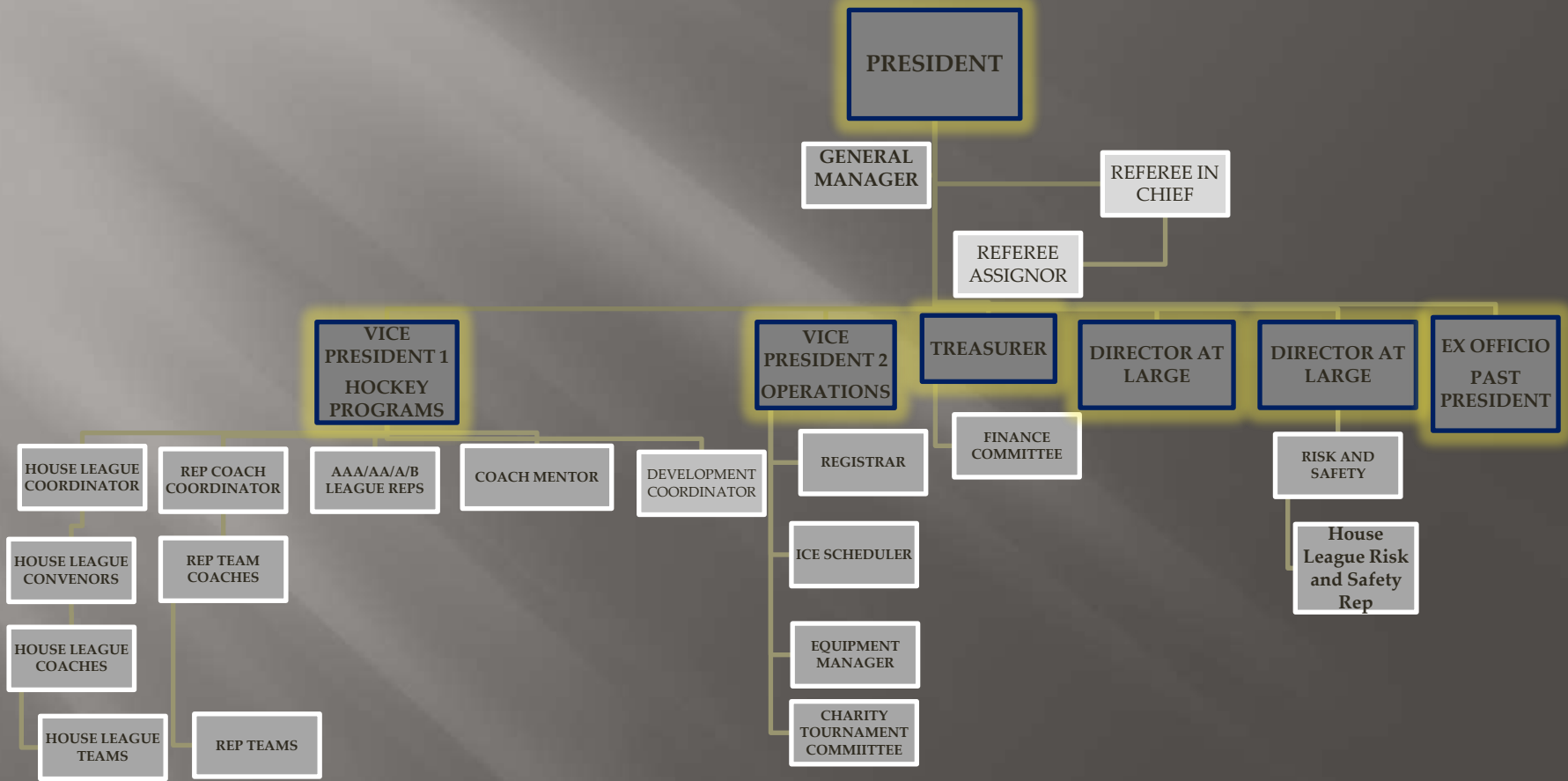




# KANATA MINOR HOCKEY ASSOCIATION

ORGANIZATIONAL CHART



# PRESIDENT

- The President shall:
- Chair all Annual, Special, Board of Directors meetings of the K.M.H.A. He /She shall generally perform the duties usual to the office of President, and may at his/her discretion, order the callings of meetings of the K.M.H.A. or its committees. The President if he so chooses, shall be a voting member of any K.M.H.A. Standing Committee . By virtue of his position, he also shall be a voting member of the O.D.M.H.A.;
- Exercise, in addition to his own powers conferred upon him by the Constitution and By-laws, all duties and powers of the Board of Directors when it is impossible for the President to obtain a vote of his Board of Directors in case of an emergency, it being understood that such actions as may have been taken be referred to the Board of Directors as soon as possible for approval or rejection at the next regular or special meeting of the Board of Directors;
- Shall be the 2<sup>nd</sup> of the signing officers
- Have the power to suspend summarily any individual for any breach or violation of any of the provisions of the Constitution or Bylaws or any other decision or ruling of the Board of Directors, or for ungentlemanly conduct on or off the ice, for abusive language to any of the officials, providing that the President is satisfied that the individual as the case may be, has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with the Board of Directors at their next regular or Special Meeting. The President shall have the power to impose such suspension in respect of any matter or incident which may occur at any time having to do with a game of any kind, or otherwise; and
- WILL be *ex officio* a member of all committees
- Sign all contracts, engagements, leases or other documents on behalf of the K.M.H.A. that commit K.M.H.A. funds or establish a liability.

