast for the upcoming year.
4. Shall, at the conclusion of each year, assess and evaluate all equipment, arrange for adequate storage, and report all damaged or lost equipment to the Board to ensure repair and/or replacement is completed before the start of the next season.
5. Shall be the only authorized representative of the Board to distribute, maintain, purchase, receive and coordinate equipment.
6. Shall ensure proper signed documentation is kept to allow for the location of any and all equipment owned by IMHA.
7. Shall submit prices to the Board for approval and purchase exceeding \$100.00, unless itemized in the budget submitted and approved at the Board meeting.
8. Shall be required to account, in writing, an itemized list of equipment owned by the IMHA in order to ensure control, insurance, volume of requests and proper safety of the players is satisfied.
9. Shall ensure the Board is kept informed of any and all information regarding changes in equipment regulations which may affect the operation of IMHA.
10. Shall maintain, expand, update and control a complete list of equipment check-off sheets, return sheets, distribution sheets, and excess equipment, authorized receipts of equipment, itemized lists of equipment in possession of coaches, signed return lists and condition of equipment.

11. Shall, during the summer months, distribute equipment to any goalie registered in the IMHA who is participating in a summer hockey program. Shall provide equipment to goalies participating in IMHA fall conditioning camps, hockey schools and try outs as per equipment policy.
12. Shall be responsible for researching new equipment available to get best possible protection to players at the least possible cost to IMHA.
13. Shall be resource person available to coaches and players/parents of IMHA on proper use and adjustments of hockey/goalie equipment.
14. Committee member of Budget Committee.

House League Directors

Job Description

The House League Directors shall ensure all participants in the levels of Dynamite, Novice and Atom House are afforded responsible coaching and leadership, equitable ice time, fair representation on the Board and receive direction toward advancing through the IMHA.

Duties

1. Shall, in cooperation with the Hockey Development Director, ensure adequate and capable coaches are available.
2. Shall, in conjunction with the coaches selected ensure the teams are split into evenly matched groups.
3. Shall establish a balanced and fair game schedule to allow for equal team participation within each house league level.
4. Shall be responsible for the equitable disbursement of ice time among the participants. i.e. league game schedule, play-offs, practice schedule, exhibition games and tournament allotments. This ice time will be issued in block times by the Ice Convenor and may be subdivided by the House League Directors as deemed necessary for best utilization of ice time available.
5. Shall, over the course of the season, be responsible for the concerns of the players, coaches and parents of this level and represent this group in dealing with the Board.
6. Shall, throughout the season, be responsible for acquiring volunteers from the higher levels to partake in the assistance of any coaches who may require additional knowledge or insight towards the on/off ice activity of the team when requested by the coach.
7. Shall, with the direction of the Board, ensure that all participants (coaches, players, parents) are receiving adequate information regarding the purpose, function and goals of this group, i.e. fair play code, player/parent code, Hockey for a Lifetime.
8. Shall, along with the Hockey Development Director, ensure that all coaches participate in the CHA Initiation Program clinics before or as close to the beginning of the season as possible.
9. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the house league divisions.

10. The CHA Initiative Program shall be followed and the coaches shall attend a coaches training program offered in this program. Each coach shall have his admission paid by IMHA.
11. Shall be in attendance at the Coaches (General) Orientation Meeting with the specific purpose to outline the responsibilities and expectations of the team manager.
12. Shall attend all House League meetings as the official voice to the Board relating to any information, rulings and votes affecting the Board.
13. Shall be a member of the Registration Committee, Coaches Selection Committee and Team Selection/Player Evaluation Committee.

Atom Travel Team Director

Job Description

The Atom Travel Team Director shall ensure that the Atom travel teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of games, play-offs, rules, correspondence, schedules and information with the Board and the Atom travel teams/parents.

Duties

1. Shall ensure all policies of the Board are properly presented to the Atom travel teams/parents.
2. Shall ensure any and all correspondence, concerns, information and requests by the Atom travel teams are presented to the Board for their information and/or action.
3. Shall be responsible for the equitable distribution of ice time among the Atom travel teams' participants. This ice time will be issued by the Ice Convenor. The Atom Travel Team Director shall be the liaison between the Atom travel teams and the Ice Convenor.
4. Shall ensure the Ice Convenor receives copies of all games schedules pertaining to the participating Atom travel teams under the IMHA jurisdiction as soon as possible and prompt notification regarding changes throughout the season's play.
5. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of the team managers.
6. Shall, along with the Hockey Development Director, ensure that all coaches are certified at the coach level in NCCP (paid by IMHA).
7. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the Atom travel level.
8. Shall submit, in writing, to the Registrar, the appropriate level of play that each Atom travel team should be entered at Provincial play, with conference by each team coach.
9. Shall be liaison person between Atom House League Director and Atom travel teams (i.e. affiliation between teams).
10. Shall assist in the organization and preparation of the Atom travel team tournament along with the Atom travel team's parents.
11. Committee member of Coaches Selection Committee, Registration Committee, and Team Selection/Player Evaluation Committee.

