

**SOUTH OKANAGAN
MINOR HOCKEY ASSOCIATION**



GOVERNANCE MANUAL



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VISION OF THE ASSOCIATION

"It is the vision of South Okanagan Minor Hockey Association to enrich the lives of its players, its volunteers and its communities."

MISSION OF THE ASSOCIATION

"It is the mission of South Okanagan Minor Hockey Association to secure and maintain a positive role for minor hockey in the community."

GENDER REFERENCE

For the sake of clarity and efficiency, the male gender is used throughout this document to apply (where applicable) to both male and female. No discrimination is intended or implied.

BOARD GOVERNANCE POLICY

The mandate of the Board of Directors is to administer the day to day functions of the Association.

GUIDING PRINCIPLES

In the pursuit of the Society's Vision and Mission, the Board will conduct itself in keeping with these guiding principles:

- a. The Board speaks with one voice;
- b. The Board will be supportive of and accountable to the membership, communicating regularly and adjusting with agility to the requirements of governing bodies;
- c. Board processes will be open and transparent;
- d. The Society's activities will be efficient and leveraged in order to secure maximum return on resources invested;
- e. The Board will operate in a manner that is fair and inclusive;

ROLE OF THE BOARD OF DIRECTORS

- a. Provide perspective and intelligence on the issues facing the Association;
- b. Develop the Society's Vision, Mission, values and priorities;
- c. To fill vacancies that occurs on the Executive;
- d. To borrow or raise or secure payment of money in such a manner as a majority of the Executive Committee see fit providing it is within the budget;
- e. To suspend and/or take such disciplinary action that may be deemed necessary against any team, player, team official, referee, or Association member refusing to accept or obey the ruling of the Executive;
- f. By a two-thirds vote to remove from office any member of the Executive Committee who by being remiss or neglectful of duty or by dishonourable conduct impairs his usefulness as a member of the Executive;



- g. To appoint the coaches and team officials for the various teams in the Association;
- h. To appoint a person or persons to fulfill the following positions: Registrar, Equipment Manager, Coach Coordinator, Referee in Chief, Ice Ambassador, Divisional Directors, Risk Manager and to appoint any other committees as deemed necessary;
- i. Approve annual operating and capital budgets;
- j. Monitor operational and financial results;
- k. Approve annual financial statements;
- l. Recommend appointment of external auditors and approve auditors' fees;
- m. Plan for Board succession.

BOARD CODE OF CONDUCT

The Board commits itself to ethical, professional and lawful conduct including proper use of authority and professional decorum when acting as Board Members. In governing the Board will fulfill its legal responsibilities of:

1. The *Duty of Obedience* that requires Board Members to be faithful to the Mission of South Okanagan Minor Hockey Association and its policies and actions.
2. The *Duty of Care* that requires in fulfillment of his duties, a Board Member owes South Okanagan Minor Hockey Association the care that an ordinarily prudent person would exercise in a like position and under similar circumstances.
3. The *Duty of Loyalty* that requires Board Members to always put the best interest of South Okanagan Minor Hockey Association first when making decisions affecting the Association.

As individual Directors, each Member will conduct himself in a manner that represents the Board in a positive light in keeping with these Governance Policies, taking no private action that would compromise the Board and its decisions. Members of the Board of Directors shall act at all times in the best interests of South Okanagan Minor Hockey Association rather than individual players or parents. This means setting aside personal self-interest and performing duties in a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Directors shall sign a Director's Code of Conduct at the commencement of their term.

CONFLICT OF INTEREST

A conflict of interest is any situation where the Board Member's personal interests or those of a Board Member's close friend, family member, business associate, corporation or partnership in which he holds a significant interest, or a person to whom the Board Members owes an obligation could influence the Board Member's decisions and impair his ability to act in South Okanagan Minor Hockey Association's best interests or represent South Okanagan Minor Hockey Association fairly, impartially and without bias.

It is important to note that a conflict of interest exists if the decisions could appear to be influenced, not only if that influence takes place. All Executive members shall advise in writing to the Association, any business or holding they have that may be deemed a conflict of interest. This shall include supply of services and goods required by South Okanagan Minor Hockey Association. No Executive member shall receive personal gain unless a fair bid process has been followed. That



Executive member will not be able to vote on that issue.

Unless authorized to do so by the Board, a Board Member of South Okanagan Minor Hockey Association may not:

1. Act on behalf of South Okanagan Minor Hockey Association or deal with South Okanagan Minor Hockey Association in any matter where the Director has a conflict of interest or appears to have a conflict of interest, nor
2. Use his position, office or affiliation with South Okanagan Minor Hockey Association to pursue or advance his personal interests or those interests of a close friend, family member, business associate, corporation or partnership in which he holds significant interest, or a person to whom the Board Member owes an obligation

The appearance of conflict of interest arises when a reasonably well informed person could properly have a reasonable perception that the Board Member is making decisions on behalf of South Okanagan Minor Hockey Association that promotes his personal interests or those of a person or Association described above.

