

Pelham Minor Hockey Association

Duties and Responsibilities of PMHA Board Members “Job Descriptions”

Written February 19, 2016

DUTIES AND RESPONSIBILITIES OF PMHA EXECUTIVE

President – When elected, the President shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the Board, supervise the affairs of the Corporation.

Executive Vice-President – when elected, shall serve the Association as the alternative should any of the other three (3) listed Executives not be able to fulfill their functions. The Vice President shall subject to the authority of the board, be responsible for any aspects of the Association as prescribed by the Board, and specifically will be responsible for overseeing Disciplinary items, Procedural items and Budget related items.

Secretary – When elected or appointed, the Secretary shall attend and be the secretary of all meetings of the Board, of the members, and any committees of the board to which they may be assigned. The secretary shall enter or cause to be entered in the Corporation's minute record keeping books, minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees; the Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation (those not related solely to finance).

Treasurer – The treasurer shall be open for election, or in absence of a nominee, appointed to the Board by the President, and shall have such powers and duties as the Board may specify, and be the keeper of all Association documents related to finance; and be responsible for communication of Association finances through reports as specified at meeting of the Board and/or Members. **Note:** It is HIGHLY recommended that any member wishing to be elected/appointed to the position of Treasurer be an accountant or bookkeeper in their formal training or profession, and this may be considered as a term of acceptance of the nomination by either the Elections Committee and/or the Board that exists at the time. The Association may ask for evidence of training or profession.

PRESIDENT: (2 year term)

The President shall:

- i) Be responsible for all areas of the association;
- ii) Represent the association in the Community;
- iii) Act as Chair of the Executive, the Executive Committee, the Budget Committee, and at all meetings of the membership of the Association;
- iv) Exercise general supervision of the Association in accordance with policies determined by the Board and any governing association or municipal provincial entity that exists;
- v) May be a member of all committees and sub-committees of the Association, other than the Elections Committee.
- vi) Appoint a Tournament Director(s) for each tournament with the approval of the Board.
- vii) If required, appoint an Association Treasurer
- viii) Appoint a Referee in Chief and acts as liaison
- ix) Delegate tasks as necessary.

Persons nominated for President, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to two hockey season years minimum (defined as from the PMHA AGM until the nomination process opens), one consecutive season of which must have been during the immediate prior season/vote (for the transition year for the AGM 2016, this would be adjusted to follow 2005 Constitution which states "Candidates wishing to stand for the office of President and/or any of the Vice President positions shall be required to have a minimum of one-year prior service on the executive of the Association")
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

SECRETARY: (2 year term)

The Secretary shall:

- i) Record the minutes of meetings of members, Board meetings and Executive Committee Meetings, and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the policies and procedures established by the Board or by the members of the Association;
- ii) Ensure the proper custody of the Association's corporate seal, corporate Minutes and Resolutions and other corporate records and documents;
- iii) Ensure that members have, or have available a copy of this by-law and all policies;
- iv) Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association including being the host of the association webmail account;
- v) Provide a tentative agenda in advance as outlined in Bylaw for any regular Board Meeting and specify the business to be conducted in the case of a Special Board Meeting as outlined in by-laws;
- vi) Bring proper minute books and record books to all meetings;
- vii) Ensure that cards, flowers, and gifts are provided when appropriate;
- viii) Recommend policy to the Board regarding internal and external communications of the Association;
- ix) Be a member of any Executive Committee and the Budget Committee; and
- x) Attend PMHA meetings as an Executive voting member.

Persons nominated for Secretary, to be eligible, shall possess the following qualifications:

- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

TREASURER: (2 year term)

The PMHA Treasurer shall;

