

Sunshine Coast Minor Hockey Association

Executive Committee | Job Descriptions

Lead, Develop and Promote Positive Hockey Experiences



PO Box 1879, Sechelt BC, V0N 3A0
www.scmhockey.com

PRESIDENT (2-YEAR TERM)

Job Summary:

The President serves as the Chief Executive Officer of the Society, overseeing the execution of its mission and the performance of other officers and directors. This leadership role entails presiding over all meetings, managing emergency decisions when directors are unavailable, and ensuring compliance with regulations. The President fosters relationships with external organizations, supports the Executive Board, the association's volunteers and maintains operational oversight while acting as a proactive advocate for the Society's needs within the community.

Key Responsibilities:

- a. Supervise other directors in their duties and ensure adherence to the Society's policies and procedures.
- b. Preside over all Society meetings, including Board meetings and the Annual General Meeting (AGM).
- c. Appoint a nominating committee for the AGM.
- d. Have the authority to immediately suspend any member, player, team official, game official, or any individual affiliated with the Society if, in the President's sole and unimpeded discretion, such conduct is deemed detrimental to the well-being of a member, player, or game official, or significantly obstructs the Society's ability to fulfill its objectives. This suspension shall remain in effect only until the next duly convened meeting of the Executive, at which time further action may be considered.
- e. Liaise effectively with BC Hockey, PCAHA, and the Lions Gate League.
- f. Forward all conduct and disciplinary communications to team personnel and Vice-President immediately upon receipt.
- g. Sign tournament, exhibition, and affiliate player requests upon receipt.
- h. Oversee the recreation team evaluation and balancing process, including the appointment of unbiased evaluators.
- i. Collaborate with the Vice President on disciplinary matters.
- j. Prepare agendas for meetings and ensure logistical arrangements for the AGM.
- k. Attend all SCR D ice allocation meetings and advocate for the Association's needs.
- l. Revise the Constitution and Bylaws as necessary in collaboration with the Vice-President.
- m. Ensure timely and effective communication of all PCAHA Bulletins and directives to the Executive team and membership as required.
- n. Attend Managers' and Coaches' meetings
- o. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Minimum one year of experience in a director's position on the Society's Board.
- b. Extensive knowledge of the Society's Constitution, policies, and procedures.
- c. Strong conflict resolution skills and the ability to make critical decisions effectively.
- d. Proven leadership abilities with a track record of managing teams and overseeing organizational operations.
- e. Excellent communication and interpersonal skills for effective collaboration with stakeholders.
- f. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

VICE-PRESIDENT (2-YEAR TERM)

Job Summary:

The Vice-President of the Sunshine Coast Minor Hockey Association plays a vital role in overseeing the conduct and discipline within the association, ensuring adherence to PCAHA rules, and supporting the association in all operations. This leadership position is responsible for managing essential processes like team evaluations, communications, and policy revisions while upholding a strong commitment to the values of the association. The Vice-President will act as the official representative in meetings and conferences when the President is unavailable and must be prepared to make critical decisions in the best interests of the members.

Key Responsibilities:

- a. Oversee all conduct and discipline associated with the SCMHA, implementing and enforcing the code of conduct throughout the season.
- b. Chair the Conduct and Discipline Committee (COCD) and ensure adherence to SCMHA policies and procedures.
- c. Attend conferences and meetings on behalf of the President when necessary, executing the roles and responsibilities of the President in their absence.
- d. Oversee the Rep team evaluation process at the beginning of the season, including securing evaluators for all divisions.
- e. Recruit and recommend candidates for the Lions Gate League Director role to the executive board as needed.
- f. Advise board members and non-elected officials on PCAHA rules, ensuring compliance and understanding of the association's governance.
- g. Revise the Constitution, Bylaws, and Policy and Procedure Manual in conjunction with the President as necessary.
- h. Serve as a direct support to the Director of Hockey Operations and Head Coaches, providing guidance and assistance when required.
- i. Support the DOHO with the implementation of coach development sessions throughout the season
- j. Vet hardship applications in collaboration with the Registrar, ensuring fair consideration for all requests.
- k. Attend Managers' and Coaches' meetings
- l. Exercise the authority to immediately suspend any member, player, team official, game official, or associated individuals whose conduct is deemed detrimental to the association's objectives or overall well-being.
- m. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in a leadership role, preferably within a board setting or similar organizational capacity.
- b. Demonstrated ability to resolve conflicts effectively and make critical decisions under pressure.
- c. Extensive knowledge of the SCMHA Constitution, policies, and procedures, with a commitment to maintaining policy integrity.
- d. Strong organizational skills with the ability to prioritize tasks and manage multiple responsibilities effectively.
- e. Excellent written and verbal communication skills for collaboration with stakeholders, members, and the community.
- f. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

