



Hockey 101

With Lawrence Kinch

The Off Ice Players within your
Minor Hockey Association



What is the role of the Local Association?

- to promote and encourage good citizenship and sportsmanship among the members of the association.
- to establish, maintain, and promote an active interest in amateur hockey within the association.

Organizational Structure in BC Minor Hockey Associations

As the President of an Association there are a few things to think about...

- ▶ Your Constitution and By-Laws
- ▶ Executive
- ▶ Directors
- ▶ Paid Personnel

Constitution and By-Laws

The Constitution states the Association's:

- ➔ name
- ➔ purpose
- ➔ goals and objectives

Association By-Laws should:

- ➔ Outline the procedure for meetings
- ➔ The powers and responsibilities of the executive and directors

Constitution and By-Laws

Why ?

- Formalizes structure
- Clarifies procedures
- Defines roles and responsibilities of executive members
- Ensures some consistency and continuity within the association despite turnover

It is a legally binding document under the Society Act of BC*

The Philosophy

Why a Philosophy?

It says who you are and what you do...

It guides your:

- ✓ Player Development
- ✓ Coach Development
- ✓ Referee Development
- ✓ Parents and Guardians

“Lead, Develop, and Promote Positive Hockey Experiences”

~ Hockey Canada

Association Goals

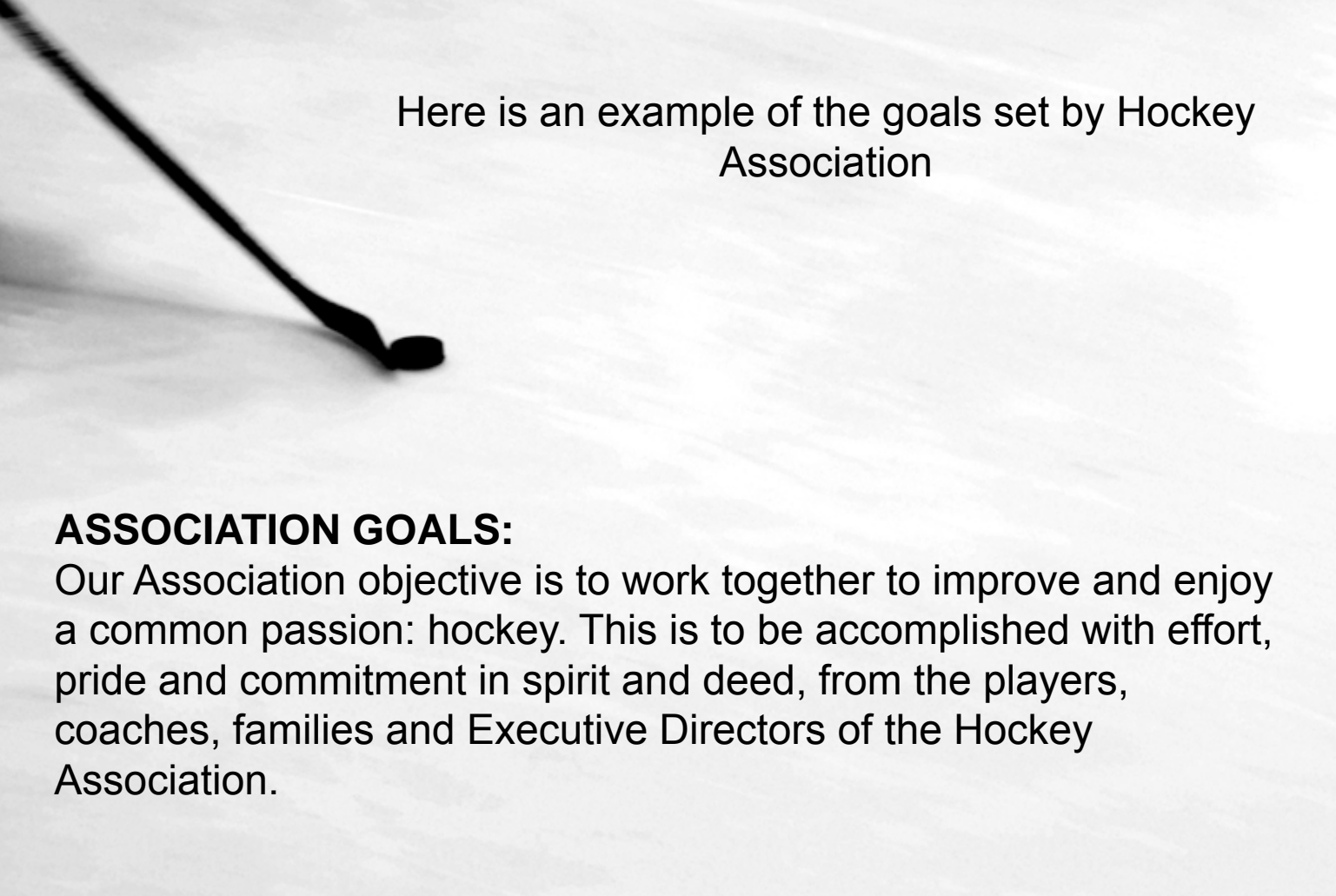
Your Goals supports your Philosophy by explaining what you plan to do with...

