

Strathroy and District Minor Hockey Association also known as "SDMHA" on December 31, 1990 became a registered Ontario Corporation number #920281. The affairs of the Corporation shall be managed by a twelve (12) member volunteer Executive Committee with portfolios, each of whom has voting membership and an Immediate Past President. As well as volunteer non-voting Staff with portfolios.

These volunteers are elected to the Executive Committee at the Corporation's Annual General Meeting (AGM) and agree to serve a two year term on a fixed rotation, so that no more than 50% of the positions come due in any given year. The requirements and duties of the respective Executive Committee and Staff are outlined in the SDMHA Policy and Procedures Manual.

All Executive Committee and Staff will be required to sign a Code of Conduct annually. Every three (3) years all Executive Committee and Staff will be required to obtain and submit a criminal record check. During the two (2) years in-between a Criminal Defense Affidavit will be signed; form letters on website.

The SDMHA Volunteer Executive Committee shall be comprised of the following voting positions:

• President (2 Year Term, Odd Years) shall:

- Be the Chief Executive Officer and Ex Officio voting member of all SDMHA committees
- Attend Executive Committee General Meetings and preside as Chair of the Executive Committee and at all meetings of the membership (Annual General Meeting)
- Work closely with coaches, parents, volunteers, and community leaders to ensure that the association is running smoothly and providing a positive experience for all involved
- Primary contact for Strathroy-Caradoc Municipality Staff and media
- Execute policies and exercise general supervision of the Association in accordance with policies determined by the Executive
- Shall have the authority to enforce the Policies and Procedures of the Corporation
- Demonstrate strong leadership and communication skills to build positive relationships with stakeholders. A deep understanding of the operational and financial aspects of running an Association to ensure success and longevity
- Act as point of contact for OMHA Regional Executive Member (REM) regarding disciplinary actions and SDMHA issues
- Report regularly to the Executive on matters of interest and delegate tasks as necessary
- Ensure that safety is a top priority. Establish and adhere to protocols and training
- Provide leadership, direction and vision in consultation and with input from the Executive Committee and Membership
- Establish each year Operating Objectives and maintain financial stability of Association
- Be responsible for calling all SDMHA meetings
- Have the authority to assume the duties of any member of the Executive when such member is unable to act
- Appoint sub-committees and be empowered to call meetings of these sub-committees at their discretion. Chair Discipline/Grievance Committees in conjunction with Vice President, OMHA Representative, and Coaching Convenor to resolve conflicts
- Implement disciplinary action upon recommendation of a Disciplinary Committee
- Shall make recommendations to SDMHA Executive for ensuring that SDMHA has proper insurance coverage and that said coverage is renewed prior to the hockey season
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Be one of the co-signing officers of the Association for financial disbursements

- **Immediate Past President shall:**

- Hold such position ex-officio and advise the President of his/her duties
- Participate in the transferring of the Executive Committee duties
- Attend and vote at Executive Committee meetings and attend Annual General Meeting
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Carry out other duties as assigned by the Executive Committee or the President

- **Vice President (2 Year Term, Even Years) shall:**

- Attend and/or Chair Executive Committee General Meetings and assist with the arrangements for the Association's Annual General Meeting
- Assume the duties of the President if the President is absent for any reason
- Monitor adherence by the Executive to all existing policies and inform the Executive with respect to any inconsistencies between existing policies and propose a policy
- Be available to assist any member of the Executive Committee which may require assistance in the completion of his/her responsibilities
- Recommend policies and procedures that insulate SDMHA from liability or hazards with respect to the conduct of its business affairs
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Be one of the signing Officers of the Association
- Ensure that SDMHA follows all OMHA Privacy Policies
- Shall have the authority to enforce the Policies and Procedures of the Corporation as they pertain to the operation
- Assist the President with responding to written parental concerns
- Be a member of the Discipline Committee along with the President, OMHA Coordinator, and Coaching Convenor when required
- Receive and facilitate Competitive Player requests to "Move Up" for SDMHA Tryouts
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Responsible for the acquisition and inventory control of all inventories belonging to the Association. Tasked with purchasing any such equipment after a proposal to the Executive Committee is approved
- Ensure that prior to Association purchases, at least two (2) quotes are submitted to the Executive Committee for approval; with samples if applicable (new jersey contract)
- Carry out duties as assigned by the Executive Committee or the President

