

*WEST
NORTHUMBERLAND*



2022 WNGHA AGM

Proposed amendments to the
Constitution, By-Laws,
Regulations or Rules

Contents

Proposed amendments to the Constitution, By-Laws, Regulations or Rules 2

 Policy/Procedure: Updated wording for Divisions/Age Groups 2

 Current: 2

 New: 2

 Policy/Procedure: Updated Executive Positions and Job Descriptions 3

 Current: 3

 New: 7

Proposed amendments to the Constitution, By-Laws, Regulations or Rules

Policy/Procedure: Updated wording for Divisions/Age Groups

By: Ryan Smith

Current:

Tyke, Novice, Atom, Pee wee, Bantam, Midget, Intermediate classifications throughout policy handbook

New:

Update names throughout constitution and policy handbook as per Hockey Canada classifications as follows:

Current	New
Tyke	U7
Novice	U9
Atom	U11
Pee wee	U13
Bantam	U15
Midget	U18
Intermediate	U22

Policy/Procedure: Updated Executive Positions and Job Descriptions

By: Kim Walters

Current:

President

- Will preside at full meetings of WNGHA
- Report to the executive committee of the WNGHA any matters that are required to be brought to their attention
- Will be an ex-officio member on all appointed committees, except the nominating committee
- Will represent and promote the WNGHA within the community.
- Sign as an officer of the WNGHA
- Will serve for a minimum of 2 of the previous 5 years on the executive board before holding this position
- Sign as one of two officers of the WNGHA for releases and permission to skate forms
- Will set the first meeting date immediately after the close of each AGM.

1st Vice President

- Attend regular meetings of the WNGHA
- In the absence of the President has the authority to perform the duties of the President
- Sign as officer of the WNGHA
- Shall be the OWHA liaison and shall be the official representative of the WNGHA to the OWHA Annual General Meeting and the OWHA General Meeting

2nd Vice President

- Attend regular meetings of the WNGHA
- In the absence of the 1st Vice President has the authority to perform the duties of the 1st Vice President
- Responsible for the co-ordination, development and monitoring of representative teams

Secretary

- Attend regular meetings of the WNGHA
- Will deal with all correspondence of the association as instructed by the President or the Executive Board
- The Secretary will record and preserve the minutes of all meetings of the Executive Board
- The Secretary will forward the minutes of each meeting, together with the agenda for the following meeting, to the Executive Board prior to the next meeting, where time permits.
- The Secretary will maintain the policies and the constitution, and update these documents for any related changes from the AGM or the monthly Executive meetings.

Treasurer

- Attend regular meetings of the WNGHA
- Will have the ability to maintain and run financial records
- Will provide an up to date accurate budget at each meeting
- Will provide a full financial statement at any time required
- Will work with the registrar to ensure all players' fees are paid
- Will work with each rep team rep to go over a working budget for each season

- Will make bank deposits in a timely fashion
- Transfer all Statements, records and material to his/her successor immediately after elections

Immediate Past President

- Attend regular meetings of the WNGHA
- Will only hold this title for one year

Registrar

- Attend regular meetings of the WNGHA
- Registering all new players into the IT Sports System
- Assigning of players to Rep and House league rosters
- Submission of teams required to OWHA
- Work with the treasurer to be sure all fees have been paid

Director of Development

- Attend regular meetings of the WNGHA
- Provide development information to all players/coaches within the WNGHA
- Organize, schedule and provide development opportunities to our house league and rep. programs
- Organize, schedule and provide development opportunities to our coaches
- Shall coordinate all player/coach or trainer certification clinics hosted by the league
- Submit a budget (if required) to the WNGHA executive for approval

Ice Scheduler

- Attend regular meetings of the WNGHA
- Create yearly, month and weekly ice schedules
- Will be the only contact for the WNGHA involving ice times/scheduling
- Will submit a budget to treasurer/Executive for approval
- Organize ice times for WNGHA with various arenas in the West Northumberland area
- Only Contact for teams regarding Ice and Schedules
- Will work with each team representative (Rep and House league) for the ice allocations
- Work with Director of Development to schedule all on ice development programs

Equipment Manager

- Attend regular meetings of the WNGHA
- Will coordinate, catalog and store all equipment and uniforms in the storage area of WNGHA
- Must ensure all sweaters/jerseys/uniforms are laundered before storing
- Obtain price quotes from local merchants for all WNGHA owned jerseys and equipment
- Will provide a budget for executive approval
- Will work with sponsorship director to ensure proper jerseys are obtained, if necessary.
- Will hand out and collect all house league equipment and jerseys
- Will arrange for the repayment of the house league and ladies league refundable jersey deposits, which were paid at registration.
- Will ensure that a team representative signs off when returning and receiving WNGHA owned equipment and jerseys