The procedure for dealing with a conflict of interest is as follows:

1. The Board Member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its committees deal with the matter at issue.
2. If the Board Member is not certain he is in a conflict of interest position, the matter may be brought before the President or Board for advice and guidance.
3. If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
4. It is the responsibility of other Board Members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Board Member to raise the issue for clarification; first with the Board Member and, if still unresolved, with the Board President.
5. The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.
6. While it is acknowledged that virtually every Executive member will have an affiliation with a team, coach or player, common sense shall prevail. Should a discussion or vote be required on a matter that is a conflict for any Executive member, the individual shall declare the conflict and remove themselves from the room.
7. Executive members are to excuse themselves from discussion and voting on any issues involving a team containing family members.
8. Executive members are to remain independent of any participation in any matter or Committee where there could be a conflict or perceived conflict of interest.
9. Head Coaches shall not have their spouse/partner as a team manager unless in an exceptional circumstance, in which the Head Coach can apply to the Divisional Director for approval.
10. Appointments to the Executive and Committees should be in the interest of minimizing potential or perceived conflicts of interest. As such, members of any



committees need to be

- unbiased
- without personal or professional involvement with either the Concerned Person or Respondent, and
- without prior involvement with the complaint being resolved.

CONFIDENTIALITY

Board Members must at all times respect the confidentiality of South Okanagan Minor Hockey Association related business. All matters dealt with by the Board or committees of the Board must be held in strictest confidence. Confidentiality means the Board Members may not relate such matters to anyone including immediate family. The duty of confidentiality continues indefinitely after a Board Member has left the Board.

ACCESS TO INFORMATION

All Major Executive members will maintain a 'read-only' access to the SOMHA register via HCR. ONLY the Registrar of SOMHA will have full access to 'read-write' capability.

All Division Directors will have access to a formal Hockey Canada register for all teams in their division, but will not have electronic access to the HCR.

Signing authority and access to the financial records for all the SOMHA accounts will be given to all Major Executive members, unless a conflict of interest exists and only the more senior member of the Board in each household will have access.

The Communications Director will maintain access to the SOMHA website and related services. The Treasurer and Registrar will serve as a check and balance to the SOMHA Paypal account and online registration service.

SOMHA will maintain hardcopy records in one centralized location consistent with the wishes of the President. These records will include, AGM minutes, Executive meeting minutes, past chequebooks and other such records that serve as a permanent record of the Association. Copies of archived publications, photos and any other items of nostalgia or historical significance are to be stored centrally in this location. Keys for this facility are to be given to each Major Executive member for access.



FLOW OF INFORMATION

The purpose of regulating information flow is integral to the proper functioning of an organization. It is imperative the Secretary regulates information distribution to ensure patent communication channels remain functioning.

Incoming Information

- A. Email information received by a SOMHA Board member from an outside source is forwarded to the Secretary.
- B. The secretary will then distribute the email to the Major Executive (President, 2VP's, Treasurer) and the affected Director for action.

Internal Information

- A. Emails directed to the Board are to go through the Secretary for distribution.

External Correspondence

- A. All email or other correspondence directed to another MHA to address a formal concern must go through the President and Secretary.
- B. Letters or forms given out in print must be approved forms contained in the SOMHA Dropbox account or approved by the Secretary or Communications Director. The purpose is to maintain consistency in our brand and ensure that SOMHA isn't misrepresented in any form.



EXECUTIVE COMMITTEE BOARD COMPOSITION

The Board is composed of the following sixteen (16) individual positions:

Position	Term	Elected	Meetings / month	Executive
President	2 years	Even numbered years	2	Major
1st Vice-President	2 years	Odd numbered years	2	Major
2nd Vice-President	2 years	Odd numbered years	2	Major
Treasurer	2 years	Even numbered years	2	Major
Secretary	2 years	Odd numbered years	2	Major
Directors (10)	1 year	Every year	1	Minor
Past-President	1 year following Presidency	N/A	1	Minor

At the discretion of the President the following roles will be assigned (typically to Board members, but not required):

Coach Coordinator	Equipment Manager	Registrar
Referee-in-Chief	Ice Ambassador	Initiation Director (Pre-Novice & Novice)
Atom Director	PeeWee Director	Bantam Director
Midget Director	Risk Manager	Communication Director
Tournament Director	Sponsors and Programs Director	Trophies and Awards Director

On a monthly basis a full Board meeting will be held in either Osoyoos or Oliver, alternating every month.



ROLE OF AN EXECUTIVE MEMBER

Each member of the Executive is expected to become an active participant in a body that functions effectively as a whole. In addition to assisting in the exercise of the major duties of the Board outlined above, Directors are responsible to exercise due diligence in the performance of their duties.

Duties and Responsibilities

- a. Be informed of the articles of incorporation and legislation under which South Okanagan Minor Hockey Association exists, its Governance Policy, Mission, Vision, Code Of Conduct, and polices as they pertain to the duties of a Director;
- b. Attend board meetings regularly, serve on committees of the Board and actively participate in all meetings by both listening and sharing views;
- c. Voice clearly and explicitly at the time a decision is being made of an opposition to a decision being considered by the Board;
- d. Maintain solidarity with fellow Directors in support of a decision that has been made in good faith in a legally constituted meeting by Directors in reasonably full possession of the facts;
- e. Ask other Directors to review a decision, if he has reasonable grounds to believe that the Board has acted without full information or in a manner inconsistent with its fiduciary obligations;
- f. Work with the staff and contractors of South Okanagan Minor Hockey Association on committees or task forces of the Board;
- g. Know and respect the distinction in the roles of Board consistent with the principles underlying these Governance Policies;
- h. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Society's policies.