• **Secretary & Website Administrator (2 Year Term, Odd Years) shall:**

- Attend Executive Committee Meetings and ensure all meeting dates are on the SDMHA website calendar and approved minutes are available online for the Membership
- Assist with the arrangements of the Association's Annual General Meeting
- Record or delegate the recording of the minutes of the Annual General Meetings of the Membership and Executive Committee Meetings and ensure that Corporate 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 Executive or by the Membership
- Ensure the proper custody of SDMHA Corporate minutes, resolutions, and other corporate records/documents
- Be responsible for receiving and distributing all correspondence received or sent by the Corporation and all communications within SDMHA
- Responsible for manual pickup of Canada Post mail from general delivery mailbox
- Responsible for monitoring and distributing incoming mail received through SDMHA office locked black mailbox located at Gemini Sportsplex
- Recommend policy to the Executive regarding internal and external communications of SDMHA unless specifically noted elsewhere
- Maintain evidence that all necessary and appropriate insurance has been purchased
- Distribute minutes of SDMHA meetings within 10 days of the meeting
- Give notice of meetings to SDMHA members as required
- Post the minutes, exclusive of financial statements (available upon request)
- Provide information if needed to Strathroy-Caradoc Municipality (incident reports)
- Receive a summary within 10 days of incidents dealt with by a Disciplinary Committee
- Responsible for determining storage criteria of correspondence and records
- Annual review and update of online Police Records Check letters, documents, and date sensitive links on SDMHA website. Direct required updates to respective Executive
- Refresh website annual with new Season events and update dated documents and links
- Utilize social media to engage and build a strong online presence by creating compelling content and engaging with teams, fans/followers on platforms like Facebook, Instagram, Twitter and SDMHA website
- Monitor and uphold SDMHA Membership who participant in Social Media and Networking to SDMHA and OMHA Social Media Guidelines as outlined in their respective Policy and Procedures documentation
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Carry out duties as assigned by the Executive Committee or the President

• **Treasurer (2 Year Term, Odd Years) shall:**

- Attend Executive Committee General Meetings and assist with the arrangements for the Association's Annual General Meeting
- Submit monthly statements at Executive Committee General Meetings for approval
- Ensure adherence to and implementation of financial policies in the financial administration of the Association.
- Reimburse Executive and Association Members for approved expenses or volunteer fees
- Ensure the submission of the books of account to the Auditor of the Association at the end of the fiscal year
- Present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting (AGM)
- Evaluate, review and recommend financial policy to the Executive Committee
- Provide a proposed operating budget at the beginning of each fiscal year (May)
- At each Executive Meeting provide a written comparison of the actual expenditure and actual revenue with a proposed operating budget
- Keep accurate records and accounts of SDMHA receipts and reimbursements in proper books of account
- Develop procedures for the deposit of all monies in the name of and to the credit of SDMHA in such Bank as may be designated by the Executive Committee
- Be one of the signing Officers of the Association. Be responsible for ensuring all issued cheques are countersigned by the President
- Be responsible to the SDMHA Executive for ensuring that SDMHA has proper insurance coverage and that said coverage is renewed annually prior to the hockey season
- Recommend policies and procedures that insulate SDMHA from liability or hazards with respect to the conduct of its business affairs and fund raising events
- Inform the Executive Committee, at each meeting of the Executive, of any member who is not a member in good standing due to an outstanding financial debt to SDMHA
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Obtain appropriate lottery licencing when applicable from Strathroy-Caradoc Municipality and coordinate fund raising activity with Fundraising Coordinator
- Ensure adherence to AGCO regulations when carrying out lottery activities
- Recommend to the Executive Committee the expenditure of monies raised from various fund raising activities including but not limited to purchasing equipment, ice, training
- Be responsible for updating the Executive Committee of all SDMHA fund raising activities, seeking Executive approval prior to expenditures and submit an electronic financial summary (revenue/expenses) at the end of each fund raising activity
- Carry out duties assigned by the Executive Committee or the President

