



# Langley Minor Hockey Executive

---

Guided by the Langley Minor Hockey Association (LMHA) Constitution and Bylaws, the Executive is responsible for representing and serving the membership of LMHA.

As a minor hockey association, we promote the enjoyment and satisfaction of playing the game of ice hockey for all participants and volunteers.

We remain committed to the further development of skills, performance, teamwork, sportsmanship, character, and friendship.

We strive to have all players participate equally on a competitive or recreational level. We use hockey to develop dignity and self esteem in our participants while promoting the values of honesty, integrity and respect, on and off the ice.

## Member Position Role Descriptions

---

### **PRESIDENT**

- The President shall preside at all meetings of the Association.
- The President is the chief executive officer of the Association and shall supervise the other officers in the execution of their duties.
- Oversee the operations of LMHA.
- The President shall have the power to suspend any team, player, Regular Member, Parent Member, or team official, for improper or impolite conduct on or off the ice, abusive language to any of the officials or referees or for failure to comply with the Langley Minor Hockey Association Constitution, Bylaws, and Regulations pending review of the incident by the Discipline Committee.
- Attend and participate in PCAHA meetings, and BC Hockey AGM.

### **PAST PRESIDENT (Non-Voting)**

- The Past President shall be a member of the LMHA Executive and shall assist the president in his/her duties.

### **VICE-PRESIDENT OF OPERATIONS (Voting)**

- The Vice President shall carry out the duties of the President during his/her absence and perform such other duties as may be delegated to them in these Bylaws or otherwise.
- The VP Operations shall oversee the operation of all on-ice operations of LMHA.



### **VICE-PRESIDENT OF ADMINISTRATION (Voting)**

- The Vice President shall carry out the duties of the President during his/her absence and the absence of the VP Operations and perform such other duties as may be delegated to them in these Bylaws or otherwise.
- The VP Administration shall oversee all off-ice operations of LMHA.

### **SECRETARY (Voting)**

- The Secretary's duties shall be to record the minutes of all Meetings of the Association, whether Executive Committee, Special, General, or Annual.
- The Secretary shall be responsible, along with the LMHA administrator for all correspondence, clerical work and any other related duties as required.
- It will be the Secretary's duty to present a written report at the Annual General Meeting and to deliver within one (1) week after the expiration of that term to the successor of that office all books and papers and property of the club in his/her possession.

### **REGISTRAR (Voting)**

- The Registrar shall be responsible to register all members of the Association.
- The Registrar, along with the LMHA administrator, shall be responsible for the annual registration of all playing members and team officials with the British Columbia Amateur Hockey Association and the Pacific Coast Amateur Hockey Association, as required.

### **TREASURER (Voting)**

- The Treasurer shall be responsible for maintaining a proper set of books to record all the financial transactions of the Association.
- The Treasurer shall provide a financial report at each General Meeting and a financial statement at the Annual General Meeting.
- Any and all cheques drawn on the Treasury shall require the Signature of any two (2) of the following officers: President, VP Administration, Treasurer, or Secretary.

### **RISK MANAGER (Voting)**

- To oversee the Risk Management and Safety programs for all teams.
- To ensure that all teams have a qualified Safety Person.
- To ensure all members are correctly insured and appropriate resources are on file.
- To review and advise on Risk Management issues as they occur.



### "A" DIVISION DIRECTOR (Voting)

- Responsible for the day-to-day operation and organization of the LMHA "A" Division; Atom A, Peewee A, Bantam A, Midget A, Juvenile A.
- Authority to enforce the rules, regulations and guidelines established by the LMHA and PCAHA.
- Serve on the Coaches Selection and Development Committee.
- With the Hockey Director and Division Managers, oversee and attend the "Rep" Tryout Skates.
- Organize and attend "A" Hockey Releases through-out the Rep Tryout process

### "C" DIVISION DIRECTOR (Voting)

- Responsible for the day-to-day operation and organization of the LMHA "C" Division; Initiation H1/H2/H3/H4, Atom C, Peewee C, Bantam C, Midget C, Juvenile C.
- Authority to enforce the rules, regulations and guidelines established by the LMHA and PCAHA.
- Serve on the Coaches Selection and Development Committee.
- With the Hockey Director and Division Managers, oversee and attend the "C" Evaluation Tryout Skates.
- Organize and run the annual "C" team draft for each Division.
- Oversee and organize the annual "Langley Cup".