TREASURER (2-YEAR TERM)

Job Summary:

The Treasurer plays a critical financial oversight role within the Sunshine Coast Minor Hockey Association. As steward of the association's finances, the Treasurer is responsible for the collection, processing, and management of fees, the preparation and presentation of financial reports, budget planning, and ensuring the integrity of accounting and banking operations. This position requires diligence, strong accounting skills, and a commitment to financial transparency and accountability.

Key Responsibilities:

- a. Collect and process membership and other fees, accurately recording all transactions in the accounting system.
- b. Review all incoming invoices and execute timely payments.
- c. Allocate and distribute funds to rep and house coordinators or team managers for officials as per SCMHA guidelines.
- d. Prepare and deliver monthly financial reports to the board, outlining the organization's fiscal status.
- e. Develop the annual budget for presentation and approval at the Annual General Meeting (AGM).
- f. Manage the processing of refunds in collaboration with the Registrar for players who leave the association and for goalies who provide their own gear (U11 and up).
- g. Process reimbursements for Respect in Sport (RIS), HCSP, coaching courses, official certification costs, and board member-approved travel and expenses.
- h. Administer sponsor funds and ensure proper allocation in accordance with sponsor agreements.
- i. Distribute approved bursary funding to School District 46 in a timely manner.
- j. Maintain meticulous records of all accounting transactions and bank records to ensure transparency and accuracy.
- k. Supervise the maintenance of SCMHA's bank accounts and execute financial transactions with diligence.
- l. Prepare and submit the annual gaming grant application before May 31st and execute the grant reconciliation report by July 31st.
- m. Process the Director of Hockey Operations invoice upon executive approval.
- n. Handle payment of non-parent head coach invoices as authorized by the board.
- o. Work with the Registrar to apply cash, cheque, and e-transfer payments for registration fees.
- p. Coordinate with the Sunshine Coast Credit Union for the processing of banking documentation related to the change of signing authorities.
- q. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in accounting or a similar financial role, preferably within a non-profit organization or sports association.
- b. Strong understanding of accounting principles, finance management, and budgeting.
- c. Proficiency in accounting software.
- d. Exceptional organizational skills and attention to detail.
- e. Excellent communication abilities for reporting and collaborating with various association members.
- f. Capacity to adhere to strict deadlines and handle confidential information responsibly.
- g. Experience in completing grant applications and financial reports.
- h. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

REGISTRAR (2-YEAR TERM)

Job Summary:

The Registrar for the Sunshine Coast Minor Hockey Association (SCMHA) is responsible for managing all aspects of player and member registration within the organization. This vital role ensures compliance with relevant regulations and governing bodies, maintains comprehensive records, and oversees the allocation of players and team officials. The Registrar plays a crucial role in facilitating smooth operations and effective communication within the association and with affiliated leagues.

Key Responsibilities:

- a. Oversee the registration of all members, ensuring compliance with the Society Act and BC Hockey governing bodies.
- b. Manage and support player registration, including completing necessary documentation for the Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey, as well as registering all teams and their rosters with affiliated leagues.
- c. Present a detailed written report on annual registrations at the Annual General Meeting, providing insights into participation trends and areas for improvement.
- d. In collaboration with the Vice-President, review and provide recommendations regarding hardship requests submitted by members, ensuring fair and transparent processes.
- e. Oversee the certification of coaches and volunteers in collaboration with the Equipment Manager, ensuring all individuals meet necessary requirements.
- f. Create and manage registration forms for all association programming.
- g. Allocate players and team officials to their respective teams within the registration platform, maintaining accuracy and efficiency in team assignments.
- h. Apply for oversized team rosters, when necessary, in consultation with the Board of Directors, to accommodate association needs.
- i. Promote and advertise registration initiatives through various channels in the community to maximize participation and engagement.
- j. Ensure a stringent process for Criminal Record Checks (CRCs), making sure they are updated every three years for all volunteers in contact with players.
- k. Manage and maintain the filing and tracking system for CRCs, facilitating updates as needed.
- l. Provide a detailed monthly report to the executive board, summarizing actions and initiatives taken in the previous month.
- m. Attend monthly meetings to provide updates on registration numbers and trends.
- n. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in an administrative or registrar role
- b. Strong organizational skills with attention to detail and the ability to manage multiple responsibilities efficiently.
- c. Excellent communication skills, both written and verbal, for effective interaction with members, stakeholders, and community partners.
- d. Familiarity with the Society Act, PCAHA, and BC Hockey regulations and policies.
- e. Proficiency in using registration software and managing databases to track member information.
- f. Capacity to attend community events to promote registration initiatives and support the association's objectives.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