- **OMHA Representative (2 Year Term, Odd Years) shall:**

- Attend Executive Committee General Meetings and assist with the arrangements for the Association's Annual General Meeting
- Fulfill all duties of the Vice President in their absence or inability to act
- Act as the Convenor of all Representative Teams and as Contact Officer on behalf of SDMHA with the OMHA and Hockey Canada
- Attend OMHA meetings as required
- Have the authority to suspend any member of the Coaching Staff as deemed necessary until a meeting of the Executive Committee to discuss the matter of the suspension
- Be a member of the Discipline Committee along with the President, Vice President, and Coaching Convenor when required
- Have the opportunity to be a member of the Coach Selection Committee with respect to Representative Teams
- Ensure OMHA, Hockey Canada, and SDMHA requirements with regards to Team Registration Rosters are carried out and reconciled for insurance purposes
- Be aware of changes and procedures as they relate to safety and risk management in hockey and communicate to Executive Committee and Bench Staff when required
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Ensure Criminal Record Checks or signed Criminal Defense Affidavit are uploaded for Bench Staff and SDMHA Executive Committee volunteers. SDMHA screening person
- Responsible for issuing Team OMHA Travel Permits
- Ensure that SDMHA website has OMHA links to Bench Staff resources, Referees' Rulebook and OMHA Manual of Operations
- Be responsible for the allocation of all game times to all of the Representative divisions
- Carry out other duties as assigned by Executive Committee or the President

- **Registrar (2 Year Term, Even Years) shall:**

- Attend Executive Committee General Meetings and assist with the arrangements for the Association's Annual General Meeting
- Be responsible for organizing player registration at the start of each season
- Track incoming registrations and work in conjunction with Treasurer to ensure payment
- Establish and maintain SDMHA membership list and associated hard copy and electronic online database record systems.
- Complete all SDMHA associated requirements in the Hockey Canada Register (HCR)
- Communicate monthly with Executive Committee potential player and goalie numbers for SDMHA represented teams
- Work in conjunction with OMHA Representative, volunteers, parents/guardians and players to ensure up-to-date registrations, player movement/affiliation, coaches and team officials
- Work in conjunction with OMHA Representative to reconcile registration for annual OMHA insurance premium payment and associated team rosters
- Post online OMHA Representative approved team rosters and associated bench staff
- Primary contact for SDMHA responsible to respond and/or redirect emails
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Carry out other duties as assigned by the Executive Committee or the President

- **U9 & Below Coordinator (2 Year Term, Odd Years) shall:**

- Be responsible for the U5, U6, U7, U8 and U9 divisions. Oversee the implementation of the OMHA U9 and Below Pathway Programs
- Throughout Season, establish standard correspondence to welcome new members to SDMHA, update Bench Staff and/or parents/guardians on SDMHA changes or activities
- Main point of contact via email and in person for Bench Staff and parents/guardians
- Liaise between the SDMHA Executive and the U5, U6, U7, U8 and U9 divisions
- Have the opportunity to be a member on the Coach Selection Committee with respect to the U5, U6, U7, U8 and U9 divisions
- Work with the Coach Convenor, Head Coaches, and Evaluators during player sort skate evaluations to determine player placement or movement
- Facilitate U5, U6, U7, U8 and U9 division parent meetings and assist with the coaches' meeting prior to start of each season
- Ensure training is facilitated to team managers on how to use the time clock
- Ensure training is facilitated to complete when required OMHA paper game sheets
- Have the authority to suspend any member of the Coaching Staff as deemed necessary until a meeting of the Executive Committee has been convened to discuss the matter of the suspension
- Work with the Ice Convenor with respect to ice schedule
- Work with the Coach Convenor with respect to development program schedule
- Ensure the SDMHA U5, U6, U7, U8 and U9 programs conform to the current OMHA Rules, Regulations and Guidelines
- Work with the Sponsorship Coordinator to ensure Timbit jerseys are sized properly and ordered prior to the start of the Season. Note: Order a few extra for late registrations
- Work with the Equipment Convenor to ensure that goalie equipment is available for U7, U8 and U9 divisions
- Assist with distributing jerseys and goalie equipment to designated teams. Establish and maintain a borrowing/lending system for equipment (includes Trainer Kits)
- Work with the Equipment Convenor to ensure that proper sized nets, bumpers, and mini boards are available and in good working condition
- With Executive Committee approval, submit Grant applications (Jump Start), OMHA Corporate Sponsored applications for free equipment (Goalie Equipment), and other applications (OMHA First Shift Program, Kruger Big Assist) if available and beneficial
- Carry out other duties as assigned by the Executive Committee or the President

