

## **ST. MATTHEW HOCKEY & SPORTS CLUB (SMHSC)**

Open Positions at next AGM:

### **Vice President - Hockey Operations**

Reporting to: The President

Duties and responsibilities:

- Presides at meetings in the President's absence. If the Vice-President - Hockey Operations is absent, the Directors elect a Chairperson for the meeting;
- Replaces the President at various functions when asked to do so by the President or the Board of Directors;
- Chairs the player Evaluation Committee;
- Is an Officer of the Society; and
- Carries out other duties assigned by the Board of Directors.

### **Treasurer**

Reporting to: The President

Duties and responsibilities:

- Makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board of Directors;
- Makes sure a detailed account of revenues and expenditures is presented to the Board of Directors as requested;
- Makes sure annual audited financial statements of the Society are prepared and presented at the Annual General Meeting;
- Prepares the SMHSC annual budget for presentation and approval by the Board of Directors;
- Approves all Team budgets;
- Ensures that all required reports are filed on time with Alberta Gaming, Liquor & Cannabis (AGLC);
- Is an Officer of the Society; and
- Carries out other duties assigned by the Board of Directors.

### **Registrar**

Reporting to: The President

Duties and responsibilities:

- Official registrar contact for KC Hockey, Hockey Edmonton and Hockey Alberta;
- Coordinates the registration process for the hockey season and conditioning camps run by SMHSC;
- Maintains accurate and complete records and documentation relating to player registration, coach registration, funding and registration payments;
- Liaises with the Treasurer and Bingo Coordinator to ensure that all registration requirements have been met in terms of payments and mandatory volunteer requirements;
- Liaises with the Vice President - Hockey Operations, Category Directors, Head Coaches and Managers, to ensure all player and coach registration requirements have been met in terms of compliance with obtaining Respect in Sport, Respect in Sport Activity Leader and all other required coaching certifications;
- Rosters all players and coaches in Team Snap and HCR;
- Finalizes and submits hard cards to Hockey Edmonton for approval;

- Responsible for obtaining affiliate forms and uploading them to the players' HCR profiles;
- Responsible for initiating transfers to SMHSC and approving/rejecting transfers out of SMHSC; and
- Carries out any other duties as assigned by the Board of Directors, KC Hockey, Hockey Edmonton and Hockey Alberta.

### **Ice Allocator**

Reporting to: The President

Duties and responsibilities:

- Reviews ice requirements each hockey season (including conditioning camps, regular season and playoffs);
- Attends all Knights of Columbus Hockey and City of Edmonton ice meetings;
- Liaises with Knights of Columbus Hockey, City of Edmonton and private owners to secure sufficient ice for the Society;
- Assigns evaluation ice and practice ice based on identified needs;
- Sells any ice determined to be in excess of the Society's requirements;
- Forwards invoices for ice purchases and any funds received for ice sales, to the Treasurer;
- Prepares monthly ice status and usage reports for the Board of Directors; and
- Assists Vice President - Hockey Operations in the development of ice allocation policies, or changes thereto.

### **Category Directors - Timbits (Initiation), Novice, Atom & Pee Wee**

Reporting to: The President

Duties and responsibilities:

- Each Director is responsible for his / her respective age category;
- Ensures player evaluations result in players placed on an appropriate hockey team;
- Ensures coaches are assigned to teams at the beginning of the hockey season;
- Provides guidance, support and advice to coaching staff and players' parents;
- Attends one (1) game or one (1) practice per tiering round for each team in their respective category;
- Ensures all volunteers have completed the appropriate programs and clinics;
- Ensures all coaches use a coaching approach that is age appropriate;
- Assists with player placements, if necessary, during player evaluations;
- Provides input to the Vice President - Hockey Operations regarding divisional placement of teams;
- Performs an initial assessment of any disputes and grievances that may arise and make best efforts to resolve these issues;
- Advises Registrar of any player movements; and
- Assists in the collection of membership fees, if required.

### **Bingo Coordinator**

Reporting to: The President

Duties and responsibilities:

- Secures all bingo licenses for the Society;
- Ensures each bingo event has a chairperson and sufficient volunteers;
- Attends all bingo association meetings where the Society holds a license;
- Ensures all Members have booked their required number of mandatory bingos;

- Maintains financial records for each bingo hall's profit and loss statements, pooling information and worksheets;
- Assists in the collection of outstanding membership fees as required;
- Prepares monthly reports to the Board of Directors, including but not limited to Bingo chits issued, redeemed and outstanding; and
- Assists the Vice President - Administration & Secretary in development of Bingo policies or changes thereto.

The Bingo Coordinator position is a paid position. The Bingo Coordinator receives a modest stipend of \$75 per bingo event attended and partial reimbursement of cellular telephone costs of \$25 per month. The Bingo Coordinator attends at least 4 bingo events each month.

### **Apparel Coordinator**

Reporting to: The President

Duties and responsibilities:

- Secures and maintains a good working relationship with a non-hockey apparel supplier;
- Maintains a line of non-hockey apparel supporting the Society's logos and colours;
- Participates in coaches and managers meetings at the beginning of the hockey season, advising of apparel line and ordering procedures;
- Maintains order forms;
- Negotiates pricing with vendor(s); and
- Arranges for display of apparel so Members can select apparel items for purchase.

### **Special Events Coordinator**

Reporting to: The President

Duties and responsibilities:

- Plans social events for the Society;
- Plans and coordinates team picture day;
- Coordinates ticket sales with team coaches and managers;
- Coordinates publicity of events on the Society's web-site and Member e-mails;
- Provides event budgets to the Board of Directors for approval; and
- Provides a financial summary of each event to the Board of Directors within 1 month of the event taking place.

### **Equipment Manager**

Reporting to: The President

Duties and responsibilities:

- Ensures that deposits are received from Members for any equipment lent out in the off-season;
- Submits a list of equipment required for purchase prior to the start of the season to the President, Vice President - Hockey Operations and Treasurer for review and discussion;
- Ensures equipment is stored safely and that any required repair or cleaning is completed;
- Ensures all equipment lent out during the hockey season is returned to stock prior to May 1<sup>st</sup>; and
- By July 1<sup>st</sup> of each year, provides the Board of Directors with a schedule of proposed equipment purchases for review and approval.

### **Casino Coordinator**

Reporting to: The President

Duties and responsibilities:

- Secures casino licenses as requested by the Board of Directors;
- Ensures a casino manager and alternate managers are available;
- Ensures volunteer worker forms are submitted to AGLC for approval;
- Ensures the Society has sufficient volunteers to work at the Casino;
- Selects volunteers to perform specific tasks (count room, banking, etc...);
- Prepares reports to the Board of Directors; and
- Assists the Vice President - Administration & Secretary in development of Casino policies or changes thereto.

### **Communications Coordinator**

Reporting to: The President

Duties and responsibilities:

- Collects, records and disseminates news to all Members regularly throughout the hockey season, via the club web-site and e-mails in a timely manner;
- Sends announcements and other information to the Members in a timely manner as needed for club events such as Bingo, Casino and hockey registration; and
- Updates and coordinates maintenance of the Society's web-site