- i) ensure adherence to and implementation of financial policies in the financial administration of the Association;
- ii) present a report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- iii) evaluate, review and recommend financial policy to the Board ;
- iv) consult with the directors responsible for purchasing, sponsorship and fund-raising
- v) Be in charge of all Association funds;
- vi) Ensure all cheques are co-signed by the President or in his/her absence, the Executive Vice President;
- vii) Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- viii) Have an accurate record of all monies received and disbursed and shall produce such records and books at all meetings for inspection;
- ix) Ensure that receipts are issued when money is received;
- x) Oversee insurance and accounting issues;
- xi) Ensure that PMHA budgets, and committee budgets are completed;
- xii) Ensure the submission of the books of account to the Accountant of the Association at the end of the financial year and present when required the un-audited financial statements to the Membership at the Annual General Meeting of Members;
- xiii) Evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- xiv) Be a member of the Executive Committee and the Budget Committee;
- xv) Attend PMHA meetings as a Board voting member; and present monthly reports
- xvi) Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated for Treasurer, to be eligible, shall possess the following qualifications:

- This position should be filled by a person with formal education in or hold a professional title in the accounting field
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

EXECUTIVE VICE PRESIDENT: (2 year term)

The Vice-President shall:

- i) assume the duties of the President in the absence for any reason of the President or when requested by the President;
- ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iv) carry out duties as assigned by the Executive Committee or the President;
- v) monitor adherence by the Board to all existing Policies of the Association and to inform the Executives with respect to any inconsistencies between existing Policies of the Association and a proposed policy for the Association;
- vi) be a member of the Dispute Resolution & Discipline committee,
- vii) Attend and represent the association at Pelham Sports Council meetings or similar named meeting at the Town of Pelham;
- viii) Assist and oversee business with registration, purchasing, sponsors, ice allotment, the budget committee, and team projections;
- ix) manage and supervise current sponsorship endeavours and relationships
- x) Recommend policy to the Board regarding the nomination and election of Board of the Association, and the organization and conduct of General Meetings of Members of the Association;
- xi) Be a member of the Executive Committee and the Budget Committee;
- xii) Attend PMHA meetings as a Board voting member;
- xiii) Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated for Executive Vice President, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to two hockey season years minimum (defined as from the PMHA AGM until the nomination process opens), one consecutive season of which must have been during the immediate prior season/vote; (for the transition year for the AGM 2016) this would be adjusted to follow 2005 Constitution which states “Candidates wishing to stand for the office of President and/or any of the Vice President positions shall be required to have a minimum of one-year prior service on the executive of the Association”)
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

DUTIES AND RESPONSIBILITIES OF BOARD OF DIRECTORS

VICE PRESIDENT OF REPRESENTATIVE HOCKEY: (2 year term)

The Vice President of Representative Hockey (VP REP) shall:

- i) oversees the complete operation of all Representative teams (Rep & A/E).
- ii) ensure that all association directives are carried out and enforce PMHA policies
- iii) attend and represent the association at all Niagara District Hockey League meetings
- iv) Ensure that all local league teams are registered and carded with the OMHA (including players, affiliated players, and bench personnel);
- v) recommend policy to the Board of Directors regarding Representative (Rep) Hockey operations
- vi) Be a member of the Dispute Resolution and Discipline Committee when required and administer discipline to Representative team(s), players, coaching staff, and parents as required
- vii) participate in coach selection process
- viii) attend pre-season, mid-season meetings with coaches
- ix) ensures the association has clear policies and procedures for the evaluation of all players at all levels.
- x) work with the Ice Scheduler to co-ordinate ice time allocation; timekeepers
- xi) ensure that gate fees are collected for Rep team playdowns when required;
- xii) present a monthly report regarding the Representative (Rep) hockey program to the PMHA Board of Directors
- xiii) submit a report on the Representative hockey program to the President for presentation at the Annual General Meeting.
- xiv) Confirming PMHA's ability to roster a competitive Rep team
- xv) Confirming PMHA's ability to roster a competitive AE team
- xvi) Oversee all aspects of tryouts and ensure all policies are communicated and adhere to.