• **Coaching Convenor (2 Year Term, Odd Years) shall:**

- Attend Executive Committee General Meetings and assist with the arrangements of the Association's Annual General Meeting
- Be responsible for requesting, organizing and promoting OMHA Certification Programs and Clinics for SDMHA
- Organize and promote in-house Coaching Programs ensuring adequate training of coaching personnel, these programs maybe instituted prior to the season and may involve instruction from people outside the Minor Hockey structure
- Ensure that a body checking clinic is scheduled prior to each Season
- Establish and Chair the Coach Selection Committee
- Be responsible for developing a coaching application and selection criteria jointly with Executive Committee
- Liaise between the SDMHA Executive and the Coaches
- Liaise with the Referee In Chief
- Liaise with the OMHA concerning the Coach Mentor Program
- Implement and enforce all OMHA Risk Management Programs. Hold Bench Staff accountable for conduct
- Work with OMHA Representative to ensure that on-ice volunteers and Bench Staff have completed the necessary certifications, online programs, and Criminal Record Checks
- Ensure that the Manager or Coach of each team in SDMHA has access to an up-to-date copy of the SDMHA Policy and Procedures Manual, SDMHA Coaches Information Package and OMHA Rules of Operation and Code of Conduct at the start of each Season
- Ensure the SDMHA Executive is aware of any concerns or problems coaches are incurring with the SDMHA or OMHA Policies
- Develop an ongoing program of coaches evaluations and be part of a committee responsible for interviewing all coaches prior to the coach being assigned a team
- Assist coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity
- Ensure Team Managers received time clock and iPad game sheet training and preform and/or delegate timekeeping duties throughout the Season
- Ensure that training material and rules for timekeeping duties is updated each Season
- Arrange with the Ice Convenor the necessary ice time for on-ice clinic sessions
- Oversee the operation of the minor development of SDMHA represented teams
- Present recommendations to the Executive Committee for future planning
- Assist in monitoring use of Affiliated Players for Represented Teams
- Be a member of the Discipline Committee along with the President, Vice President, and OMHA Coordinator when required
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)
- Carry out other duties as assigned by the Executive Committee or the President

- **Shamrock Representative (2 Year Term, Odd Years) shall:**

- Act as the Delegate for all SDMHA Competitive League Teams
- Attend Executive Committee General Meetings and assist with the arrangements of the Association's Annual General Meeting
- Have the opportunity to be a member on the Coach Selection Committee with respect to Competitive Teams
- Have the opportunity to be a member of the SDMHA Competitive Team Tryout Committee
- Have the authority to suspend any member of the Coaching Staff as deemed necessary until a meeting of the Executive Committee to discuss the matter of the suspension
- Be responsible to cancel and reschedule all Shamrock League games with Centre Representatives and Ice Convenor
- Represent SDMHA at all meetings of the governing body, Competitive League and/or Referees
- Work with the Ice Convenor and OMHA Contact with respect to ice schedule
- Ensure OMHA requirements with regards to Roster and Players are met
- Responsible for team placements of players and goalies in Shamrock League division
- Ensure electronic uploads of all game-sheets
- Advise coaches of rules and procedures implemented by the Shamrock League
- Ensure coaches are aware of suspensions assigned to competitive league
- Assist in monitoring use of Affiliated Players for Represented Teams
- Carry out other duties as assigned by the Executive Committee or the President

- **Lambton Middlesex Local League (LMLL) Representative (2 Year Term, Even Years) shall:**

- Act as the Delegate for all SDMHA Local League Teams
- Attend Executive Committee General Meetings and assist with the arrangements of the Association's Annual General Meeting
- Have the opportunity to be a member on the Coach Selection Committee with respect to Local League Teams
- Have the opportunity to be a member of the SDMHA local league team evaluations
- Have the authority to suspend any member of the Coaching Staff as deemed necessary until a meeting of the Executive Committee to discuss the matter of the suspension
- Be responsible to cancel and reschedule all Local League games with Centre Representatives and Ice Convenor
- Represent SDMHA at meetings of the governing body, Local League and/or Referees
- Work with the Ice Convenor and OMHA Contact with respect to ice schedule
- Ensure OMHA requirements with regards to Roster and Players are met
- Responsible for team placements of players and goalies in Local League division
- Ensure electronic uploads of all game-sheets
- Advise coaches of rules and procedures implemented by LMLL
- Ensure coaches are aware of suspensions assigned to local league
- Assist in monitoring use of Affiliated Players for Represented Teams
- Carry out other duties as assigned by the Executive Committee or the President