SECRETARY & DIRECTOR OF COMMUNICATIONS (2-YEAR TERM)

Job Summary:

The Secretary and Director of Communications is integral to the governance framework of the Sunshine Coast Minor Hockey Association, ensuring the meticulous management of correspondence, records, and administrative processes. This role requires a high level of professionalism, organization, communication skills, and a firm understanding of the Society Act and the association's code of conduct.

Key Responsibilities:

- a. Conduct and maintain the official correspondence of the association with precision and confidentiality.
- b. Issue timely notices for all society and board of directors' meetings.
- c. Record and preserve detailed minutes of all meetings, ensuring accuracy and compliance with statutory requirements.
- d. Post minutes of Executive meetings on the Association's website, respecting confidentiality guidelines for in-camera sessions.
- e. Manage statutory filings in accordance with the Society Act.
- f. Serve as a signing officer, upholding the financial and legal integrity of the Association.
- g. Facilitate room bookings for Team Managers upon request and ensure adequate reservation of venues for executive and membership meetings, including the Annual General Meeting (AGM) and Town Halls.
- h. Coordinate ferry passes and distribute to team managers for all off-Coast games and events.
- i. Organize voting ballots or online voting processes for the AGM to guarantee a transparent and equitable election procedure.
- j. Prepare a membership list for the Annual General Meeting.
- k. Update Association website and deliver association communication as required.
- l. Produce and distribute a monthly newsletter, informing members of updates, events, and other relevant activities.
- m. File Society updates and AGM minutes and financial reports for society compliance.
- n. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Proven experience in administrative roles, preferably within non-profit or community organizations.
- b. Strong interpersonal and communication skills, both written and verbal.
- c. Demonstrable ability to handle confidential information with discretion.
- d. Proficient with word processing, spreadsheets, and website management.
- e. Acquaintance with the Society Act and governance practices.
- f. Commitment to the association's mission and values, with an emphasis on integrity and professionalism.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

DIRECTOR AT LARGE | PORTFOLIO: REFEREE IN CHIEF (2-YEAR TERM)

Job Summary:

The Referee-In-Chief (RIC) is responsible for overseeing the officiating team within the Sunshine Coast Minor Hockey Association. This individual will maintain communication between referees, the association, and the National Referees Certification Program, ensuring a high standard of officiating and supporting the development of all referees, particularly junior officials.

Key Responsibilities:

- a. Maintain effective communication between referees, SCMHA, and the National Referees Certification Program.
- b. Coordinate training and upgrading programs for referees, including annual certification.
- c. Implement a shadowing system to encourage the development of junior referees.
- d. Perform evaluations of SCMHA referees and provide feedback, both verbal and written, to help in their development.
- e. Have the authority to remove or dismiss referees from games deemed incompetent and document such events for the Executive Committee.
- f. Ensure all officials sign the Fair Play Code for Officials and fulfill additional requirements, including the Coaches - Respect in Sport online course for officials aged 16 and over and a Criminal Record Check for those 18 and over.
- g. Recruit and mentor new officials to enhance officiating skills within the association.
- h. Undertake other related duties as assigned by the Executive Committee.

Qualifications:

- a. Past officiating experience is preferred.
- b. Knowledge of hockey rules and regulations.
- c. Strong communication and interpersonal skills.
- d. Ability to mentor and evaluate individuals constructively.
- e. Commitment to fostering a positive environment for all officials.

DIRECTOR AT LARGE | PORTFOLIO: FEMALE HOCKEY (2-YEAR TERM)

Job Summary:

The Director at Large for Female Hockey at the Sunshine Coast Minor Hockey Association (SCMHA) is responsible for overseeing the growth and development of the female hockey division. This role serves as the primary voice for the female division on the Board, advocating for the needs and interests of female players. The Director will work to enhance participation and engagement in female hockey through various programs and initiatives while ensuring effective communication between players, parents, coaches, and the Board.