Persons nominated for Vice President of Representative (Rep) Hockey, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to two hockey season years minimum (defined as from the PMHA AGM until the nomination process opens), one consecutive season of which must have been during the immediate prior season/vote; (for the transition year for the AGM 2016, this would be adjusted to follow 2005 Constitution which states "Candidates wishing to stand for the office of President and/or any of the Vice President positions shall be required to have a minimum of one-year prior service on the executive of the Association")
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

VICE PRESIDENT OF LOCAL AND HOUSE LEAGUE HOCKEY: (2 Year Term)

The Vice President of Local and House League Hockey (VP LL) shall:

- i) Be responsible for, and in charge of all local league teams and House league teams including roster select if applicable pursuant to the Policies of the Association;
- ii) Attend and represent the association at all Niagara District Local League meetings;
- iii) Ensure that all local league teams are registered and carded with the OMHA (including players, affiliated players, and bench personnel);
- iv) Participate in coach selection process;
- v) recommend policy to the Board of Directors regarding Local & House Hockey operations
- vi) Assist with team projections and enforce local team roster allocations and size based on Convenor recommendations;
- vii) Be a member of the Budget Committee
- viii) Be a member of the Dispute Resolution and Discipline Committee when required and administer discipline to Local League/House League team(s), players, coaching staff, and parents as required
- ix) Oversee and chair the LL/HL team allocation meetings for every division and age group
- x) Shall appoint personnel to establish and maintain on-ice and off-ice technical development programs for LL divisions with the approval of the Board
- xi) Attend PMHA meetings as a Board voting member;
- xii) Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated for Vice President of Local and House League Hockey, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to one hockey season years minimum (defined as from the PMHA AGM until the nomination process opens), that season of which must have been during the immediate prior season/vote
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

REPRESENTATIVE HOCKEY CONVENOR - MINOR: (1 year term)

The Representative Convenor Minor shall:

- i) be responsible for Rep teams in the age groups of Novice, Atom and Peewee
- ii) conduct pre-season and mid-season meetings with coaches
- iii) produce an information bulletin for all coaches/players/parents within the Representative League division
- iv) Provide a monthly report regarding all teams within their divisions
- v) ensure that each coach has and understands the OMHA rule book, and league and PMHA rules and regulations
- vi) oversee the spring tryouts
- vii) ensure each division follows the evaluation policies
- viii) work with the Coaches to ensure that all records and player information as required are completed and forwarded to the Registrar on a timely basis
- ix) liaise with Regional and International AE Silver Stick Tournament organizers
- x) support coaches and players development as required.
- xi) ensure that all information pertaining to hockey clinics, first aid clinics, etc. is available to all coaches, managers and trainers and, where numbers warrant, organize such clinics locally.
- xii) Carry out such duties as are assigned by the Board, the Executive Committee or the President.
- xiii) Attend PMHA meetings as a Board voting member

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

REPRESENTATIVE HOCKEY CONVENOR - MAJOR: (1 year term)

The Representative Hockey Convenor Major shall:

- i) be responsible for Rep teams in the age groups of Bantam, Midget, and Juvenile
- ii) conduct pre-season and mid-season meetings with coaches
- iii) produce an information bulletin for all coaches/players/parents within the Representative League division
- iv) ensure that each coach has and understands the OMHA rule book, and league and PMHA rules and regulations
- v) oversee the spring tryouts
- vi) ensure each division follows the evaluation policies
- vii) work with the Coaches to ensure that all records and player information as required are completed and forwarded to the Registrar on a timely basis
- viii) Provide a monthly report regarding all teams within their divisions
- ix) liaise with Regional and International AE Silver Stick Tournament organizers
- x) support coaches and players development as required.
- xi) ensure that all information pertaining to hockey clinics, first aid clinics, etc. is available to all coaches, managers and trainers and, where numbers warrant, organize such clinics locally.
- xii) Carry out such duties as are assigned by the Board, the Executive Committee or the President.
- xiii) Attend PMHA meetings and participate as a voting member of the Board

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

LOCAL LEAGUE DIRECTORS: (1 year terms at each of the three positions)

In cooperation with the Vice President of Local and House League Hockey, the THREE (3) Local/House League Directors listed are as follows:

- 1) Director of Junior Divisions - who is responsible for Pre-Novice and Novice divisions
- 2) Director of Intermediate Divisions - who is responsible for Atom & Peewee
- 3) Director of Senior Divisions - who is responsible for Bantam & Midget

These LL Directors shall oversee the operation of all Local League/ House League programs and teams of PMHA within their assigned age divisions.

These LL Directors shall have authority to enforce the policies and procedures as they relate to the operations of Local League/ House League they are responsible for.