- **Ice Convenor (2 Year Term, Even Years) shall:**

- Attend Executive Committee General Meetings and assist with the arrangements of the Association's Annual General Meeting
- Collaborate with SDMHA President, Registrar and Coaching Convenor to forecast next season's ice requirements and present it at an Executive Committee meeting
- In January submit Summer SDMHA ice requirements and in May submit Fall/Winter/Spring SDMHA ice requirements to the Strathroy-Caradoc Parks and Recreation Department.
- Prepare Spring and Fall Tryout and/or Sort Skate ice schedules
- Collaborate with other centre contacts to schedule Tryout exhibition games
- Assist the Tournament Director/Coordinator in establishing ice allocation for all SDMHA tournaments
- Be responsible for the buying and cancellation of all SDMHA ice and facility rentals
- Ensure the accuracy of all invoices of all ice and facility rentals and a timely submission of invoices for payment
- Be liaison with Parks and Recreation Manager and Arena Staff
- Be liaison with Referee-In-Chief to ensure referees are booked for each game
- Prepare and post online weekly schedules for all SDMHA teams. When required, work with Shamrock League and Lambton Middlesex Local League Representatives to reschedule home games
- Ensure U9 and below OMHA Pathways are followed for development and evaluation skates, and ice allocation for practises and games
- Ensure U11LL and below only schedule 3 tournaments per Season. U11 Rep and U13LL and up are only permitted to schedule 4 tournaments per Season
- Monitor and report "empty/dead ice" to the Executive Committee monthly
- Ensure Represented Teams adhere to only four (4) tournaments per Season
- Carry out other duties as assigned by the Executive Committee or the President

- **Sponsorship (2 Year Term, Even Years) shall:**

- Attend Executive Committee General Meetings and assist with the arrangements of the Association's Annual General Meeting
- Establish and maintain a detailed record of the sponsors for all represented teams
- Be liaison between all SDMHA sponsors
- Coordinate the annual SDMHA team and individual photos and distribute the sponsors' photo(s) to the Team managers for presentation to their team sponsor
- Obtain and ensure each sponsor of SDMHA teams receive a letter advising the sponsor fee for the upcoming season and submit copies to the Secretary and Treasurer
- Be responsible for supplying each sponsor with Team Manager contact and schedule
- Work with U9 and Below Coordinator(s) to facilitate annual order of Timbit jerseys
- Assist when needed for fund raising events and activities
- Ensure that team based fund raising is in accordance with the policies and procedures of SDMHA. Assist teams when needed with fund raising activities
- Carry out other duties as assigned by the Executive Committee or the President

The SDMHA volunteer Staff shall be comprised of the following non-voting positions:

• Equipment Coordinator & Head Trainer (2 Year Term, Even Years) shall:

- Attend Executive Committee General Meetings if needed, excluding In-Camera agenda items. Attend the Association's Annual General Meeting
- Prior to start of the Season, prepare and organize equipment for tryouts and sort skates
- Responsible to update and stock SDMHA Trainer Kits. Order and distribute supplies to teams when needed throughout the Season
- Prior to start of the Season, responsible to prepare all lockers for each team
- Main contact for vendors for SDMHA equipment and supplies. Respond to emails as required throughout the Season and delegate when deemed necessary
- Periodically inspect local facilities (Gemini Sportsplex & West Middlesex Arenas) and property for safety issues that may present a hazard to players and members and to assure compliance with OMHA safety regulations. Report findings to Executive Committee for any further action
- Act as a liaison between the SDMHA Executive and the Team Trainers with respect to safety and Trainer issues
- Serve as SDMHA safety resource person and assure documentation and record-keeping of regulated programs, materials and injuries
- Recommend policies and procedures that insulate SDMHA from liability or hazards with respect to the conduct of its business and on-ice hockey affairs
- Establish and maintain an inventory for team home and away jerseys. Ensure that hangers are plastic and each jersey set has a storage bag
- Establish and maintain an inventory of goalie equipment for U9 and below. This is to include a variety of goalie pads sizes, chest protectors, trappers (left and right), blockers (left and right), goalie sticks without a curve, and a storage bag for each set.
- Ensure that SDMHA hockey nets accommodate U9 and below programs as well as Represented Teams above.
- Ensure that SDMHA has removal bumper pads and/or mini boards for U9 and below programs.
- Establish and maintain an equipment borrowing/assignment system for all SDMHA Represented Teams. Inspect equipment upon return to ensure that equipment is clean and in good condition (normal wear)
- Carry out other duties as assigned by the Executive Committee or the President