House League Director

- Attend regular meetings of the WNGHA
- Will submit a budget for executive approval
- Will work with the sponsorship director to ensure all teams are sponsored
- Will select all coaches and appoint conveners for each level of house league
- Will have regular contact with all conveners and provide the executive with a monthly report
- Will ensure all house league rules are followed and will take action if they are not

Tournament Director

- Attend regular meetings of the WNGHA
- Will contact and coordinate teams needed for the tournament
- Will create and foster positive relationships with other associations to ensure the tournament will increase each year
- Will create a committee of approx. 10 – 12 people to organize volunteers, schedule ice, fundraise etc.
- Will submit monthly reports to the executive
- Will submit report to the OWHA and the WNGHA executive post tournament
- Will register the WNGHA tournament with the OWHA
- Will work with the paid tournament convener to ensure the tournaments are successful (assuming a tournament convener is hired).
- Will submit the necessary paperwork to the OWHA, in order to obtain sanction refunds, if such refunds are available.

Sponsorship Director

- Attend regular meetings of the WNGHA
- Secure sponsors for all teams with the WNGHA House league and Rep programs
- Creating positive relations with other organizations and local businesses
- Will provide/organize acknowledgement program for recognizing our sponsors at the end of each hockey season
- Will work with Treasurer for billing purposes
- Will submit a sponsorship budget for executive approval
- Work with the equipment manager for jerseys and equipment

Communications Officer

- Attend regular meetings of the WNGHA
- Responsible for the design and management of association website and social media accounts;
- Communicates news and updates to association members through above mentioned media;
- Creates and administers pages on the website via the online site administration tools provided by the website host;
- Manages website user accounts and privileges;
- Submits any advertising/press releases to the media in regards to WNGHA events such as registration, tryouts, etc.
- The Communications Officer does not need to be familiar with html/coding, but significant experience with Microsoft Excel and Word is recommended.

Member At Large

- Attend regular meetings of the WNGHA
- A member that can contribute another angle of opinion
- An extra helping hand for the executive

- A way to join the Executive to learn how the organization is run with the potential to continue with the WNGHA

Committee Leaders and Members may be needed for the following:

- Dance committee
- Parade committee
- Registration committee (for night of registrations for spring and fall tryouts)
- Tryout committee

New:

OFFICERS

President

- Preside at full meetings of the executive.
- Report to the executive committee of the WNGHA any matters that are required to be brought to their attention.
- Will be an ex-officio member on all appointed committees, except the nominating committee.
- Represent and promote the WNGHA within the community.
- Sign as officer of the WNGHA.
- Will set the first meeting date immediately after the close of each AGM.
- Must serve a minimum of 2 of the previous 5 years on the executive board before holding this position
- Sign as one of the two officers of the WNGHA for releases and permission to skate forms
- Has the power, on recommendation of the Executive, to replace any appointed members, league representatives or Executive members who they feel is not fulfilling his or her duties.
- Responsible for the day-to-day management of the affairs of WNGHA, including monitoring of all Committees to ensure all Policies of the WNGHA are being complied with.

Vice President of Representative Hockey

- Attend regular meetings of the WNGHA.
- In the absence of the President has the authority to perform the duties of the President.
- Sign as officer of the WNGHA.
- Shall be the OWHA liaison, including acting as representative of the WNGHA at the OWHA Annual General Meeting and the OWHA General Meeting.
- Responsible for the co-ordination, development and monitoring of all activities of Representative teams
- Review and approve all team fundraising initiatives
- Chair the discipline committee

Vice President of House League Hockey

- Attend regular meetings of the WNGHA.
- In the absence of the President, has the authority to perform the duties of the President
- Will select all coaches and appoint representatives for Junior House League
- Ensure regular contact with each of the Junior House League and Ladies League Representatives and provide the executive with a monthly report
- Ensure all house league rules are followed and take action if they are not
- Ensure prudent risk management practices are followed, by: (a) establishing and maintaining procedures with respect to the screening/clearance of all volunteers, such as obtaining valid police checks from all volunteers and ensuring proper qualifications for all team officials; and (b) preparing and reporting to the Executive any risk management/disciplinary issues.
- Work with the equipment manager for jerseys and equipment

Secretary

- Attend regular meetings of the WNGHA.
- Deal with all correspondence of the association as instructed by the President or the Executive Board.
- Record and preserve the minutes of all meetings of the Executive Board.