BOARD MEMBER'S CODE OF CONDUCT

The following Code of Conduct will be signed by each Board Member upon commencement of their term:

- Board Members will adhere to all rules and regulations as put forth by Hockey Canada, BC Hockey and OMAHA identified in the SOMHA Constitution, By-Laws and Policies.
- Board Members will follow accepted rules of order when conducting Board of Director business.
- Board Members will maintain confidentiality of all business discussed at Board of Director/committee meetings unless/until there is agreement to publish/release the results of such discussions.
- Board Members will show fiscal responsibility in conducting the affairs of the association.
- Board Members shall direct the activities of the Association as a whole rather than in their own interest or that of any specific group to provide the best amateur hockey program possible for all members of SOMHA.
- Board Members will conduct association business in an environment that encourages open discussion and consideration of all opinions on matters to be decided by the Board of Directors.
- Board Members will coordinate and support programs that train and educate players, coaches, parents, officials and volunteers.
- Board Members will work to provide programs that encompass fairness to all participants and promote fair play and sportsmanship.
- Board Members will respect game officials, coaching staff, players, parents and volunteers in a manner that promotes fairness, integrity and mutual respect.
- Board Members will not tolerate abusive comments, gestures or inappropriate behaviour directed toward game officials, coaching staff, players, parents, competitors, volunteers or elected officials of this association. Board Members' contributions to discussions and decision-making shall be positive and constructive and Board Members' interactions in meetings shall be courteous, respectful and free of animosity.
- Board Members will demonstrate behaviour conducive to being role models to the youth and families in the sport at all SOMHA events, board of director meetings and committee meetings.
- Board Members will respect, support and encourage each other to do the best job possible in the individual tasks and collectively as the Board of Directors.
- Board Members shall at all times use their best efforts to provide progressive, collective leadership and strategic direction.
- Board Members shall adhere to South Okanagan Minor Hockey Association's Governance Policy.
- Board Members shall adhere to South Okanagan Minor Hockey Association's Conflict of Interest Policy; avoid, in fact and perception, conflicts of interest and immediately disclose possible conflict to the Board.
- Regardless of their personal viewpoint, Board Members shall not speak against or in any way undermine Board solidarity once a Board decision has been made.
- Board Members are expected to attend all board meetings. Board Members shall be prepared to commit sufficient time and energy to attend to South Okanagan Minor Hockey Association business.
- Board Members shall be prepared for meetings having read pre-circulated material in advance of the meeting.
- Board Members shall not attempt to exercise individual authority or undue influence over South Okanagan Minor Hockey Association.
- Board Members shall recognize that the official spokesperson for South Okanagan Minor Hockey Association is the President and consequently all public requests for comment on South Okanagan Minor Hockey Association policies shall be referred to them.

Director's Signature

Date



BOARD MANAGEMENT

Meetings

Meetings of the Board of Directors will be the first Monday of every month at 6pm alternating between Osoyoos and Oliver. Meetings are open to the general membership. Requests to appear as a delegate before the Board should be directed to the President or Secretary. Minutes of all Board meetings are available to the general membership.

The Executive will meet twice in the months of July and August.

Robert's Rules of Order will be followed unless the Board has explicitly substituted an alternative procedure. Discussion at meetings of the Board will be confined to those issues that clearly fall within the Board's authority according to its policies. Board deliberation at meetings will be timely, fair, orderly, thorough, and efficient.

Between Board meetings during the hockey season or otherwise required, the Major Executive (President, Vice-Presidents, Treasurer and Secretary) members will meet at a location of consensus to discuss topics of importance, strategic planning and any other pertinent matters.

Any Executive member that attends meetings or other business on behalf of the Association shall be entitled to expenses, meal costs and room aid at a rate as approved annually by the Board.

Board Member Attendance

Carrying out the work of the Board of Directors effectively requires a commitment to attend all board meetings as required. Board Members who are absent, without excuse, from three consecutive meetings will be automatically referred to the Governance Committee for review. At the Board's discretion, the member in question may be asked to step down and be replaced as directed by the Association's By-Laws. In the event such a Member wishes to be reinstated, a letter of request must be sent to the Board; the Board shall then make a decision by motion regarding reinstatement as well as any terms associated with a decision to reinstate if such is the decision.

BOARD DECISION MAKING

A quorum for Executive meetings shall consist of 60% of the members of the Executive and a quorum for an Annual General Meeting or General Meeting shall consist of fifteen members of the Association. A quorum is required for the transaction of any business of the Society. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

Decisions will ideally be made through a consensus development process leading to a formal vote to record the decision. This process is intended to encourage full discussion and development of a



decision that all or at least the largest possible majority of Board Members can support prior to a vote. Where disagreements continue to exist, dissenting Members may request that their objections be recorded in the minutes. A favourable vote of majority of the Members present, regardless of abstentions, is required for approval. Directors have the right to discuss questions before the Board and make their decisions in an uninhibited atmosphere. These Governance Policies, the Code of Conduct and procedural guidelines will govern Board deliberations. Directors will welcome and respect the diverse views of their colleagues, will maintain confidentiality as required and will support Board decisions.

An in camera meeting can be added to any Board meeting agenda at the request of a Board Member. Examples of an in camera session would be sensitive issues related to land, labour, or law. In camera meetings are appropriate times to discuss any staff related issues. This would require that any staff present excuse themselves during this time unless invited to stay. General terms of the meeting will be recorded and kept confidential.

ROLE OF THE PRESIDENT

The President provides leadership in maintaining unity of purpose with South Okanagan Minor Hockey Association' governance structure and provides a holistic and comprehensive view in overseeing the affairs of the Association. The President adopts an inclusive perspective on issues or policies under consideration. The President also takes particular concern for the unity of the Board, attentive to its processes and its functioning as a leadership team in which all Directors are actively engaged.