Key Responsibilities:

- a. Oversee the female hockey division at SCMHA, ensuring the successful execution of programs and initiatives that promote participation and development.
- b. Act as the representative and voice of the female division on the SCMHA Board, providing insight and input on decisions affecting female hockey.
- c. Attend regular SCMHA board meetings and monthly PCAHA Female Committee meetings to advocate for female hockey interests and share updates.
- d. Coordinate and oversee female hockey development initiatives, including:
 - i. Try Female Hockey camps to introduce new players.
 - ii. Female development camps to enhance skills and competitiveness.
 - iii. Organizing female-themed events throughout the year to build community engagement.
- e. Meet with each female team at the start of the season to promote open communication and establish rapport.
- f. Work to build balanced and competitive teams in each division while ensuring a positive experience for all players.
- g. Identify, recruit, and onboard coaches and volunteers for key roles within the female division.
- h. Assist with player movements and address any questions or concerns regarding team assignments.
- i. Collaborate with coaches throughout the season to provide support and address any inquiries related to player development or team dynamics.
- j. Be accessible to players and parents throughout the season, facilitating a supportive and responsive environment for their needs.
- k. Assist the Fundraising and Events Committee with organization and planning of female tournaments when needed.
- l. Leverage social media platforms to advertise female hockey initiatives and share important information in collaboration with the Registrar.
- m. Attend monthly meetings and provide reports on female hockey program developments, participation metrics, and areas for improvement.
- n. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Previous experience in a leadership role within a sports organization.
- b. Exceptional communication and interpersonal skills to engage effectively with players, parents, coaches, and board members.
- c. Proven ability to plan and execute programs and events that promote growth in female hockey.
- d. Strong organizational skills, with the ability to juggle multiple responsibilities and priorities effectively.
- e. Proficiency in using social media and other communication platforms to promote initiatives and engage with the community.
- f. A commitment to fostering an inclusive and supportive environment for all players.
- g. Ability to attend and participate in scheduled meetings, including potentially extended session

DIRECTOR AT LARGE | PORTFOLIO: EQUIPMENT MANAGER (2-YEAR TERM)

Job Summary:

The Director at Large for Equipment Management at the Sunshine Coast Minor Hockey Association (SCMHA) plays a pivotal role in managing the effective distribution, maintenance, and oversight of all equipment utilized within the association. This individual is responsible for ensuring that all players and teams have timely access to essential gear while adhering to budget and operational timelines. Additionally, this position is tasked with safeguarding the safety and welfare of all association members by proactively identifying, understanding, and mitigating potential risks associated with the association's activities. This includes implementing safety protocols and maintaining thorough documentation of all safety programs and regulatory compliance.

Key Responsibilities:

- a. Manage the distribution, upkeep, and retrieval of all association-owned equipment, ensuring optimal condition and availability for use.
- b. Oversee the acquisition of new equipment as sanctioned by the Executive Committee, ensuring adherence to budgetary guidelines and prompt order fulfillment.
- c. Maintain up-to-date records of all gear and equipment, regularly evaluating for replacement or upgrades as necessary.
- d. Organize and manage the community gear storage, ensuring efficient access for all members.
- e. Collaborate with the Director of Fundraising and Events to handle ordering and engraving of plaques and trophies at season's end.
- f. Prepare and issue invoices for lost or damaged equipment and for the purchase of new gear, ensuring efficient financial processes.
- g. Oversee the procurement and management of third jerseys, ensuring timely delivery for all teams.
- h. Ensure proper organization and maintenance of the storage unit housing association equipment.
- i. Facilitate requests for equipment made by coaches and teams, ensuring compliance with Executive Board approvals.
- j. Collect and manage all returned gear post-season, maintaining accurate records and preparing equipment for future use.
- k. Attend monthly board meetings, providing updates on inventory management and any relevant equipment-related challenges.
- l. Consult at executive meetings regarding safety and risk management issues affecting the association.
- m. Conduct safety assessments of all utilized facilities, liaising with facility managers on safety concerns.
- n. Engage with team safety representatives to standardize safety protocols across all teams consistently.
- o. Act as a consultant for risk management on various association events, including tournaments, special gatherings, and dryland training sessions.
- p. Oversee inventory and supply management of team safety bags throughout the hockey season.
- q. Aid team personnel in completing online HCSP certifications, ensuring compliance with PCAHA deadlines.
- r. Keep accurate records of all HCSP qualified volunteers within the association.
- s. Provide assistance to players and families in completing injury reports as needed.
- t. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Previous experience with a youth non-profit is preferred.
- b. Strong organizational skills with the ability to manage multiple tasks and priorities effectively.
- c. Excellent communication skills for collaborating with coaches, players, and the Executive Committee.