- Player Development
- Coach Development
- Referee Development
- Parents and Guardians

...and how you plan to do it

Goals = Action Plan

Examples



Here is an example of the goals set by Hockey Association

ASSOCIATION GOALS:

Our Association objective is to work together to improve and enjoy a common passion: hockey. This is to be accomplished with effort, pride and commitment in spirit and deed, from the players, coaches, families and Executive Directors of the Hockey Association.

Example - Continued....

1. PLAYER DEVELOPMENT:

Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development both on and off the ice.

2. COACHING DEVELOPMENT:

Provide a program that promotes the coaches' talents in leadership, youth development, and hockey instruction while providing ongoing education for coaches in a defined and structures program.

3. REFEREE DEVELOPMENT:

Provide clinics for those who wish to become referees. Ensure they, as children in a learning process, can develop these skills and desire to continue as referees without undo criticism form coaches, parents and players.

4. PARENTS/GUARDIANS:

Offer an enjoyable program that includes the involvement of the parents in key positions of volunteerism. Involvement that provides the positive energy needed to help strengthen and direct our program to higher levels.

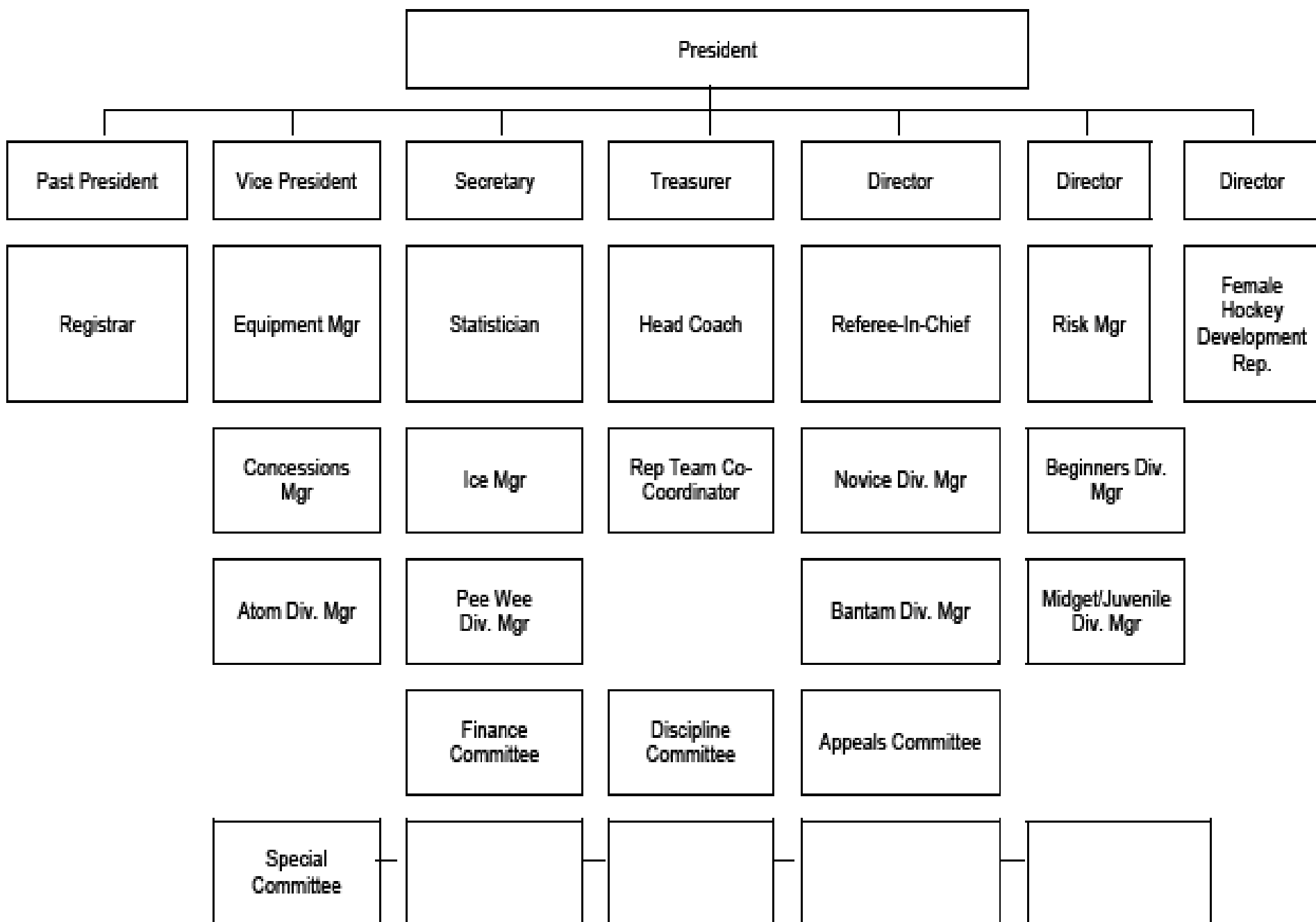
5. MINOR HOCKEY ASSOCIATION

Provide the stewardship, facilities and financial foundation to direct the efforts of players, coaches, and parents into a proud, ethical and cohesive unit.