The President is responsible for ensuring that meetings of the Board are designed and conducted in a manner that facilitates the kind of comprehensive dialogue and effective decision-making that is required to fulfill the Board's duties and responsibility and the achievement of South Okanagan Minor Hockey Association' Vision and Mission.

Duties and Responsibilities

- a. It shall be the duty of the President, immediately after the close of the Annual General Meeting to:
 - 1) set the date of the first Executive and General Meetings
 - 2) appoint a Finance Committee
 - 3) appoint a Discipline Committee
 - 4) appoint a Governance Committee
- b. The President shall have the power to suspend any team, player, team official, referee or member for ungentlemanly conduct on or off the ice, abusive language to any officials or failure to comply with the South Okanagan Minor Hockey Association Constitution, By-Laws and Regulations pending review of the incident by the Discipline Committee;
- c. The President presides as the "manager" of the Board's activities, ensuring that the Board follows its own rules and those legitimately imposed upon it by statute or regulation. Since most of the work of the Board will be done during regularly scheduled Board meetings, the President is responsible for ensuring that the work is conducted efficiently and effectively;
- d. The President will set the agendas for meetings of the Board with assistance from the Secretary and input from the Members of the Board;



- e. The President will plan the content and timing of Board meetings and will chair meetings of the Board;
- f. The President will ensure that the Board is properly informed about the operations of the Society and has the information and opportunity necessary to come to decisions on matters within its purview;
- g. The President will be the Board's primary liaison with OMAHA and BC Hockey;
- h. The President will ensure that the points of view of all Board Members are heard and valued;
- i. The President will address any inappropriate Board Member behaviour;
- j. The President will ensure that the Board has the information it needs to make informed decisions;
- k. The President will attend committee meetings as appropriate;
- l. The President will act as primary spokespersons for the Association.
- m. The President shall hold their position for a two year term.
- n. The President shall fulfill duty as Past-President for the year immediately following their term as President.

ROLE OF THE FIRST VICE-PRESIDENT

The First Vice-President shall:

- a. Assume the duties of the President in his absence;
- b. Represent the area opposite to that of the President;
- c. Chair the Discipline Committee.
- d. In all capacity support the President and the direction of the Board.
- e. Hold their position for a two year term.

ROLE OF THE SECOND VICE-PRESIDENT

The Second Vice-President shall:

- a. In the absence of the President and First Vice-President, assume the duties of the President;
- b. Represent the same area as that of the President;
- c. Chair the Governance Committee.
- d. In all capacity support the President and the direction of the Board
- e. Hold their position for a two year term.



ROLE OF THE TREASURER

The Treasurer shall:

- a. Chair the Finance Committee;
- b. Be responsible for maintaining a proper set of books (following generally accepted accounting practices) to record financial transactions of the Association;
- c. Provide a financial report at each Executive Meeting and a financial statement at the Annual General Meeting;
- d. Hold their position for a two year term.
- e. Prepare the Financial Statements for the Year-end review after our fiscal year end of June 30.

ROLE OF THE SECRETARY

- A. Make agenda for all executive meetings
- B. Take minutes at all executive meetings
- C. Send/post minutes on website
- D. Maintain hard copy of all executive minutes
- E. Maintain copies of all documents pertaining to executive minutes (treasurer's reports, letters, OMAHA information, etc.)
- F. Schedule and reserve facilities for all executive meetings
- G. Notify executive board of meeting dates and times
- H. Responsible for mail collection
- I. Responsible for giving mail to the appropriate person(s)
- J. Read correspondence at meetings
- K. Write letters of response when necessary
- L. Maintain bulletin boards in both arenas
- M. Place advertisements in the SOMHA area newspapers pertaining to SOMHA business (request for coaches, rep try-out schedules, AGM notices, etc.)
- N. January Scholarship information out to schools
- O. Society Membership application 30 days after AGM (Blue Forms sent in mail)
- P. Keep copy for your records and give copy to SOMHA Treasurer
- Q. Update OMAHA executive contact information
- R. OMAHA ordering of score sheets, ref game report forms, OMAHA Constitution By-Laws
- S. BC Hockey Membership application to be filled out on the BC Hockey Website
- T. Maintain and upkeep SOMHA files with SOMHA Communications Director in compliance with SOMHA Privacy Policy
- U. Hold their position for a two year term.



ROLE OF REGISTRAR

- A. Registering of all members of association with BC Hockey/Canada through the Hockey Canada Register (HCR)
- B. Ensuring on-line registration system is kept up to date and fees are implemented as approved by the executive.
- C. To attend OMAHA Registrar meeting in September.
- D. Work with the treasurer in preparing adequate working papers with respect to registration revenue.
- E. Hand all monies collected to treasurer.
- F. Report monthly registration numbers with breakdown per division to Executive.
- G. Maintain contact with the OMAHA Registrar
- H. Roster all players, coaches, and team officials.
- I. To ensure all team officials (Head Coach, Assistant Coach, HCSP and Team Manager) have all qualifications and work with Divisional Director and Head Coach to ensure compliance.
- J. Shall be the liaison and resource person for all matters pertaining to BC Hockey and OMAHA information for SOMHA (i.e. rosters, player/coach carding, affiliation).
- K. Assist in correct carding/affiliation/rosters process.
- L. Responsible for individual player release from association with approval from President.
- M. Ensure that rosters are kept up to date with the aid of the Divisional Director.
- N. Ensure the all members are insured through BC Hockey and answer any inquiries.
- O. Send out hockey receipts to all members.