- d. Basic financial acumen for handling budgets, purchasing, and invoicing processes.
- e. Proficiency in inventory management systems, with a keen attention to detail.
- f. Ability to lift and handle sporting equipment and gear safely.
- g. Familiarity with hockey equipment and its maintenance is an asset.
- h. Accreditation or willingness to become qualified in HCSP and Respect in Sport.
- i. Experience in risk management or a related field, preferably within athletic organizations or community associations.
- j. Detail-oriented with the ability to recognize and proactively address risks.
- k. A commitment to supporting the development and enjoyment of youth hockey within the community.
- l. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

DIRECTOR AT LARGE | PORTFOLIO: FUNDRAISING AND EVENTS (2-YEAR TERM)

Job Summary:

The Director at Large for Fundraising and Events is responsible for generating revenue and fostering community involvement through fundraising initiatives at the Sunshine Coast Minor Hockey Association (SCMHA). This role involves procuring sponsorships, organizing events, and facilitating team fundraising opportunities to support the financial health of the association. The Director works collaboratively with Board members, teams, and community stakeholders to create a vibrant and prosperous hockey community.

Key Responsibilities:

- a. Procure sponsors for the SCMHA by identifying potential partners and developing relationships to secure financial support for the organization.
- b. Organize and coordinate association-wide fundraising opportunities and events, ensuring they align with SCMHA goals and values.
- c. Obtain and manage all necessary permits and licenses for fundraising activities, including Special Event Permits and gaming licenses, to comply with local regulations.
- d. Oversee and support all team fundraising initiatives, ensuring they adhere to SCMHA policies and procedures while upholding the integrity of the organization.
- e. Maintain the BC Gaming license and ensure compliance across all fundraising activities.
- f. Ensure the SCMHA website is current and reflects upcoming events and activities, promoting ongoing engagement within the community.
- g. Assist the Director of Hockey Operations in organizing player development opportunities.
- h. Chair the Tournament Committee, taking a lead role in organizing various tournaments throughout the season for the association.
- i. Coordinate year-end awards, recognizing player achievements and contributions to the hockey community.
- j. Manage social media efforts related to events, promotions, and team accolades, enhancing visibility and engagement for SCMHA.
- k. Apply for special insurance as needed for specific events to protect the organization and participants.
- l. Collaborate with the Treasurer in the Gaming License application process.
- m. Attend monthly board meetings, providing updates on fundraising activities, opportunities, and outcomes.
- n. Serve as a mentor for Team Managers, offering guidance and support in team operations.
- o. Uphold the SCMHA logo and brand integrity throughout all fundraising and promotional activities.
- p. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Previous experience in fundraising, sponsorship procurement, or event planning.
- b. Strong interpersonal and communication skills to build relationships with sponsors, community members, and stakeholders.
- c. Excellent organizational skills with the ability to manage multiple events and fundraising campaigns simultaneously.
- d. Familiarity with BC gaming laws, event permits, and insurance requirements related to fundraising activities.
- e. Creativity and enthusiasm for engaging the community and generating support for SCMHA initiatives.
- f. Proficient in social media management and website updates to effectively promote events and fundraising efforts.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

DIRECTOR AT LARGE | PORTFOLIO: ICE SCHEDULAR (2-YEAR TERM)

Job Summary:

The Director at Large for Ice Scheduler is responsible for managing all aspects of ice time allocation and scheduling for the Sunshine Coast Minor Hockey Association. This role ensures that teams have access to adequate ice time for practices, games, and development opportunities in alignment with the Association's policy and procedures, while meeting the needs of the association. The Ice Scheduler acts as a liaison between the association and ice facilities, facilitating effective communication and coordination regarding ice usage throughout the hockey season.