- Forward the minutes of each meeting, together with the agenda for the following meeting, to the Executive Board prior to the next meeting, where time permits.
- Notify all members of the Executive of the date, time and place of upcoming meetings.
- Advertise proposed constitutional amendments, including date, time and place of upcoming the AGM

Treasurer

- Attend regular meetings of the WNGHA.
- Has general responsibility for the finances of the WNGHA.
- Collect and record all funds received by the WNGHA and shall record and pay all accounts. Payment of accounts in excess of \$500.00 shall require the prior approval of the Executive Board.
- There will be three Executive Board members, as approved by the Executive Board to sign cheques. The Treasurer will set up a bank account, which requires the signature of two of the three authorized officers.
- All cheques will require the signature of two of the three signing officers.
- The Treasurer will keep under review the financial position of the WNGHA and shall make recommendations to the Executive Committee for the maximizing of revenues and the minimizing of expenditures.
- Present a financial statement that is in accordance with generally accepted accounting principles at the Annual General Meeting
- Present a proposed budget for the current year for approval by the Executive Committee by the first meeting of the full executive after the Annual General Meeting.
- The treasurer must have served a minimum of 1 year on the Executive Board.
- Sign as officer of the WNGHA.

Registrar

- Attend regular meetings of the WNGHA.
- Organize and determine registration date(s).
- Register all players with the WNGHA and the OWHA in accordance with the OWHA regulations and rules.
- Provide registration numbers, by division and by birth year, to the WNGHA Executive in a timely fashion
- Assign players to Representative and House League rosters and submit teams to OWHA for approval
- Work with the Treasurer to ensure all fees are paid
- Sign as one of the two officers of the WNGHA for releases and permission to skate forms

DIRECTORS

Ice Scheduler

- Attend regular meetings of the WNGHA
- Create yearly, month and weekly ice schedules
- Will be the only contact for WNGHA with the arenas regarding ice times/scheduling
- Organize ice times for WNGHA with various arenas in the West Northumberland area
- Shall serve as the ONLY contact for teams regarding Ice and Schedules
- Work with each team representative (Rep and House league) for ice allocations

- Work with Director of Development to schedule all on-ice development programs

Director of Operations

- Attend regular meetings of the WNGHA
- Will coordinate with third party (paid) Tournament operator regarding all Tournament details including dates, participating teams, and proper registration with the OWHA (i.e. ensuring proper tournament sanctions are secured)
- Will submit report to the OWHA and the WNGHA executive post tournament
- Secure sponsors for all teams with the WNGHA House league and Rep programs and ensure teams carry appropriate sponsor recognition (e.g. sponsor badges on Rep team jerseys)
- Create positive relations with other organizations and local businesses
- Ensure acknowledgement program for recognizing our sponsors at the end of each hockey season
- Be responsible for all details surrounding the year end banquet(s) and award presentations (coordinating with, and receiving assistance from, the two Vice Presidents)

Director of Development

- Attend regular meetings of the WNGHA
- Provide development information to all players/coaches within the WNGHA
- Organize, schedule and provide development opportunities to all house league and Rep programs
- Organize, schedule and provide development opportunities to all WNGHA coaches
- Coordinate all player/coach or trainer certification clinics hosted by the league
- Submit a budget (if required) to the WNGHA executive for approval

Communications Officer

- Attend regular meetings of the WNGHA
- Responsible for the design and management of association website and social media accounts
- Communicate news and updates to association members through above mentioned media
- Create and administer pages on the website via the online site administration tools provided by the website host
- Manage website user accounts and privileges
- Submit any advertising/press releases to the media regarding WNGHA events such as registration, tryouts, etc.
- The Communications Officer does not need to be familiar with html/coding, but significant experience with Microsoft Excel and Word is recommended.

Referee in Chief

- Attend regular meetings of the WNGHA
- Responsible for scheduling referees for all league, tournament, and exhibition games, including Select Hockey
- Responsible for forwarding a completed game list on a per referee basis to the Treasurer for bi-weekly payment of the referees

- Has the authority to suspend officials and notify the Executive of the suspension at the next scheduled Executive Meeting following the suspension
- Will recruit, train, monitor, and evaluate performance of referees
- Represent WNGHA officials at Executive committee meetings

Director of Senior League

- Attend regular meetings of the WNGHA.
- Will set the number of teams based on the total number of players registered. Will do their best to create teams of equal ability and reserves the right to move players from team to team up to December 31st, to help balance the teams.
- Ensure all house league rules are followed and take action if they are not
- Work with the equipment manager for jerseys and equipment

Equipment Manager

- Attend regular meetings of the WNGHA
- Will coordinate, catalog and store all equipment and uniforms in the storage area of WNGHA
- Must ensure all sweaters/jerseys/uniforms are laundered before storing
- Obtain price quotes from local merchants for all WNGHA owned jerseys and equipment
- Provide a budget for executive approval
- Work with sponsorship director to ensure proper jerseys are obtained, if necessary.
- Distribute (and later collect) all house league equipment and jerseys
- Arrange for the repayment of the house league and ladies league refundable jersey deposits (as applicable), which were paid at registration.
- Ensure that a team representative signs off when returning and receiving WNGHA owned equipment and jerseys

Immediate Past President

- Attend regular meetings of the WNGHA
- Will only hold this title for one year