# VICE PRESIDENT 1 HOCKEY PROGRAMS

- In the temporary absence of the President have all the powers to perform all the duties of the President 5. While in this capacity he shall not vote except when such vote is needed to break a tie.
- Hold the position of Chairman of Standing and Ad Hoc Committees, and shall perform the duties usual to the office of chairman;
- Direct the planning, organizing, implementing and monitoring of the K.M.H.A. hockey program including the Initiation Program as prescribed by the C.H.A. and shall be a source of guidance to the Conveners, League Representatives on matters relating to the operation of the K.M.H.A. hockey program
- The Vice President shall be the Chair of the House League and Rep Coordinator
- Initiate, collect and document coaching evaluations for the House League program
- Be the 3rd signing officer.
- Shall have all the powers to perform all duties of the President in the case of temporary absence of the President.

# VICE PRESIDENT 2- OPERATIONS

The Vice President Operations shall:

- Be a source of guidance the Registrar, Equipment Manager ,Ice Scheduler and Charity Tournament Committee.
- Hold the position of Chairman of Ad Hoc Committees and shall perform the duties usual to the office of Chairman
- Shall have all the powers to perform all duties of the President in the case of temporary absence of the President and Vice President Hockey Programs

# TREASURER

The Treasurer may not take office until such time as Directors has determined by 2/3 majority vote, a quorum being present, that the individual is competent to perform the duties of the position notwithstanding that he may have been duly nominated and elected at the Annual General Meeting.

Having been endorsed by Directors the Treasurer shall:

- In the temporary absence of the President, and Vice President Hockey Programs, have all the powers to perform all the duties of the President, however, while in this capacity shall not vote except when such vote is needed to break a tie;
- Hold the position of Chairman of Standing and Ad Hoc Committees and shall perform the duties usual to the office of Chairman;
- Direct the planning, organizing, implementing and monitoring of all budgets
- Shall be the primary cheque signing officer
- Ensure the proper maintenance of all books and accounts; shall authorize all expenditures and investments, shall duly sign all cheques, instruments of credit and liability, along with one other of the approved signing officers; shall be responsible for having the K.M.H.A.'s books and accounts audited by a competent accounting firm on an annual basis;
- prepare a financial statement of all monies received and disbursed and shall report on same at each regular Board of Directors meeting and at the Annual General Meeting of its membership;
- Be responsible for recruiting and selecting individuals for the finance committee
- In the absence of the President, sign all contracts, engagements, leases or other documents on behalf of the K.M.H.A. that commit K.M.H.A. funds or establish a liability.

# REFEREE IN CHIEF

**The Referee-in-Chief shall:**

- **Be responsible for all officiating activities in the K.M.H.A. and to the best of his ability, shall insure that all officials registered with the K.M.H.A. are properly supervised, evaluated and subsequently certified at the proper level, in keeping with the intent of the Canadian Hockey Officials Program (C.H.O.P.);**
- **Report to, advice and take direction from the President;**
- **Establish a yearly budget that must be presented to the Treasurer for board of Director approval**
- **Schedule and organize a referee development program for all K.M.H.A. referees;**
- **Ensure, in conjunction with the Vice President Hockey Programs, that all K.M.H.A. team officials are advised of all C.H.A. and O.D.M.H.A. Rule and Code or Regulations Governing Discipline changes;**
- **Represent the K.M.H.A. at all meetings called by the District, O.D.M.H.A. or O.D.H.A. Referee-in-Chief.**
- **Interview and recommend to the Directors a candidate(s) for the position of Referee Scheduler(s). Final appointment and terms and conditions of the employment of the Referee Scheduler will be defined by the Directors**
- **Supervise the Referee Assignor(scheduler and timekeeper scheduler)**

# DIRECTOR AT LARGE

- **Should be a source of guidance for Risk and Safety**
- **Should be a source of guidance to any other areas of KMHA, should the President require assistance**



# PAST PRESIDENT EX OFFICIO

- **The Past President shall be the source of guidance to the Board of Directors on all matters relating to the past conduct of business of the K.M.H.A. He shall be a non voting member of the Board of Directors**

# HOUSE LEAGUE COORDINATOR

- **The House League Coordinator shall administer the House League Program for the KMHA.**
- **Take Direction and report to the VP of Hockey Programs**

# REP COACH COORDINATOR

The Rep Coach Coordinator shall:

- Take direction from and report to the Vice President Hockey Programs.
- Oversee the interview and selection committee for candidates applying for coach positions for each hockey year. Recommendations from the coach selection committee will be presented to the President and VP Hockey Programs for final approval
- Assist in identifying development requirements and provide ongoing mentoring and support for all competitive coaches;
- Initiate, collect and document coaching evaluations.