SAMPLE OF LOCAL EXECUTIVE AND COMMITTEE STRUCTURE



The Core Executive

- The President
- Vice President(s)
- Treasurer
- Secretary

Core Executive Members

President

- ☞ Oversees the daily operation of the Association.
- ☞ Presides at all meetings of the Association and of the Executive
- ☞ Is the Chief Executive Officer of the Association and supervises the other Directors in the execution of their duties.
- ☞ Appoints other members as needed according to the Association's Constitution

Vice President

- ✦ Some Associations have a 1st and 2nd Vice President
- ✦ The responsibilities of the Vice President will vary from association to association.
- ⚡ A clear definition should be outlined in the Association's Constitution.

The Treasurer

- Responsible for maintaining proper financial records of the Association.
- Shall provide a financial record at Monthly Meetings and a financial statement at the Annual General Meeting

Core Executive Members

Secretary

Responsible for...

- Association correspondence
- Coach's files
- Updating policy book
- Taking and processing minutes from Executive Meetings
- Booking of all association meetings and special events

Other Executive Positions Include:

- The Past President
- Directors
- Coach Coordinator
- Referee in Chief
- Appointed Positions

Other Executive Positions Include...

Past President

- ↳ Acts as a mentor
- ↳ Provides guidance and advice
- ↳ A resource for the current executive

Other Executive Positions Include...

Directors

- According to BC Hockey, Directors shall perform such duties and chair such committees as directed by the President. This role varies from association to association.

⚡ A clear definition should be outlined in the Association's Constitution.


Other Executive Positions Include...

Example


1. Director at Large: Rep and Arena Inspections
2. Director at Large: Female Director
3. Director of Midget C and Juvenile Divisions
4. Director of Bantam C Division
5. Director of Peewee C Division
6. Director of Atom C Division
7. Director of the Initiation Program

Other Executive Positions Include...

Coach Coordinator

- 
- ▶▶ Maintain an effective line of communication between the coaches, the Association, and the National Coaches Certification Program.
 - ▶▶ Recommend to the Executive Committee the appointment of team coaches and team officials.
 - ▶▶ Co-ordinate training programs for all coaches and team officials.
 - ⚡ A clear definition should be outlined in the Association's Constitution.

Referee in Chief


- 
- ▶ to maintain an effective line of communication between the referees, the Association, and the Hockey Canada Officiating Program.
 - ▶ co-ordinate training programs for all referees.
 - ▶ appoint referees for all house league, rep team, and exhibition games
 - ▶ aid time-keepers with advice and necessary training programs
- ⚡ A clear definition should be outlined in the Association's Constitution.

Other Executive Positions Include...

Appointed Members

- ✓ The Registrar
- ✓ Ice Coordinator
- ✓ League Coordinators – All Divisions
- ✓ Equipment Manager
- ✓ Trophy Manager
- ✓ Picture Coordinator
- ✓ Fundraising Coordinator


Fundraising

- 
- The Association needs to ensure that there are procedures in place for association and/or team fundraising.
 - The Fundraising Coordinator is responsible for association fundraising as well as team fundraising.

The Fundraising Coordinator is also responsible for:

- Communicating the rules, regulations and procedures of fundraising to all teams.
- Know the BC Gaming Policies and licenses

Committees



⇒ Finance

⇒ Discipline

⇒ Appeals

⇒ Tournaments

⇒ Risk Management

Risk Manager

- ✘ Educate the Executive Committee and all members as to good Risk Management.
ex. Criminal Record Checks
- ✘ Distribute Risk Management educational materials.
- ✘ Ensure that there is a policy established as to Harassment and Sexual Harassment and that this policy is adhered to.

Paid Personnel

Key Points regarding Paid Personnel

- Clearly define their duties and responsibilities
- Hire as a contract, salary, or hourly wage
 - Know the labour standards/codes
- As an employee of the association he/she will report to the Executive.

Organizational Structure in BC Minor Hockey Associations

Wrapping it up...

Executive Members must have copies and know:

- ☞ The Association's Constitution and By-Laws, as well as their Philosophy, Goals
- ☞ The Executive's duties and responsibilities

Understand that the Association is managed as a TEAM, not by any one individual.

Organizational Structure in BC Minor Hockey Associations

Ask Questions!

and

Use available Resources:

Other local Associations, District Association, BC Hockey, Hockey
Canada

Above all ...

keep your head up and...

your stick on the ice...

and keep hockey

“A Learning Experience That Is Fun And Safe”