In particular, these Local League Directors will be responsible for:

- i) Confirming the number of Local/House League teams that can be rostered by PMHA and identification of additional players (including goaltenders) as necessary to roster the number of Board approved Local/House League teams
- ii) Identifying potential head coach candidates and staff as needed
- iii) Ensuring appropriate accreditation are obtained for coaches, trainers, managers and on-ice volunteers and ensuring the Screening Policy is followed
- iv) Where more than one team is approved, coordinate assessments for players with assigned coaches
- v) Where more than one team is approved, participate in player assignments to the teams to ensure equitable distribution of player talent at the beginning of the season
- vi) Coordinating affiliate player signings for the Local League teams
- vii) Upholding and communicating the OMHA Rules and Regulations as well as PMHA Constitution and all Policies as the situation requires
- viii) maintain and provide media releases pertaining to team accomplishments so that sponsors names are appearing in local media outlets when applicable (ie: weekly minor hockey report in the Pelham Voice and also on the website)
- ix) Participate in conflict resolution and/or disciplinary issues when required within the divisions assigned
- x) Liaise between head coaches and VP LL as needed for their divisions
- xi) Provide a monthly report regarding all teams within their divisions
- xii) Attend PMHA Board meetings and participate as a voting member of the Board
- xiii) Carry out such other duties as may be assigned by the Board

Any person nominated for any of these three positions, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

RISK MANAGEMENT DIRECTOR: (2 year term)

The Risk Management Director shall:

- i) attend PMHA meetings a Board voting member
- ii) Identify, assess, and prioritize any real or potential issue, with respect to a future event that threatens the well-being of the association, executive, members, volunteers, sponsors, property, equipment, materials, revenues and/or the association's reputation/stature in the community;
- iii) Implement and enforce all OMHA Risk Management Programs;
- iv) Chair the Dispute Resolution & Discipline Committee for all incidents
- v) Organize, investigate, categorize and retain all incident reports, complaints and formal complaints for the Association at both the Team and the Association level;
- vi) Prepare a monthly report for Presentation at the PMHA Board meeting regarding upcoming events, ongoing issues or programs, and any other items requiring a status report within PMHA
- vii) Identify, prioritize and rate potential probability of hazards, that may be associated with the organization's fundraising events and team planned activities;
- viii) Recommend policies and procedures that insulate the association from liability or hazards with respect to the conduct of its business and on ice hockey affairs;
- ix) Liaison between the PMHA Board & the OMHA, and, PMHA teams with respect to safety and risk management guidelines, concerns, questions and planning
- x) Shall maintain and enhance procedures with respect to screening volunteers to protect the association, members and players from harm ;
- xi) Serve as Association safety resource person and assure documentation and record-keeping of regulated programs, materials and injuries;
- xii) Ensure that the Association's website has current postings and important documentation available for the members to find/read regarding safety, risk management and conflict resolution, as well as any associated forms required
- xiii) Act as a liaison between the PMHA Board and the Team Trainers with respect to safety and Trainer issues as well as injury reporting;
- xiv) Be aware of changes and procedures as they relate to safety and risk management in minor hockey;
- xv) Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA);
- xvi) Distribute, collect and retain Criminal Record Check in association with the PMHA Registrar, forms as set out by the Association's policy;
- xvii) Carry out other duties as assigned by the Board, the Executive Committee or the President.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

PAST PRESIDENT:

The Past President will sit on the PMHA Board of Directors as a Non-voting member ex-officio.

Duties shall include:

- i) Act as a source of information for the Executive and the Board of Directors.
- ii) Attend Board meetings and serve on committees
- iii) Assist with Association or Board business as needed or as requested by the Board.
- iv) May be considered for participation in the Dispute Resolution & Discipline Committee as well.
- v) The person in this position should obtain valid clearance as per the PMHA Screening Policy

Purchasing and Equipment Director: (2 year term)

The Purchasing and Equipment director shall:

