

5.01 EXECUTIVE COMMITTEE JOB DESCRIPTIONS

a) DISTRICT DIRECTORS

The general duties of District Director(s) can be found in the BC Hockey By-Laws. These include individual duties and duties as part of the Executive Committee. In addition, specific duties are outlined in the BC Hockey Guide to Hockey Administration. District Director(s) will work with and communicate any and all issues pertaining to above minor with appropriate Divisional Director.

The following job description builds on and expands upon the general duties outlined in the By-Laws by referring to specific roles discussed in the By-Laws and Regulations and responsibilities delegated to District Director(s) by the BC Hockey President.

- Per BC Hockey By-Laws, "The District Director(s) shall be responsible for the supervision and general conduct of all levels of minor hockey in the district."
- Per BC Hockey By-Laws, "The District Director(s) shall present to the Annual General Meeting of the Society, a written report of the hockey activities throughout the district."
- Per BC Hockey By-Laws, "The District Director(s) shall approve all officials for minor hockey Inter-District playdowns within the District. This approval shall be from a list of officials provided by the Society's Referee Committee member in consultation with the District Director(s)."
- At the direction of the President, the District Director(s) shall handle Match Penalty and Gross Misconducts involving teams at the minor hockey level for their District
- Shall serve on Committee(s) for BC Hockey at the direction of the President
- Regulation 3, shall approve travel to and exhibition games with members of USA Hockey
- Regulation 3, shall receive and summarize minor hockey Tournament Sanction Forms in their District
- Regulation 4, "...reclassification in accordance with Section (c) and (d) above will be the discretion of a Committee of the BC Hockey District Director(s)..."
- Regulation 4, "One (1) month prior to the minor hockey Provincial scheduled playoff a BC Hockey Director(s) ... will ensure that all proper arrangements have been made by the hosting Association..."
- Regulation 4, "A BC Hockey Executive Committee member or a designated BC Hockey Representative shall be in attendance at all minor hockey Provincial Playoff games" (In the main, this will be the District Director(s))
- Regulation 4, shall handle protests as outlined at minor BC Hockey Championships
- Regulation 5, handling of score sheets as outlined
- Submit name for Association of the Year annually prior to March 15. Also serve on the Selection Committee
- Acceptance and presentation of awards as required from time to time
- Shall attend various District Associations meeting and provide information as required
- Shall attend BC Hockey Executive Committee Meetings as required
- Shall assist development staff as required with High Performance Program initiatives, Jamborees, BC Winter Games, etc
- Shall liaise and refer any problems in Junior, Senior and Female to the appropriate Director
- Conduct investigations as requested by the President
- Act as BC Winter Games Representative for their Zone when required. Supervise playdowns if necessary and submit forms in accordance with Winter Games rules

- Directs other Branch personnel in their District such as Referee Committee Member, District Coach Coordinator, etc
- Shall provide information on HC, BC Hockey Constitution, By-Laws and Regulations to District members and shall work in conjunction with the Executive Director and President in giving correct interpretations
- Shall deal with other various situations as they arise which could include answering a variety of inquiries and complaints
- Receive approval from President for all expenses and submit monthly expense summary / claim within the required time frame
- Per BC Hockey By-Laws, provide written reports on the acceptability of new membership applications (Above Minor) to other BC Hockey members in the District
- Per BC Hockey By-Laws, serve on the Selection Committee to recommend the Referee Committee Member for the District
- Per BC Hockey By-Laws, serve on the Selection Committee to recommend the Coaching Coordinator for the District
- Per BC Hockey By-Laws, serve on the Selection Committee to recommend the Safety and Risk Management Coordinator for the District
- District Directors will serve as members of the Minor Committee
- Perform other such duties at the request of the President

b) **SENIOR MALE DIRECTOR**

The general duties of a Senior Director can be found in BC Hockey By-Laws. These include individual duties and duties as part of the Executive Committee. In addition, specific duties are outlined in the BC Hockey Guide to Hockey Administration.

The following job description builds on and expands upon the general duties outlined in the By-Laws by referring to specific roles described in the By-Laws and Regulations and roles delegated to a Senior Director by the BC Hockey President.

- Responsible for the supervision, coordinating and general conduct of all Male Senior/Recreational hockey within the Society
- Per BC Hockey By-Laws, provide a written report on the acceptability of new senior membership application
- Per BC Hockey By-Laws, provide input to Referee Committee Member Selection Committee on perspective appointees
- At the direction of the President, handle Match Penalty and Gross Misconducts involving senior male and adult recreation players
- Serve on Committees for BC Hockey at the direction of the President
- Regulation 4, take responsibility for the organization and conduct of Senior "AAA" and "AA" playoffs
- Attendance at and supervision of Coy Cup playoffs
- Attendance and supervision of Savage Cup
- Acting on behalf of HC in Senior "AAA" playoff series if held in BC or on behalf of the Branch if the playoff is held elsewhere
- BC Hockey AGM, Semi-Annual Meeting, HC AGM, Fall Council Meeting and any other special meetings where attendance is required
- Represent the Society as Male Senior Council Member to Hockey Canada, funds permitting.
- Maintain an active line of communication between yourself and District Director(s), Officer responsible and your Senior "AAA", "AA" and Adult Recreation team officials;

particularly important as playoff venues are established and Inter-Branch responsibilities are determined

- Receive approval from President for all travel expenses and submit monthly expense summary / claim within the required time frame
- Perform other such duties at the request of the President

c) JUNIOR A DIRECTOR

The general duties of a Junior A Director can be found in the BC Hockey By-Laws. These include individual duties and duties as part of the Executive Committee. In addition, specific duties are outlined in the BC Hockey Guide to Hockey Administration.