### DIVISION MANAGER (6) (Voting)

#### H1/H2, H3/H4, Atom, Peewee, Bantam, Midget/Juvenile

- To appoint, at his/her option, a division co-ordinator to help co-ordinate and run that division.
  - To oversee all teams in his/her division and be the Executive contact for each team within their division.
  - To coordinate the "A" tryouts and participate in the tryout assessment process.
  - To coordinate the "C" tryouts and participate in the assessment process and ensure balanced "C" teams.
  - To assign ice times to all teams in their division (based on schedule provided by the LMHA Ice Allocator), schedule development sessions, interleague games (c) and assign any extra ice provided to their division.
  - To discipline players from the teams within his/her division.
- ✓ *It should be noted that a Division Manger should not usually oversee a Division where they have a player participating.*



### **EQUIPMENT MANAGER (Non-Voting)**

- Responsible for the storage, maintenance, distribution and collection of all equipment owned by the Association.
- Authorized to purchase new equipment, as needed, upon Executive approval.
- Maintain an accurate inventory of all LMHA Equipment and Assets.
- Develop and maintain an effective storage system to assure neatness and ease of use of all LMHA equipment.

### **COACH COORDINATORS (2) (Non-Voting)**

- Assist Hockey Director with oversight of coaches (Including but not limited to: hiring recommendations, observations, mentorship, interview of coach applicants, resolving coaching issues).
- Assist Hockey Director/Risk Manager in ensuring coaches are fully certified prior to their first ice time (RIS, CATT, CRC, Coach 2/High Performance for Rep).

### **TOURNAMENT COORDINATOR (Non-Voting)**

- To select and direct a committee of members to head Groups of volunteers to work on and at any tournaments that the Association may host for any given season.
- To co-ordinate all aspects of any LMHA tournaments for the season; including, but not limited to: sponsorship, volunteers, licensing, sanctioning, game permission numbers, officials, ice, scheduling, communications.
- To work with the Association Treasurer to ensure financial compliance and reporting.
- To submit recommendations, based on the past years' experience for the next years' coordinator

### **SPECIAL EVENTS COORDINATOR (Non-Voting)**

- Organize all annual Association events including, but not limited to; Photo Day, Santa Skate, Rivermen/Giants Intermission Skates.
- Annual planning of the LMHA Awards Night and AGM.
- Ensure that Facebook and Twitter are updated regularly with current Association/hockey news.

### **REFEREE-IN-CHIEF (Non-Voting)**

- To maintain an effective line of communication between the referees, the Association, and the National Referees Certification Program.



- Encourage the development of local officials and Co-ordinate training programs for all referees through-out the season
- Arrange and attend a Hockey Canada Officials Program at the start of each season
- Evaluate Association officials
- Ensure that officials are assigned for Bantam C games and lower, with the aid of the Referee Assignors.
- Attend monthly Association Referee-in-Chief meetings called by the BC Hockey Minor Officiating Leader.
- Perform any other duties necessary in order to improve the level of officiating within the Association.
- The Association Referee-in-Chief MUST attend a BC Hockey carding clinic and obtain a current HCOP card.
- The Association Referee-in-Chief shall be responsible to the BC Hockey Minor Officiating Leader and his/her Association in all matters pertaining to officiating.

#### **REFEREE ASSIGNOR – 2 (Non-Voting)**

- Assist RIC with Assigning of officials for games in Bantam C and lower; Bantam A and above, as required.
- Ensure Managers are following proper procedures with regards to assigning officials/change of Ref Fee Schedule.
- Maintain communication with Division Managers in resolving conflict game rescheduling, play-offs and exhibition game rescheduling.
- Balance the game assignments between qualified officials, depending on availability.

#### **ADMINISTRATOR (Paid Position – Non-Voting)**

- Reporting to the VP Administration, carry out all Association duties as outlined in their contract with LMHA.

#### **DIRECTOR OF PLAYER & COACH DEVELOPMENT (Paid Position – Non-Voting)**

- Reporting to the VP Operations, carry out all Association duties as outlined in their contract with LMHA.

#### **ICE ALLOCATOR (Paid Position – Non-Voting)**

- Determine the ice requirements of the Association each season in consultation with the President, Registrar and VP Operations.



- Acquire sufficient ice from the local Arena's to provide the following: Preseason, Development Ice, Try Out Ice, Game Ice, Practice Ice, Playoff Ice, Final 4 host ice, Special Event Ice and Tournament Ice
- Prepare a schedule for the above noted ice requirements, communicate those times with PCAHA, division managers, and the director of player and coach development, and anyone else needed.
- Adjust the schedule (re-allocate) as necessary to resolve conflicts, communicate arena closures and update teams/coaches in respect of any scheduling changes.