Pee Wee Level Director

Job Description

The Pee Wee Level Director shall ensure the Pee Wee level teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules, tournaments and information with the Board and the Pee Wee level teams/parents.

Duties

1. Shall ensure all policies of the Board are properly presented to the Pee Wee level teams/parents.
2. Shall ensure any and all correspondence, concerns, information and requests by the Pee Wee level teams are presented to the Board for their information and/or actions.
3. Shall be responsible for the equitable distribution of ice time among the Pee Wee level teams participants. This ice time will be issued by the Ice Convenor. The Pee Wee Level Director shall be the liaison person between the Pee Wee teams and the Ice Convenor.
4. Shall ensure that the Ice Convenor receives copies of all game schedules pertaining to the participating Pee Wee teams under the IMHA jurisdiction as soon as they are available and prompt notification regarding changes to the game schedules throughout the season's play.
5. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of the team managers.
6. Shall ensure that all coaches at this level try to attend a coach's level coaching clinic before or as close to the beginning of the season as possible (registration paid by IMHA).
7. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the Pee Wee level.
8. Shall submit, in writing, to the Registrar, the appropriate level of play that each Pee Wee team should be entered at Provincial play, with conference by each Pee Wee team's coach.
9. Shall be liaison person between Pee Wee teams and Bantam Level Director in regards to the area of proper affiliation.
10. Shall assist in the organization and preparation of the Pee Wee level team tournaments, along with the Pee Wee team's parents.

11. Committee member of Coaches Selection Committee, Registration Committee and Team Selection/Player Evaluation Committee.

Bantam Level Director

Job Description

The Bantam Level Director shall ensure the Bantam teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules, tournaments and information with the Board and the Bantam level teams/parents.

Duties

1. Shall ensure that all policies of the Board are properly presented to the Bantam level teams/parents.
2. Shall ensure any and all correspondence, concerns, information and requests by the Bantam level teams is presented to the Board for their information and/or actions.
3. Shall be responsible for the equitable distribution of ice time among the Bantam level teams participants. This ice time will be issued by the Ice Convenor. The Bantam Level Director shall be the liaison person between the Bantam teams and the Ice Convenor.
4. Shall ensure that the Ice Convenor receives copies of all game schedules pertaining to the participating Bantam level teams under the IMHA jurisdiction as soon as they are available and prompt notification regarding changes to game schedules throughout the season's play.
5. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of the team manager.
6. Shall ensure that all coaches at this level try to attend a Coaches Level Coaching Clinic before or as close to the beginning of the season as possible (registration paid by IMHA).
7. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the Bantam level.
8. Shall submit, in writing, to the Registrar, the appropriate level of play that each Bantam team should be entered at Provincial play, with conference by each Bantam team's coach.
9. Shall be a liaison person between Pee Wee Level Director, Midget Level Director and Bantam teams in regards to the area of proper affiliation.
10. Shall assist in the organization and preparation of the Bantam level tournaments, along with the Bantam team's parents.

11. Committee member of Coaches Selection Committee, Registration Committee and Team Selection/Player Evaluation Committee.

Midget Level Director

Job Description

The Midget Level Director shall ensure the Midget teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules, tournaments and information with the Board and the Midget level teams/parents.

Duties

1. Shall ensure that all policies of the Board are properly presented to the Midget level teams/parents.
2. Shall ensure any and all correspondence, concerns, information, and requests by the Midget level teams is presented to the Board for their information and/or actions.
3. Shall be responsible for the equitable distribution of ice time among the Midget level teams participants. This ice time will be issued by the Ice Convenor. The Midget Level Director shall be the liaison person between the Midget level teams and the Ice Convenor.
4. Shall ensure the Ice Convenor receives copies of all game schedules pertaining to the participating Midget level teams under the IMHA jurisdiction as soon as they are available and prompt notification regarding changes to game schedules throughout the season's play.
5. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of the team managers.
6. Shall ensure that all coaches at this level try to attend a Coaches Level Coaching Clinic before or as close to the beginning of the season as possible (registration paid by IMHA).
7. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the Midget level.
8. Shall submit, in writing, to the Registrar, the appropriate level of play that each Midget team should be entered at Provincial play, with conference by each Midget teams coach.
9. Shall be the liaison person between the Bantam Level Director and Midget level teams in regards to the area of proper affiliation.
10. Shall assist in the organization and preparation of the Midget level tournaments, along with the Midget team's parents.

11. Committee member of Coaches Selection Committee, Registration Committee and Team Selection/Player Evaluation Committee.

Girls Hockey Director

Job Description

The Girls Hockey Director shall ensure that the female hockey teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules and information with the Board and the Girls teams and their parents.