# AAA/AA/A/B LEAGUE REPS

- SHALL ATTEND THEIR RESPECTIVE LEAGUE MEETINGS ,THEN REPORT ANY FINDINGS, INFORMATION ETC,.. BACK TO THE PRESIDENT, AND VICE PRESIDENT OF HOCKEY PROGRAMS
- SHALL REPORT ALL LEAGUE BUDGETS TO THE PRESIDENT AND VICE PRESIDENT HOCKEY PROGRAMS

# COACH MENTOR

The Coach Mentor will be chosen by the Vice President of Hockey programs and must be approved by the board of Directors.

The Coach Mentor Shall:

- Plan, organize and manage all matters relating to the mentorship of all competitive and house league coaches.
  - Take direction from and report to the Vice President of Hockey programs
- Represent KMHA and the District at the ODHA on all coach mentoring related matters

# REGISTRAR

- **The Registrar shall process and record all registrations in the manner set forth by the Association and its senior hockey bodies and shall maintain a record of all membership within the Association.**
- **The Registrar shall perform other duties and responsibilities that may be determined by the Board of Directors.**

# CHARITY TOURNAMENT COMMITTEE

- Shall plan , organize and run the Kanata Charity Tournament on an annual basis.
- All monies raised shall be donated to the pre determined charity as chosen by the tournament committee and the Board of Directors

# ICE SCHEDULER

Having been approved by the Directors the Ice Scheduler shall:

- Plan, organize and manage all matters relating to the procurement and disposition of ice time to support the K.M.H.A. hockey program;
- Take direction from and report to the President and Vice President Hockey Programs;
- Plan and submit an overall plan on ice scheduling to the President and Vice President of Hockey Programs.
- Procure ice time in accordance with the Hockey Programs Committee decisions;
- In conjunction with the President, represent the K.M.H.A. in all negotiations with the City of Ottawa, Carleton University, RA Center and BellSensplex officials related to the procurement of ice time;
- Distribute ice time for all practices, league games, tournaments and all other ice activities approved by the Hockey Programs .
- Coordinate the sale of extra ice
- Provide regular status reports on ice allocation and usage to the President and Vice President of Hockey Programs



# EQUIPMENT MANAGER

**The Equipment Manager shall:**

- **Is responsible for the annual RFP's, procurement, maintenance and distribution of all hockey equipment owned by the K.M.H.A.;**
- **Report to and take direction from the Vice President of Operations.**
- **Maintain detailed inventory records of all equipment including a replacement plan.**
- **Establish the annual requirements for new equipment purchases and submit the details via an annual budget to the VP of Operations for approval by the Board of Directors for review and approval.**
- **Ensure all existing equipment is clean and in good repair prior to the commencement of the hockey program;**
- **Organize the distribution and return of all equipment, collect and forward any rental fees and deposits to the office manager and maintain detailed records of equipment allocations .**

# FINANCE COMMITTEE

Shall consist of 2-3 individuals upon approval by the Board of Directors

- Meet Quarterly to review and approve KMHA financials as provided by the Treasurer

# REFEREE ASSIGNOR

Shall be determined by the Referee in Chief upon approval of the Board of Directors

- Shall take direction and report to the President followed by the Referee in Chief
- Responsible to assign all KMHA games as determined by the KMHA schedule

# RISK AND SAFETY

**The Risk Management and Safety coordinator shall:**

- **Is responsible, in conjunction with City or Municipality officials, for ensuring safe playing conditions in all facilities;**
- **Report to and take direction from the Director at large and the President**
- **Institute a risk management program in accordance with C.H.A. and O.D.H.A guidelines;**
- **Represent the District and Association at the O.D.H.A. Risk and Safety Management Committee; and**
- **Provide all members of the Executive Committee with advice and guidance on Risk and Safety Management issues.**
- **Provide direction for police records checks for all team officials. This also includes tracking all team officials they are compliant with police records checks**
- **Shall conduct investigations and hearings for any and all violations of KMHA Code of Conduct and bylaws**

# HOUSE LEAGUE RISK AND SAFETY REP

- Shall follow direction from Risk and Safety
- Aid Risk and Safety when required

# DEVELOPMENT COORDINATOR

The Development Coordinator may not take office until such time as the Board of Directors has determined that the individual is competent to perform the duties of the position.

Having been endorsed by the Board of Directors, the Development Coordinator shall:

- Is responsible for hockey development;
- Report to and take direction from the VP of Hockey Programs
- Make recommendations to the Director at Large for Hockey Programs with respect to program goals, objectives and content;

Plan and submit an annual budget to the Director at Large for further approval by the Board of Directors .

- Organize C.H.A., O.D.M.H.A. and other clinics for coaches, players and trainers;
- Provide technical support for all levels of play in the K.M.H.A.

# Convenors

**Shall take direction from the House League Coordinator and the VP of Hockey Programs.**

- **Shall conduct house league sort outs, assign players to teams**
- **Shall assign coaches to all their teams with approval from the house league coordinator and VP of Hockey Programs.**
- **Shall act as a source of guidance to coaches**
- **Be of assistance to all coaches with concerns or questions from parents.**