ROLE OF ICE AMBASSADOR

- A. Responsible for the acquisition and scheduling of ice time as it relates to try-outs, games, practices and clinics for entire association. A draft of the yearly schedule must be available for Executive approval at the July meeting each season.
- B. To attend OMAHA Ice scheduling meetings to schedule league games for all Recreational Teams (Atom and above), Atom Development and all REP teams.
- C. Responsible to communicate with OMAHA and other Ice Ambassadors regarding game cancellations, game changes and any other ice related issues with OMAHA sanctioned league play.
- D. Attend ice user meetings with the Oliver Recreation and the Town of Osoyoos.
- E. To communicate with both the Oliver Recreation department and Town of Osoyoos for any ice schedule inquiries/conflict.
- F. To approve tournament schedules and to ensure the appropriate ice is booked for the tournaments.
- G. To maintain contact and work the RIC and Score/Time Keeper Assignors to ensure there are officials to cover games.



- H. To send ice schedule weekly to all teams officials, executive board, RIC, timekeeper/score keeper assignors, Arenas and Concession stand..
- I. Shall have authority to change any posted times in order to accommodate and/or correct unforeseen errors, omissions or league changes. If this situation arises, the Ice Ambassador shall notify all affected coaches and Divisional Directors immediately.
- J. Report monthly ice usage to Executive.

ROLE OF COACH COORDINATOR

- A. Chair and select committee to interview Rep Coach Candidates.
- B. Recommend Coaches for all levels.
- C. Ensure all coaches have necessary certifications.
- D. Set up coaches for conditioning camp.
- E. Attend tryouts.
- F. Discuss coaching philosophies with head coaches at the start of the season
- G. Assist coaches with tryouts if necessary.
- H. Bring all assistant coach applications to the board for voting.
- I. Assist head coaches with practise plans or material if needed.
- J. Discipline coaches if problems arise
- K. Let coaches know about SOMHA expectations
- L. Keep and open line of communication with the head coaches throughout the year
- M. Give season guidelines to team officials at the managers meeting
- N. Deal with temporary and permanent “call-ups”

ROLE OF SPONSORS AND PROGRAMS DIRECTOR

A. Late June

- A. Review sponsorship options and costs.
- B. Add sponsorship options as they arise and adjust pricing as required.
- C. Update letter to sponsors.

B. Mid-July

- A. Personally visit every existing sponsor to secure their spots and allow them time to adjust their ads and information.
- B. Visit potential sponsors to see if we can increase our numbers. Invoice sponsors as soon as they commit.
- C. Jersey sponsors are particularly important to hold on to as we don't make much money off them the first year.
- D. If a jersey sponsor declines to renew and a new sponsor is found, it is important to get the jerseys from the equipment manager before they go to the team as it is much more difficult to get them after the team has them.
- E. New sponsor bars can be made ordered from Sherwood in Penticton and Kara Burton will sew them on.



C. Mid-Sept

- A. Ensure that all sponsor ads have been approved by this time.
- B. Programs must go to print by end of September to ensure that they are ready for the first tournament which usually occurs on the last weekend of October.
- C. Update all information in the program that needs to be revised on a yearly basis. This information includes, but is not limited to Coaches names, Tournament Dates, Board Members names etc.
- D. Contact each tournament coordinator a few weeks before each tournament to ensure that they know where to get the programs.
- E. KSP Printing in Osoyoos has all of the files for the program and can design new ads or revise existing ads as required. They give us a very good deal on the work that they do for us so all coordinators should be instructed to use them for printing inserts.

ROLE OF EQUIPMENT DIRECTOR

A. July

- A. - start to have a look at all equipment (jerseys, goalie gear and sticks, pucks, first aid kits)
- B. - Order what will be required for the season
- C. - Ordering of pucks –from GameTime in Penticton – 4 boxes
- D. - Socks ordered from GameTime (Chicago Blackhawks style both home and away)
- E. - Attend board meetings

B. August

- A. - Attend board meetings
- B. - First Aid kits are purchased through PharmaSave Osoyoos, take in all kits to have them restocked for the upcoming season

C. September

- A. - Make sure all teams have jerseys, first aid kits and pucks for season
- B. - Ensure that sign out of all equipment is noted so things can be collected at end of the season
- C. - Pre-Novice, Novice and Atom House will be issued goalie gear and stick for use during the season
- D. - Teams will use jerseys for try outs in September
- E. - Give all head coaches key to equipment room for use of coaching aids
- F. - Issuing of “C” s and “A” s for jerseys as per required

D. During Season (September to March)

- A. - Tournament coordinators will be in contact through the season for pucks in both Osoyoos and Oliver rinks, placed in freezer
- B. - Ongoing monitoring of all equipment for any replacement needs
- C. - Attend monthly board meetings