Duties

1. Shall ensure all policies of the Board are properly presented to the Girls teams and their parents.
2. Shall ensure any and all correspondence, concerns, information and requests by the Girl's teams is presented to the Board for their information and/or actions.
3. Shall be responsible for the equitable distribution of ice time among the Girls teams. This ice time will be issued by the Ice Convenor. The Girls Hockey Director shall be the liaison between the Girls teams and the Ice Convenor.
4. Shall ensure the Ice Convenor receives copies of all game schedules pertaining to the participating Girls teams under the IMHA jurisdiction as soon as possible and prompt notification regarding changes throughout the season's play.
5. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of team managers.
6. Shall, along with the Hockey Development Director, ensure that all coaches are certified at the coach level in NCCP (paid by IMHA). If coaches are not certified at this level ensure that they attend a coach level clinic before or as close to the beginning of the season as possible.
7. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches on the Girls teams.
8. Shall submit, in writing, to the Registrar, the appropriate level of play that each Girls team should be entered at Provincial play, with conference by each team's coach.
9. Shall be liaison person between all Girls teams in regards to the area of proper affiliation between teams.
10. Shall assist in the organization and preparation of any Girl's tournaments along with the team's parents.
11. Committee member of Coaches Selection Committee, Registration Committee and Team Selection/Player Evaluation Committee if required.

Director of Ways and Means/Sponsorship

Job Description

The Director of Ways and Means/Sponsorship shall organize, arrange and coordinate all IMHA fund raising activities. These activities shall include specific item sales, designated activities (e.g. casino), specific events (e.g. exhibition games - RCMP/Stamper game, RDC Kings, etc.) and the Annual IMHA Equipment Swap.

Duties

1. Shall upon approval from the Board, organize, arrange and coordinate various fund raising functions (e.g. hockey swap, special event games) in order to raise funds to be used to:
 - a) reduce the registration fee cost to participants in IMHA,
 - b) finance special projects required to enhance the safety and/or enjoyment of the users.
2. Shall be responsible for the promotion of, advertisement of, and recruitment of, volunteers required to facilitate these ventures.
3. Shall, when all funds are received and accounted for after each function, submit a statement and funds collected to the Treasurer.
4. Shall receive and forward all acceptable invoice for payment to the Treasurer.
5. Shall be responsible for any licensing/permits as required for these activities.
6. Shall require approval from the Board before financial commitments are made for fund raising activities.
7. Shall be responsible to oversee Board policy relating to individual team fund raising events.
8. Committee member of Budget Committee.
9. Shall have the responsibility of approaching potential sponsors with an IMHA approved contract for the purpose of attaining funds and equipment for the sponsorship of designated teams.
10. Shall be the only authorized representative of IMHA designated to approach sponsors, the business community and other related vendors for the purpose of requesting monies or additional support on behalf of IMHA.

Concession Director

Job Description

The Concession Director shall procure and promote the sale of goods at the arena concession booth throughout the hockey season. The Director shall ensure adequate and trained staffing of the arena concession booth.

Duties

1. Shall ensure, along with the Risk Management/Equipment Director, safe and proper procedures are adhered to by all concession workers in the operation of the arena concession.
2. Shall attend the Coaches Manager Information Meeting to outline the concession responsibilities for each and every team and their respective team concession coordinator.
3. Shall contact other minor ice user groups to ensure that safe and proper procedures are adhered to by their concession workers.
4. Shall provide in-service/workshops in the operation of the concession, whenever needed, to any ice user group.
5. Shall be liaison person between management contract and IMHA.
6. Shall be liaison person between individual team concession assignor and IMHA.
7. Shall be liaison person between Town of Innisfail Ice Scheduler and IMHA to ensure the arena concession is operational when necessary for functions other than IMHA and the minor ice user groups.

Public Relations/Communications Director

Job Description

The Public Relations/Communications Director shall develop and maintain a communication process which is accurate, open, honest, and consistent promoting the vision and mission of IMHA.

Duties

1. Shall clearly communicate the vision, mission, goals and objectives of IMHA whenever possible.
2. Shall develop and distribute a generic communication package for the parents of team players. This will include policy information re:
 - a) practices, games, tournaments and numbers of each;
 - b) parent expectations, player expectations;
 - c) team selection, coach selection.
3. Shall develop and distribute a newsletter for the organization approved by the IMHA Board.
4. Shall develop an information center in the arena which would include a suggestion box to solicit feedback from all participants and a bulletin board to communicate bulletins and other information from the IMHA Board, Hockey Alberta and the Canadian Hockey Association.

Past President

Job Description

The Past President shall remain as a Board member, to provide continuity and offer guidance in the operation of the IMHA.

Duties

1. Shall be available as a resource and guidance referral, providing continuity in the transition of Board members.
2. Shall assist in the election of Executive Officers along with the Nomination Committee.