Key Responsibilities:

- a. Represent the SCMHA at seasonal ice allocation meetings to request and negotiate the necessary ice time for the upcoming season to ensure SCMHA's needs are clearly communicated and addressed.
- b. Schedule, reschedule, exchange, and cancel ice time as required, ensuring efficient use of available resources.
- c. Communicate the ice allocation details to the Referee-in-Chief to ensure effective coordination and planning for referee assignments during association games.
- d. Provide ice usage reports and forecasts to the executive board as needed to assist with planning and resource allocation.
- e. Perform other duties related to ice scheduling and management as determined by the Executive Committee.
- f. Ensure that up-to-date insurance is in place for the association, supplying the required documentation to the Sunshine Coast Regional District (SCRD) by September 15th.
- g. Collaborate with the Tournament Coordinator and Fundraising and Events Director to coordinate schedules for various tournaments hosted by the association.
- h. Assist team managers with the reallocation of game and practice times when necessary.
- i. Load all practice and home game schedules into the scheduling system, maintaining accuracy.
- j. Book ice for player development sessions, referee development clinics, and various camps as required throughout the season.
- k. Remain available to address questions and concerns regarding scheduling and allocation from team managers and coaching staff.
- l. Attend board meetings, providing updates on ice allocation and scheduling efforts.
- m. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Strong organizational skills with the ability to manage multiple schedules and priorities effectively.
- b. Excellent communication skills to liaise with ice facilities, team managers, and association officials.
- c. Familiarity with ice scheduling software or systems to maintain accurate records and schedules.
- d. Ability to analyze ice usage patterns and forecast needs based on historical data and membership growth.
- e. Problem-solving skills to address scheduling conflicts and reallocation needs quickly and efficiently.
- f. Have a thorough understanding and adherence to PCAHA league commitments, including game time requirements, league obligations, and scheduling.
- g. Ability to attend and participate in scheduled meetings, including potentially extended sessions.

DIRECTOR AT LARGE | PORTFOLIO: RECREATION AND INITIATION (2-YEAR TERM)

Job Summary:

The Director of Initiation and Recreation with Sunshine Coast Minor Hockey Association is a vital leadership position responsible for overseeing the development and execution of “C” Hockey programs. This role includes coordinating player evaluations, team formation, and providing support for coaches, managers, and families. The Director will foster a welcoming environment for new families, manage key administrative tasks, and promote participation in the association’s recreational hockey initiatives.

Key Responsibilities:

- a. Oversee the “C” Hockey program, ensuring alignment with the goals and values of the SCMHA.
- b. Participate in coordinating player evaluations and the team formation/balancing process for “C” Hockey.
- c. Coordinate and lead welcome meetings for U7/U9 divisions, in collaboration with other directors.
- d. Attend team start-up meetings for all “C” teams, providing guidance and support.
- e. Manage the coordination of referee fee statements, invoices, and money draws for “C” and Female teams.
- f. Review and approve “C” team ice schedules and assist in resolving ice scheduling conflicts.
- g. Act as a primary point of contact for “C” hockey managers and parents, answering questions and resolving issues.
- h. Coordinate requests for exhibition games
- i. Facilitate year-end divisional meetings.
- j. Participate in the planning and execution of the annual awards night.
- k. Engage in the selection committee for the Director of Hockey Operations (DOHO).
- l. Attend board meetings and provide monthly reports on “C” Hockey initiatives.
- m. Participate in PCAHA/BC Hockey meetings as required, and attend quarterly Lions Gate League meetings.
- n. Serve as the first contact for team officials concerning inquiries or complaints that cannot be resolved at the team level, following the established complaint resolution process.
- o. Update and monitor team communications within the association communication platform for “C” teams, addressing any issues as they arise.
- p. Develop welcome information sheets and packages for new families and volunteers.
- q. Adhere to and uphold the board's code of conduct.

Qualifications:

- a. Strong administrative background in hockey-related operations with relevant experience in team management.
- b. Demonstrated ability to work with team personnel and act as an effective liaison with the association's executive.
- c. Comprehensive knowledge of rules, regulations, and administrative procedures related to the division, association, and district.
- d. Familiarity with association technology platforms, as well as knowledge of PCAHA operations.
- e. Excellent communication skills, with an aptitude for resolving conflicts and providing clear information.
- f. Ability to organize and lead meetings, as well as handle multiple tasks efficiently.
- g. Strong commitment to fostering a welcoming and inclusive environment for all players and families.
- h. Ability to attend and participate in scheduled meetings, including potentially extended sessions.