The following job description builds on and expands upon the general duties outlined in the By-laws by referring to specific roles described in the By-Laws and Regulations and roles delegated to a Junior A Director by the BC Hockey President.

- Responsible for the supervision, coordinating and general conduct of all Junior A hockey within the Society
- Per BC Hockey By-Laws, provide a written report on the acceptability of new Junior A membership applications
- Per BC Hockey By-Laws, provide input to Referee Committee Member Selection Committee on perspective appointees
- At the direction of the President, handle Match Penalty and Gross Misconducts involving Junior A players and team officials
- Serve on committees for BC Hockey at the direction of the President
- Regulation 4, attend and supervise the Mowat Cup (Junior A Provincial Championship)
- To oversee in conjunction with the Hockey Alberta Junior A Director and on behalf of HC, the BC / Alberta (Doyle Cup) Championships
- To attend and be the Pacific Region representative (if not in conflict) at the Royal Bank Cup (National Championships), should a BC Team represent the Pacific Region
- Represent Junior A at the BC Hockey AGM & Semi-Annual Meetings. Represent BC Hockey at the HC AGM & Fall Council Meetings. Attend any special meetings as called for, funds permitting
- Maintain an active line of communication between the District Director(s), the Officer responsible for Junior hockey and the Junior A Leagues & Teams. Communication with the Junior B and Minor Council Representatives is also important
- Receive approval from President for all travel expenses and submit monthly expense summary/claim within the required time frame
- Perform other such duties at the request of the President

d) JUNIOR B DIRECTOR

The general duties of Junior B Director can be found in the BC Hockey By-Laws. These include individual duties and duties as part of the Executive Committee. In addition, specific duties are outlined in the BC Hockey Guide to Hockey Administration.

The following job description builds on and expands upon general duties outlined in the By-Laws by referring to specific roles described in the By-Laws and Regulations and roles delegated to a Junior B Director by the BC Hockey President.

Responsible for the supervision, coordinating and general conduct of all Junior B hockey within the Society

- Per BC Hockey By-Laws, provide a written report on the acceptability of new Junior B membership application

- At the direction of the President handle Match Penalty and Gross Misconduct involving Junior B players and team officials
- Serve on committees for BC Hockey at the direction of the President
- Regulations 4, take responsibility for the Organization and conduct of Junior B Playoffs
- Oversee the Cyclone Taylor (Junior B) Championship Series
- Represent BC Hockey at the Keystone Cup (Western Canada Junior B Championships) and be a member of that Championship's governing body
- BC Hockey - AGM, Semi-Annual, and any other special meeting where attendance is required. Other special meetings as directed may include HC Fall Council and HC AGM
- In the absence of the Jr. A Director the Junior B Director should be considered to act on behalf of the Branch
- Maintain an active line of communication between the District Director(s), Officer responsible for Junior hockey and Junior B Leagues and Teams, and as well with Minor Committee members
- Receive approval from President for all travel expenses and submit monthly expense summary / claim within the required time frame
- Perform other such duties at the request of the President

e) SENIOR FEMALE DIRECTOR

The general duties of a Director of Female Hockey can be found in the BC Hockey By-Laws. These include individual duties and duties as part of the Executive Committee. In addition, specific duties are outlined in the BC Hockey Guide to Hockey Administration.

The following job description builds on and expands upon the general duties outlined in the By-Laws by referring to specific roles described in the By-Laws and Regulations and roles delegated to a Female Senior Director by the BC Hockey President.

- Responsible for the supervision, coordinating and general conduct of all Senior and Recreational (above minor) Female hockey within the Society
- At the direction of the President, handle Match Penalty and Gross Misconducts involving female hockey players and team officials
- Serve on committees for BC Hockey at the direction of the President, including representing the Society as Female Council Member to Hockey Canada, funds permitting
- Take responsibility for the organization, conduct and supervision of the Female Senior AAA, AA and A playoffs
- Represent BC Hockey at Senior AAA, AA and A playoffs as required
- Represent BC Hockey at the Western Shield, National Championship (if not in conflict)
- Meetings - BC Hockey Annual and Semi-Annual; HC Annual and Fall Council when designated, other special meetings as required
- Maintain an active line of communication with the Officer responsible for Female Hockey, District Director(s), Senior and Adult Recreational Teams / Leagues
- Maintain an active line of communication with the Officer responsible for Minor hockey in promoting hockey opportunities for Minor Female players
- Act as a resource person for those wishing to establish new teams or looking for development opportunities in the Senior Female category
- Act as a resource person to BC Hockey Development staff in the initiation, development and implementation of development programs targeting senior female hockey participants



- Receive approval from President for all travel and expenses; submit monthly expense summary/claim within the required time frame
- Serve on the Female Development Committee as required
- Perform other such duties at the request