

## **POLICY 4 – DUTIES OF THE BOARD OF DIRECTORS**

All Directors, at the end of their SAMHA term, must be prepared to forward, within three (3) weeks of the recently conducted Annual General Meeting, all Association documents that have become a part of the position while serving on the Board, to the individual who has become elected as the new Director in that position.

### **4.1 The President shall:**

- A) be responsible for the overall efficient operation of the Association;
- B) ensure that the Board and the Executive have regular meetings to address Association business;
- C) preside at all meetings;
- D) not make any motions nor vote on any question or motion unless a tie vote is obtained, in which case the President shall cast the deciding vote;
- E) instruct all Board Members and Board Committees of their duties and responsibilities by making sure all Directors are aware of their duties as written in the SAMHA Policies document;
- F) provide guidance and assistance to the Directors;
- G) exercise the power of the Executive in the case of an emergency;
- H) perform other such related duties necessary for the good operation of the Association;
- I) assign special responsibilities to Directors or members of the Association as deemed necessary;
- J) serve as Chairperson of the Discipline Committee and ex-officially become a member of all Association committees;
- K) be one of the three signing officers of the Association for all Association bank accounts, along with the Secretary and Treasurer;
- L) be the Association's representative at Hockey PEI Council Meetings;
- M) establish a committee for Minor Hockey Week which will recognize the contributions of the volunteers and raise awareness of the Association in the community;
- N) serve as a liaison with the City of Summerside in an effort to build a strong partnership in the provision of SAMHA programs;
- O) be responsible for signing all inter-branch transfers, and transfers in and out of the Association along with the Registrar or designate;
- P) make recommendations in his/her annual report for improvements in subsequent hockey seasons;

- Q) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.2 The Vice-President shall:**

- A) have and exercise all the powers of the President in his/her absence;
- B) perform such duties assigned to him/her by the President;
- C) be a member of the Discipline Committee;
- D) serve as the Chairperson of the Tournament Committee and appoint a Chairperson of each main tournament by September 1<sup>st</sup> and no later than November 1<sup>st</sup>;
- E) coordinate the appropriate display and storage of all Association banners, awards and trophies;
- F) assist the Coordinators by overseeing the interview process for coaching positions;
- G) make arrangements for advertising the availability of coaching positions and be responsible for the receiving of these applications;
- H) perform other related duties necessary for the good operation of the Association;
- I) make recommendations in his/her annual report for improvements in subsequent hockey seasons.
- J) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.3 The Treasurer shall:**

- A) have custody of all general funds and shall bank monies at a financial institution in the name of the Association;
- B) keep an accurate account of all general income, expenses and accounts payable and, with the assistance of the Registrar and Association staff, keep an accurate account of accounts receivable;
- C) report the general financial status that shall include monthly revenues and expenditures of the Association on a monthly basis to the Board of Directors at every monthly Board meeting for review and approval. Such a report should include sources of revenue and details of expenditures;
- D) have the financial records reviewed by a designated professional chosen by the membership at the Annual General Meeting and have independent financial statements prepared for and presented to the membership at the Annual General Meeting;
- E) prepare a preliminary annual budget for perusal by the membership for the Annual General Meeting;
- F) prepare an annual budget for consideration and approval of the Board of Directors for the September monthly meeting;

- G) review bank statements of the Association for the general account and report any discrepancies to the President and to the financial institution;
- H) invest surplus funds throughout the year so as to maximize net income;
- I) be one of the signing officers of the Association for all Association bank accounts along with the President and Secretary;
- J) be a custodian to the Post Office key and pick up Association mail;
- K) perform such other related duties necessary for the good operation of the Association;
- L) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- M) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

**4.4 The Secretary shall:**

- A) notify the Board of Directors of the date, time and location of all Board Meetings and prepare an agenda for each meeting along with the President;
- B) be responsible for maintaining the official documents of the Association, including books, papers, pictures, Constitution, By-laws, Policies, other governing documents, correspondence and minutes. By-laws and other governing documents will be kept up-to-date with any changes made through the amendment process as designated in Article 5.3 (D);
- C) be a custodian to the spare Post Office box key;
- D) pick up Association mail on a regular basis;
- E) publish a notice of the Annual General Meeting at least 15 days in advance;
- F) be one of the three signing officers for the Association, along with the President and the Treasurer;
- G) perform such other related duties necessary for the good operation of the Association;
- H) appoint individuals to publish the Association's newsletter, administer the Association's website, or, at his/her discretion assume these duties;
- I) supply copies of the minutes of all meetings as expeditiously as possible and, when approved by the Board, shall be signed by the President and Secretary;
- J) have all season's Bench Volunteer applications and Criminal Record Checks destroyed by October of the following season;
- K) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.5 The Past President**

The past President shall be requested to serve in various capacities in addition to the executive according to the wishes of the Executive and or the Board, pending his/her interest and availability.