- i) be responsible for all equipment, jerseys, awards (including trophies and plaques), pins, buttons, novelties, and souvenirs owned by the Association;
- ii) be responsible for soliciting bids for, designing of, and the procurement of all association jerseys and socks after Board approval;
- iii) be responsible for soliciting bids for, designing of, the procurement of and availability of all association apparel items after Board approval;
- iv) maintain appropriate records of the items listed in items above either in inventory or out on loan;
- v) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer
- vi) solicit bids and purchase hockey equipment and other items listed in items above, as required;
- vii) maintain and repair all equipment owned by the Association;
- viii) act as the Purchasing Agent for the Association with respect to all Association purchases;
- ix) maintain an inventory of all equipment owned by the Association;
- x) collect rental fees and/or security deposits and/or loan agreements for all goalie equipment leased or lent;
- xi) solicit bids and purchase hockey equipment, as required;
- xii) make appropriate arrangements maintain and repair all equipment owned by the Association;
- xiii) act as the Purchasing Agent for the Association with respect to all Association purchases;
- xiv) recommend policy to the Board regarding purchasing and equipment - especially in the largest expense of jerseys and apparel.
- xv) submit to the Budget Committee or Budget personnel in each year an estimate of revenues and expenditures of the Purchasing and Equipment Committee for the next fiscal year of the Association;
- xvi) present a report regarding purchasing and equipment to the Executive;
- xvii) submit to the Budget Director an estimate of revenues and expenditures for the next fiscal year of the Association;
- xviii) report to the Executive at each Executive meeting regarding purchasing and equipment;
- xix) recommend policy to the Executives regarding purchasing and equipment;
- xx) carry out such duties as are assigned by the Board, the Executive Committee or the President.
- xxi) attend PMHA meetings a Board voting member

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

ICE SCHEDULER POSITION - Appointed

The Ice Scheduler is a paid position within our organization and as such he/she will be required to sign a formal Contract with the PMHA.

The Ice Scheduler's general responsibilities are to manage, allocate and maintain up to date records for the ice allocation of the PMHA within any financial or allocation budget plans put forth by the Board.

The Ice Scheduler will report to the Board of Directors of the PMHA.

Specific duties will include:

- The Ice Scheduler shall assign the ice time schedules to Hockey School, Tyke teams, Local League teams, Representative teams as required by these leagues for games and practices throughout the season in a fair manner & equitable manner according to Board policy
- shall inform all PMHA Coaching staff of the Ice Time Policy regarding the scheduling, use of and cancellation of ice times assigned.
- shall be the PMHA centre contact for ALL PMHA game changes.
- The Ice Scheduler or his/her designate shall assume the responsibility for obtaining referees and time keepers for all games. The Ice Scheduler may appoint a designate to assist with Referee and Time Keeper arrangements
- shall ensure that all PMHA teams receive a copy of their game and practice schedules in a timely manner.
- Notifying PMHA of any related upcoming meetings for league or Town ice allocations business;
- Establishment of the overall ice distribution policy and guidelines for the PMHA ice allocation in conjunction with and as agreed to by the Board of Directors of the PMHA;
- Booking all PMHA ice time slots known before the start of the season, for the year at the Pelham Arena and other designated arenas the Ice Scheduler sees fit for use.
- Advising the board and specifically advise the VP of Rep and VP of LL as to the ice time that is available for the forthcoming year and its utilization for practice slot setup.
- Preparing and publishing onto the PMHA website schedule the Ice Schedule at least in 2 weeks advance of the first ice time slot. **There are times of the year when this is not possible** i.e. at the start of the season and during playoffs. During these times, the scheduler will provide as much notice as possible.
- Preparing and presenting an Ice Scheduling Report to the PMHA Board on a monthly basis including a running account of all ice time utilized by Representative, AE and LL/HL teams
- attend monthly meeting as a non voting member.
- Preparing the LL regular season & playoff game schedules for assigned division or divisions by Niagara District LL in conjunction with their master scheduler
- Preparing the Rep and AE regular season & playoff game schedules for assigned division or divisions by NDHL and OMHA doing this in conjunction with the master scheduler
- Communicating all changes to the Ice Schedule to the impacted parties, with a copy to the PMHA VP of Rep and VP of Local League and/or the applicable Convenor(s).
- Communicating any open ice times to interested parties, with a copy to the PMHA VP of Rep and VP of Local League of and the applicable Convenor(s).
- Preparing reports to the Board for additional ice to be invoiced in a timely manner with a

copy to the PMHA Treasurer for any specific team use that was booked through the PMHA but is intended for Team purchase.