• Volunteer Coordinator (2 Year Term, Even Years) shall:

- Attend Executive Committee General Meetings if needed, excluding In-Camera agenda items. Attend the Association's Annual General Meeting
- Be responsible for recruitment of volunteers for various SDMHA activities
- Responsible for managing the SDMHA volunteer site; www.signup.com by posting volunteer opportunities in advance of the events
- Responsible for tracking the number of shifts per volunteer to ensure commitments are completed for the Season.
- Keep accurate monthly individual records of completed volunteer shifts to submit to Executive Committee for approval prior to Treasurer initiating reimbursement
- Distribute volunteer registration fee reimbursement cheques to recipients
- Carry out other duties as assigned by the Executive Committee or the President

• **Fundraising Coordinator (2 Year Term, Even Years) shall:**

- Attend Executive Committee General Meetings if needed, excluding In-Camera agenda items. Attend the Association's Annual General Meeting
- Work with Treasurer to carry out lottery duties (Cash Calendars)
- Responsible for obtaining vendor to print Cash Calendars
- Work with Volunteer Coordinator to schedule volunteers to assist in assembling, organizing by registered player/family name, and distribution of Cash Calendars
- With the assistance of two (2) Executive Committee members draw cash calendar winning tickets, publicize results on website, and arrange payouts with Treasurer
- Communicate with Team Tournament Representatives to ensure duties are met
- Work with Team Tournament Representatives to collect Team baskets
- Work with Volunteer Coordinator and Team Tournament Representatives to schedule SDMHA Tournament activities volunteer coverage (Registration, Raffle Table)
- Work with Treasurer to obtain money float and raffle tickets. Summarize SDMHA Tournament fund raising effort to show revenue collected and submit to Treasurer
- Summarize volunteer shifts completed and submit report to Volunteer Coordinator
- Carry out other duties as assigned by the Executive Committee or the President

• **Tournament(s) Coordinator (2 Year Term, Even Years) shall:**

- Attend Executive Committee General Meetings if needed, excluding In-Camera agenda items. Attend the Association's Annual General Meeting
- Serve as a Committee Chair and be responsible for coordinating all SDMHA tournaments
- Be responsible for updating the Executive Committee of all SDMHA tournaments including incoming revenue (team registrations/sponsors), seeking Executive approval prior to expenditures and submit an electronic financial summary (revenue/expenses) at the end of all tournaments
- Ensure all SDMHA tournaments are registered sanctioned with the OMHA and receive OMHA approval in coordination with OMHA Representative
- Work with the Ice Convenor to book ice for tournaments and schedule games
- Ensure communication and proper game match-ups, tournament format and rules
- Carry out other duties as assigned by the Executive Committee or the President

• **Fund Raiser/Tournament Assistant (2 Year Term, Odd Years) shall:**

- Attend the Association's Annual General Meeting
- Support Fundraiser Coordinator and Tournament Coordinator
- Assist with annual awards
- Carry out other duties as assigned by the Executive Committee or the President

• **Banquet Coordinator (2 Year Term, Odd Years) shall:**

- Attend Executive Committee General Meetings if needed, excluding In-Camera agenda items. Attend the Association's Annual General Meeting
- Serve as Chair and be responsible for coordinating SDMHA's annual banquet
- With Executive Committee approval, order annual awards/trophies
- Communicate with Team Bench Staff to ensure participation in annual awards
- Communicate with parents/guardians to ensure participation in annual awards
- Carry out other duties as assigned by the Executive Committee or the President