#### **4.6 The Registrar shall:**

- A) be responsible for making preparations for registration sessions, including dates, location and times for each session, along with determining the names of those Board members available to assist;
- B) be responsible for collecting all money from registration, ensuring it balances with the number of registrations prior to depositing, and assisting the Treasurer in preparing these deposits to Association bank accounts;
- C) receive from the Coordinator any written requests and appropriate fees from players who are considered overage or underage, according to the Underage and Overage Policy;
- D) make sure members have receipts for all monies paid for registration;
- E) collect all outstanding registration monies, be responsible for the collection of delinquent accounts, and take appropriate action to correct the situation of returned cheques. Any difficulties in collecting registration monies will be reported to the President, Treasurer and Division Coordinator;
- F) assist Tournament Coordinators, when necessary, with the registration of teams in major tournaments of the SAMHA;
- G) ensure that all volunteer points earned are awarded accordingly;
- H) maintain an up-to-date list of all players of the Association, and provide the list to each Coordinator as soon as possible after the date of the final registration;
- I) be responsible for signing all inter-branch transfers, and transfers in and out of the Association along with the President or designate;
- J) use his/her best efforts, together with the Coordinators, to ensure that all players on teams are registered in accordance with Hockey PEI prior to being allowed to participate in any league play;
- K) create a voting list and voting cards for the Annual General Meeting;
- L) in conjunction with the President, ensure that all teams in their division are registered by the date of the Hockey PEI league meetings that occur each fall;
- M) perform such other related duties necessary for the good operation of the Association;
- N) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.7 The Ways and Means Coordinator shall:**

- A) obtain sponsorships for all teams, in cooperation with the President and Treasurer;
- B) distribute sweaters to the Division Coordinators for distribution to the teams;
- C) inform all coaches and managers of the fundraising guidelines as per Article 7.3 when the teams are formed, and meet with the team management if necessary. Non-compliance will be dealt with by the Discipline Committee;
- D) review applications from teams regarding fundraising initiatives and make recommendations to the President for approval or denial of requests outside the scope of approved events according to the Team Fundraising Guidelines Policy. The President will notify Hockey PEI of approved fundraising initiatives;
- E) receive applications for fundraising from representative teams and will take requests exceeding the approved limit or special projects to the Board for approval;
- F) select an Association photographer and make arrangements so that the team and individual pictures can be taken before Christmas;
- G) receive and review mid-season financial reports from teams before the 15<sup>th</sup> of January, and year-end financial reports from teams on or before the 15<sup>th</sup> of April. The year-end reports must be submitted to the Treasurer ( receipts and lottery license copies must accompany the reports) prior to the Annual General Meeting;
- H) review present fundraising guidelines and, if necessary, make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- I) ensure that SAMHA provides and presents plaques to all sponsors before the Annual General Meeting is held;
- J) perform other related duties necessary for the good operation of the Association;
- K) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

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

- A) hold a minimum Level Three Referee qualification and, in the event he/she does not, hold such qualifications, final approval must be made by the majority of the Board of Directors;
- B) recruit interested and qualified people early in the season to become involved in a referee capacity within the Association;
- C) arrange a Referees' Clinics in the Summerside Area;
- D) maintain a list of persons qualified and interested in refereeing;
- E) encourage, through training sessions, the upgrading of refereeing;
- F) arrange, with the Minor Hockey Coordinator, the procedure for the assignment of referees;

- G) ensure, when possible, that each home game during regular season play is officiated using Hockey PEI's requirements;
- H) be the liaison between the referees and the Board of Directors;
- I) ensure that referees act in accordance with the Hockey Canada rules and those of the Association;
- J) observe, at least twice a season, referees performing their duties in game situations and formally evaluate these officials at least once a season. The Referee-in-Chief should be assisted by the PEI Referees' Association in this endeavor;
- K) establish, with the approval of the Board of Directors, a fee schedule for referees. This should be completed and approved before the season starts;
- L) ensure that all referees have completed clinics at their appropriate levels;
- M) ensure that all fees from referees are collected by the Minor Hockey Coordinator and submitted to the Treasurer;
- N) receive complaints regarding referee conduct in writing, and shall forward any complaints to the Board;
- O) report any major confrontations and all match penalties to the President;
- P) be a member of the Discipline Committee;
- Q) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- R) perform such other related duties necessary for the good operation of the Association;
- S) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

**4.9 The Division Coordinators shall:**

- A) act as a liaison between their respective divisions and the Board of Directors of the Association;
- B) assist the Ways and Means Coordinator in obtaining sponsorships within their divisions when necessary;
- C) assist the Registrar with registrations;
- D) receive, along with the Coordinator, any written requests and appropriate fee from players who are considered overage or underage, according to the Underage and Overage Policy;
- E) in conjunction with the Registrar, use their best efforts to ensure that all players, coaches, managers and trainers of teams are registered in accordance with Hockey PEI prior to being allowed to participate in any League play;