ROLE OF TOURNAMENT DIRECTOR

- A. Setting dates and locations for tournaments and receiving confirmation of booked ice for the tournaments through Ice Ambassador or directly with Parks and Rec Osoyoos and Oliver. Done by March/April annually. (Note: first weekend of April yearly is booked for figure skating)
- B. Reviewing tournament entry fees and proposing increases to Executive Board, if necessary.
- C. Sending in tournament information to be updated on SOMHA website
- D. Applying to BC Hockey for tournament sanctions. IF US teams register for tournament the BC Hockey needs to be emailed to change the tournament sanction to International. Done by August annually
- E. Emailing a copy of BC hockey tournament sanctions to BC Hockey RCM – south 30 days prior to tournament
- F. Ensuring adequate supplies are ordered for tournaments (50/50 and raffle tickets, staples, staplers). Obtain sufficient game sheets from coach coordinator/secretary for tournaments. Approx. 300.
- G. Receiving tournament application from teams. Ensuring complete team rosters, including Hockey Canada Roster and cheques are received.
- H. Contacting teams and advising them of acceptance into tournaments once applications have been reviewed to ensure there is a variety of teams from various associations attending. Try to divide the tournament so it is well rounded with teams from Lower Mainland, Kootenay, Okanagan, etc.
- I. Ensuring that the Executive is kept up to date with how many teams are confirmed in each tournament.
- J. Delivering tournament cheques to SOMHA Treasurer for deposit after all teams have been confirmed for each tournament.
- K. Ordering Trophies for all tournaments – this was new as of 2013-14 season.**
- L. Completing BC Hockey Tournament Follow-up report which is emailed to you from BC Hockey.
- M. During the tournament planning process.
- N. Provide SOMHA Tournament Guidelines to Division Directors to be given to their Team Tournament Organizers.
- O. Ensure the team tournament organizer receives: ice times for game schedule, team rosters, BC Hockey Sanctions, and Tournament rules. cc'd to Division Directors.
- P. Work with Ice ambassador to ensure adequate amounts of ice are available for determined tournament format.
- Q. Be available to help Directors answer any questions they may not know the answers to regarding the tournaments.

MONTHS	TO DO LIST
<p>APRIL - JUNE</p> <p><i>“The start-up. Not so bad.”</i></p>	<p>Set dates for next seasons tournaments based on past seasons dates by the end of April</p> <ul style="list-style-type: none"> ○ all tournaments shall fall on the same weekends as previous years ○ any changes to tournament weekends must be approved by the board and other association tournament dates need to be taken into consideration <ul style="list-style-type: none"> <input type="checkbox"/> Present dates to board members <input type="checkbox"/> Pass on tournament dates to ice ambassador for booking of ice with arenas <input type="checkbox"/> Edit tournament organizers role document based on suggestions from tournament organizers and changes to any policies and procedures <input type="checkbox"/> Edit tournament volunteer’s job description based on suggestions from tournament organizers and changes to policies and procedures. <input type="checkbox"/> Clean up and organize tournament rooms <ul style="list-style-type: none"> ○ There are totes in the Osoyoos room for each of <ul style="list-style-type: none"> ♣ Programs ♣ 50/50 ♣ Odds and ends <p>Banners are stored in the Osoyoos room</p> <ul style="list-style-type: none"> ○ Raffle buckets are stored in the Osoyoos room
<p>JULY</p> <p><i>“A nice, easy month.”</i></p>	<p>Sanction all tournaments through BC Hockey</p> <ul style="list-style-type: none"> ○ Follow instructions on page, (it’s pretty straight forward) ○ Rep level teams are Tier 3, Branch Tournament, contact allowed at bantam rep and up ○ House level teams are Recreational, no contact allowed at all levels ○ Initiation and Novice are also Tournament Branch not Jamboree, because we have teams attend from out of district. A jamboree is for players with in our association. ○ Two emails will be sent back. One confirming application and one confirming sanction. ○ Keep both in a folder for reference, once final sanction confirmation is given delete the original email. ○ If Sanction needs to be changed send an email to BC hockey tournaments informing them of what changed needs to be made. The usual change is if a US team attends. Sanctions will be changed from Branch to international and SOMHA will be billed accordingly. <ul style="list-style-type: none"> <input type="checkbox"/> Present edited tournament documents to Board for final approval. They can be emailed out ahead of time to be looked over and then discussed at the next board meeting http://www.bchockey.net/tournaments/tournaments.aspx tournaments@bchockey.net