- Preparing tournament schedules for PMHA sanctioned tournaments (if any). The PMHA board may choose to pay an additional fee per each tournament schedule on top of the annual rate – this is to be handled on a case to case basis. This does not include the Silver Stick tournaments.
- Training of a replacement Ice Scheduler for a period of 6 months from the end of the tenure of the position. The PMHA board may choose to pay an additional fee for the training period, payable at the end of the 6 month training period – this is to be handled on a case to case basis.
- recommend policy to the Board and/or Budget personnel each season regarding Ice Scheduling.

While executing his/her duties as Ice Scheduler consideration shall be given to the following:

- Holidays, tournaments and other user groups when scheduling.
- Allocating ice time that minimizes conflicts between LL and Rep/AE times during Niagara LL playoffs, OMHA play downs, and Niagara District Hockey League play-offs.

Along with the payment made for Ice Scheduling services, there may be the need to cover expenses incurred by the Ice Scheduler while performing their duties on behalf of PMHA. These expenses may include but are not limited to the following:

- Home/Cell Phone and Data Charges
- Computer Related Expenses
- Internet Services

This matter is to be handled on a case to case basis - these expenses are to be outlined in the contract signed by the Ice Scheduler. Any change to the expenses outlined in the contract, after the contract has been signed, requires board approval before the expenses may be covered.

Persons completing an application when posted by PMHA for this position, to be eligible, shall possess the following qualifications:

- A person with experience in computers & scheduling
- Be available during PMHA operational hours to respond to urgent matters regarding scheduling
- Obtain valid clearance as per the PMHA Screening Policy

REGISTRAR - Appointed

The Registrar is a paid position within our organization and as such he/she will be required to sign a formal contract with the PMHA.

The Registrar shall:

- Be the primary contact for the OMHA on behalf of the association;
- Establish registration forms and procedures;
- Using the Hockey Canada Database prepare system for on-line registration and conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;
- Conduct player transfers for player transferring from other centres.
- Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);
- Supply to the Executives of Representative Hockey and House League Operations current registration information in a timely fashion;
- Forward all registration monies promptly to the Treasurer for deposit to the credit of the Association;
- Ensure that all players are registered with the OMHA;
- Submit Rosters and roster updates/changes (e.g AP, staffing) to the OMHA for approval and provide Official Rosters to team, as required,
- Submit Travel Permit requests to the OMHA for approval and provide Official Travel Permits to teams once approved.
- Provide Permission to Skate for members attending tryouts in other centres.
- Obtain Certificates of Insurance from the OMHA for teams requiring it;
- Ensure bench staff and volunteers hold and maintain qualifications necessary for their positions.
- Communicate any changes in registration immediately to such other Executives or other individuals who are affected by such change;
- Assist organizers of the Silver Stick Tournaments, as required, in preparing for the annual tournaments held in Pelham;
- Present a monthly report regarding Registration Operations to the Executives;
- Recommend policy to the Executives regarding registration;
- Carry out other duties as are assigned by the Executive, the Executive Committee or the President.
- Be a member of the Executive Committee and the Budget Committee; and
- Attend PMHA meetings a non-voting Board member.

The Registrar will report to the Board of Directors of the PMHA.

Along with the payment made for performing the service of the Registrar, there may be the need to cover expenses incurred by the Registrar while performing their duties on behalf of PMHA. These expenses may include but are not limited to the following:

- Home/Cell Phone and Data Charges
- Computer Related Expenses
- Internet Services

This matter is to be handled on a case to case basis - these expenses are to be outlined in the contract signed by the Ice Scheduler. Any change to the expenses outlined in the contract, after the contract has

been signed, requires board approval before the expenses may be covered.

Persons completing an application when posted by PMHA, for this position, to be eligible, shall possess the following qualifications:

- A person with experience in computers & data base systems
- Be available during PMHA operational hours to respond to urgent matters regarding rosters
- Obtain valid clearance as per the PMHA Screening Policy