- F) conduct interviews for all coaching positions in their divisions. Interviews for Rep coaches will consist of at least 3 Board Members and will be conducted in the same manner and format within the Division. The Coordinators will be assisted in this process by the Vice President;
- G) coordinate the sign-out and sign-in of sweaters to/from coaches, make arrangements for repair or replacement of team sweaters within divisions, keep a record of team sweaters on loan to all coaches, help collect sweaters at year-end, and ensure that each and every sweater issued at the beginning of the year has been returned;
- H) coordinate, with the coaches, the assigning of players to “A” teams within the division, keeping in mind previous teams played on, convenience of travel, and balancing teams for good team play;
- I) make sure that all “A” teams play in a league and there is an appropriate schedule;
- J) make sure all teams have practice time in their own division. This should consist of one hour per week and in some instances, ice time may be shared;
- K) firmly and frequently stress coaching discipline for all teams within their division;
- L) encourage coaches to upgrade their coaching skills and ensure that coaches have at least the minimal coaching certification as required by the respective Divisions as determined by Hockey PEI;
- M) ensure that all teams in their division have a manager;
- N) ensure that all coaches, assistant coaches, managers and trainers within their division know and follow the Constitution, By-laws and Policies of the Association;
- O) remind all team managers within their division of the importance of obtaining a Hockey PEI travel permit for each off-Island tournament or game played;
- P) observe try-outs and oversee the player selection process;
- Q) receive feedback forms from managers and share feedback with all bench volunteers within two (2) weeks of receiving the feedback forms;
- R) receive mid-season financial reports from teams before the 15<sup>th</sup> of January, and year-end financial reports from teams on or before the 15<sup>th</sup> of April. These year-end reports must be submitted to the Ways and Means Coordinator ( receipts and lottery license copies must accompany the reports) prior to the Annual General Meeting;
- S) make sure all literature, videos, etc. are collected from coaches and returned to the Minor Hockey Coordinator at season’s end;
- T) distribute Esso Medals of Achievement received from the Minor Hockey Coordinator to all teams;
- U) in conjunction with the Minor Hockey Coordinator, ensure that all ice slots allotted to a division are utilized to the fullest extent possible;

- V) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- W) perform such other related duties necessary for the good operation of the Association.
- X) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting;
- Y) It is recommended that the Division Coordinator not serve for more than two (2) concurrent years with the same general group of players in a division.

**4.10 The Technical Director shall:**

- A) ensure all coaches have minimum certification coaching requirements and facilitate enrolment in coaching/training clinics;
- B) oversee the Development Programs and ensure SAMHA is in compliance with standards established by Hockey PEI;
- C) request trainer, coaching and checking clinics from Hockey PEI and refereeing clinics if requested by the Referee-in-Chief ;
- D) arrange a time and place for home clinics and publicize this information and, as necessary, make arrangements for volunteers or players to take clinics elsewhere if none are available locally;
- E) make sure all coaches in the Association are presented with a SAMHA Coach's Binder;
- F) arrange for a coaches' meeting, which is mandatory for all Association coaches, to be held by November 15<sup>th</sup> of the hockey season;
- G) coordinate skill development programs as required;
- H) work in cooperation with Hockey PEI and the Atlantic Center of Excellence;
- I) submit a proposed plan for skill development for next season's program at the Annual General Meeting;
- J) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

**4.11 The Minor Hockey Coordinator shall:**

- A) be appointed (not elected) by the Board at the beginning of the hockey season and may or may not be a paid position;
- B) schedule all ice times for the Minor Hockey program on a week-to-week basis and publish this on the Association's website as well as the local newspaper on a weekly basis;
- C) order the Esso Medal of Achievement for all teams in the Association;
- D) approve, on behalf of the Board, any appropriate changes to ice schedules;

- E) schedule extra ice time after prior approval is obtained by the Board;
- F) with the assistance of minor hockey personnel, keep a record of all ice time used by each team and submit this report monthly to the Board;
- G) keep an accurate record of the number of hours used by each individual team throughout the season;
- H) assist the Tournament Committees to establish ice time requirements and schedules;
- I) with the assistance of minor hockey personnel, review monthly billings of ice time with the Treasurer of SAMHA and ascertain appropriate amounts owing;
- J) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- K) prepare time sheets for referees and ensure they receive proper compensation;
- L) collect all Hockey PEI fees from referees;
- M) arrange, with the Referee-in-Chief, the procedure for the assignment of referees;
- N) monitor the distribution, recording and collection of Coach's Binders at the beginning and the end of the season;
- O) not be a voting member of the Board of Directors, but must attend the required portion of the meeting at the request of the Board;
- P) perform other related duties necessary for the good operation of the Association.

**4.12 The Representative of the City of Summerside Services Department shall:**

- A) be the liaison between the Board of Directors and the City of Summerside;
- B) not be a voting member of the Board of Directors.