MONTHS	TO DO LIST
<p>AUGUST - SEPTEMBER</p> <p><i>“You're on deck, start warming up.”</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Update online Tournament application form and send to website manager – do this early August <input type="checkbox"/> Confer with website manager as to how PayPal works for tournament fees <input type="checkbox"/> Decide on what trophies will be ordered for each tournament and run it by the board for input and approval. Stay within set budget as put forward by the finance committee. <ul style="list-style-type: none"> ○ See Tournament Trophy Spreadsheet for a breakdown of what is needed for each tournament ○ Check out several suppliers and look over their catalogues <input type="checkbox"/> Order Trophies for all tournaments <ul style="list-style-type: none"> ○ Once trophies are in, store them at the arena with the easiest access for teams and yourself. <input type="checkbox"/> Send electronic versions of the final copies of Tournament documents to all Division Directors, request that they go over them, familiarize themselves with the documents and have them ready to be sent to their team managers. This can be done via email or USB or other decided means. <ul style="list-style-type: none"> ○ Tournament documents include <ul style="list-style-type: none"> ♣ Tournament organizers role ♣ Volunteer jobs and descriptions ♣ Coaches letter template ♣ Donation letter template ♣ Tournament Financial report ♣ Tournament Rules ♣ Thank you Ad Template <input type="checkbox"/> Stock Tournament Rooms, Oliver and Osoyoos – supplies purchased at Imperial Office in Osoyoos, SOMHA will be billed. <p>Osoyoos Room – main room</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staples <input type="checkbox"/> 50/50 envelopes <input type="checkbox"/> Game sheet envelopes <input type="checkbox"/> Raffle tickets & 50/50 tickets – red, blue, green, and one other color 15 rolls of each <input type="checkbox"/> Game sheets (approx.. 120) <p>Oliver Room</p> <ul style="list-style-type: none"> <input type="checkbox"/> 50/50 envelopes <input type="checkbox"/> Game Sheet Envelops <input type="checkbox"/> Raffle & 50/50 tickets – red, blue, green and one other colour – 15 rolls of each <input type="checkbox"/> Game sheets (approx. 120) <input type="checkbox"/> Send out emails to other associations letting them know of our tournaments, especially our November tournaments; Bantam Rep, Novice, and Peewee Rep <ul style="list-style-type: none"> ○ An idea I had was to have posters done up advertising
<p>OCTOBER</p> <p><i>“You're in full swing now. Keep your energy levels up and don't sweat the small stuff.”</i></p>	<p>Continue taking applications and corresponding with teams and board members</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get trophies sorted and ready for the November tournaments, once they have been delivered <input type="checkbox"/> Contact the Bantam, Pee Wee and Initiation Directors regarding their upcoming tournaments. <ul style="list-style-type: none"> ○ Make sure they have all the tournament documents and that they have passed them on to their managers. ○ Send Sanction Links for the Pee Wee and Initiation Tournaments to the respective Directors <input type="checkbox"/> Once tournaments have been filled for Bantam, Peewee and Novice <ul style="list-style-type: none"> ○ Hand over all applications and team rosters to either directors or managers as soon as possible so teams can get started on their inserts and organizers can contact teams. ○ Send the tournament Schedule template to the division director and ice ambassador – revamp it if less teams are attending than normal. Templates have been made for 9, 10, 11, 12 and 16 teams. <ul style="list-style-type: none"> ♣ Final Schedules are to be looked over by the Tournament Director, Ice Ambassador and Division Director for suggested editing. Remind tournament organizers to send a final schedule to the ice ambassador, yourself, the division director and the website manager. <input type="checkbox"/> If tournaments have not filled, do your best to find teams. Deadline is two weeks before the tournament. There have been exceptions

MONTHS	TO DO LIST
NOVEMBER <i>“The emails are pouring in and pouring out. Keep up the great work. You’ll sleep in February.”</i>	Bantam Rep Tournament – first weekend <input type="checkbox"/> Pee Wee rep Tournament - second weekend <input type="checkbox"/> Novice Tournament – last weekend <input type="checkbox"/> OMAHA will send an email requesting tournament report on the Sunday of the tournaments. It is pretty straight forward. Fill it out and send it back. Takes less than 1 minute. <input type="checkbox"/> Continue taking in applications and registering teams <input type="checkbox"/> Keep the board updated on number of teams attending and number of spots to be filled. <input type="checkbox"/> Contact Midget Director regarding upcoming Midget Rep tournament in October and Midget House in January. <ul style="list-style-type: none"> ○ Inform them of the number teams registered to date. If more teams are needed ask that they ask around. ○ Make sure that they have passed on all necessary documents to managers ○ Let them know where Trophies can be found. ○ Pass on all applications and rosters to directors or managers, which ever works
DECEMBER <i>“On the home stretch. There is a light at the end of the tunnel, in this case you won’t see it until the end of January.”</i>	Midget Rep Tournament <input type="checkbox"/> Midget Rep tournament report <input type="checkbox"/> Tournament registrations still coming in. <input type="checkbox"/> Update Board on number of teams attending and number of spots to fill for remaining tournaments <input type="checkbox"/> Contact Atom Director, Initiation Director, and Bantam Director regarding their teams tournaments in January <ul style="list-style-type: none"> ○ Update on number of teams registered ○ Check to see if they have passed on all tournament documents to managers/organizers ○ Pass on registration forms and rosters to directors or managers ○ Let them know where trophies can be found <input type="checkbox"/> Take stock of tournament room supplies
JANUARY <i>“You can do it!”</i>	Midget House Tournament – first weekend <input type="checkbox"/> Atom House Tournament – Second weekend <input type="checkbox"/> Pre Novice one day Tournament – third weekend <input type="checkbox"/> Bantam House tournament – fourth weekend <input type="checkbox"/> Contact Pee wee Director and Atom Director regarding their teams tournaments in March <ul style="list-style-type: none"> ○ Update on number of teams registered ○ Check to see if they have passed on all tournament documents to teams ○ Pass on registration forms and rosters to directors or managers which ever works ○ Let them know where trophies can be found. ○ The Atom Fiesta has an opening ceremonies – make sure those running the tournament receive the necessary documents specific to the Atom Fiesta <input type="checkbox"/> BC Hockey Tournament report <input type="checkbox"/> Application forms start to slow down and emails come periodically – relish in it
FEBRUARY	<input type="checkbox"/> NO TOURNAMENTS – enjoy the break
MARCH <i>“You made it. You’re a pro. You’re almost on deck again.”</i>	Pee Wee House Tournament – second weekend of March <input type="checkbox"/> Atom Fiesta – first weekend of spring break <input type="checkbox"/> BC Hockey Tournament reports <input type="checkbox"/> Start thinking about changes for next year and editing the tournament documents where necessary

Other notes:

- The tournament director is in charge of the administrative aspect of the tournaments.



- o Official rosters are mandatory – if players and or coaches are not on the roster they are not on the bench. If a player not on a roster steps on to the ice all players insurance is null and void. We ask for Rosters for the sake of everyone’s safety.
- o No money no Tourney.
- o The ice ambassador will forward the schedule to the referee in chief and make sure Schedules are sent to the Arenas

ROLE OF COMMUNICATION DIRECTOR

- A. Verify the domain name (SOMHA.COM) is paid for and not up for renewal. Do not want to lose this! Ensure that the domain name is registered a few years out. If necessary, submit your reimbursement expense form to the Treasurer if a personal credit card was used.
- B. Monitor BC Hockey, Hockey Canada and neighbouring associations for news articles that may also be relevant to our association. i.e. - Chevrolet/Bauer free helmet, Canucks contests, female jamboree, etc. Then add them to our site.
- C. Make sure registration options are visible during the times agree on. i.e. - Early Registration discount is not an option after July 1st or online registration is available until Sept 1 then they must contact the registrar.
- D. PayPal account for the association. Coordinate access to the PayPal account with the Treasurer. Ensure Payment options are available. Initial Payment on Registration then instalments of August 1 and September 1 are acceptable for Early Registration discounts.
- E. Grant appropriate access to users as requested. ie - Division Directors, team managers, coaches have full control while parents have read access to certain data.
- F. Enter practice schedule for all teams once released from Ice scheduling. Verify that practices scheduled on stat holidays, coyote's games and tournaments are not in conflict and remove if needed.
- G. Update tournament schedule and fees once approved by the association Tournament Director.
- H. Verify links to external sources are valid over the course of the season. i.e. - Respect in Sport, Coaching Clinics, BC Hockey tournament page, etc
- I. Upload executive minutes and post for public viewing once the minutes are approved by executive at the following meeting. Do not post minutes until they are Approved by the Executive.
- J. Upload documents as requested by the executive team and create links for public viewing as required.
- K. Upload link or images of sponsors. i.e. - Timbits, local hotels
- L. Create the 'Annual Coaching Survey' online and distributed via email to all team managers. (I will need to come up with a solution for the new web admin as this is currently stored with my gmail credentials.)
- M. Consider creating a 'Tournament Wrap-Up Survey' to poll our tournament teams on our success and shortfalls.
- N. Create/Distribute the online 'Annual Membership Survey'. This survey is to be distributed at the conclusion of the playing season.
- O. Browse articles posted by team managers to review content.
- P. Post photos if asked.
- Q. Work with GoalLine staff as required. Submit trouble tickets, feature requests, etc.



- R. Coordinate with 'URStore' on products we wanted to see available for sale. Verify sales through their dashboard and confirm commission cheques are sent out.

ROLE OF COMMITTEES

A committee's function is to bring the experience, expertise and the judgment of a group of interested and informed persons to bear on specific area of the Society's responsibility. Its job is to assist the Board by acting on matters referred to it in great depth that not would be possible by the whole Board.

FINANCE AND AUDIT COMMITTEE

This Committee is chaired by the Treasurer and its membership includes two (2) Executive members appointed by the President at the first Executive meeting.

The Finance and Audit Committee shall:

- a. Monitor the financial activities of the Society and recommend to the Executive Committee any course of action which they may deem advisable;
- b. Prepare a provisional budget for the Annual General Meeting held in April. This budget outlines the upcoming year's projected revenue and expenses. SOMHA will maintain a surplus of no less than \$25,000.00 in a term deposit;
- c. Ensure that complete and accurate records are kept of all of the Society's financial matters in accordance with general accepted accounting practices and provisions of the BC Society Act;
- d. Provide the Board, at all regularly scheduled board meetings, a report of the financial position of the Society including an analysis of material variances to budget;
- e. Recommend a competent auditor/accountant to be appointed annually;
- f. Review the appropriateness of internal control processes and recommend delegation of authority/spending guidelines for approval by the Board.

GOVERNANCE COMMITTEE

The President annually names members to the Governance Committee. The Governance Committee is usually chaired by the second Vice President of the Board.

The Governance Committee shall:

- A. Ensure that Board Members receive proper orientation to their responsibilities;
- B. Enforce Board Member attendance and compliance with the Board Member Code of Conduct and take action when necessary;
- C. Is responsible for the regular review of Governance Policies and practices and for recommending changes to the Board as required.
- D. Is responsible to drafting AGM resolutions to provide to the general membership at the AGM or Special General Meetings.



NOMINATING COMMITTEE

Nominations for the President, two Vice Presidents, Secretary, and Treasurer of the Association shall be made by the Nominating Committee appointed by the Executive and chaired by the Past President prior to the Annual General Meeting. Nominations may also be made from the floor of the Annual General Meeting.

With regard to nominations, the Nominating Committee shall:

- a. Develop and recommend to the Board the skills, experience and diversity criteria for Directors necessary to ensure balanced community representation and effective governance;
- b. Identify, interview, and check references on prospective candidates for vacant positions on the Board of Directors;
- c. Seventy-five days prior to the Annual General Meeting, present to the Board for approval an annual slate of Officer nominations as outlined in Article 602 of the Society's bylaws.

BOARD ORIENTATION

New Board Members shall receive a thorough orientation to their position within one month of becoming a Member of the Board. All new Executive members are to receive rule books, a copy of the Association's Policy Manual, Governance Manual, and the Constitution and By-Laws.

Orientation will be conducted by the Chair of the Governance Committee and includes but is not limited to:

- a. The history, Vision, Mission, and guiding principles of the Association;
- b. Constitution, By-laws, and Governance Policy;
- c. An overview of funding sources;
- d. An overview of key policy areas and copies of policy;
- e. Role, structure and functions of the Board;
- f. Board Member Confidentiality Agreement, Code of Conduct and Conflict of Interest Policies;
- g. Procedural guidelines for Board meetings.