

## **2025-26 KMHA Board Job Descriptions**

### **AVAILABLE POSITIONS:**

- Vice President (1 year term)
- Director Coach Coordination (2 year term)
- Treasurer (2 year term)
- Secretary (2 year term)
- Registrar (2 year term)
- Director at Large - Special Projects (1 year term)
- Director at Large - Media (1 year term)
- Director Equipment (1 year term)
- Director Female Hockey (1 year term)
- Director Fundraising (1 year term)
- Director Volunteer Coordinator (1 year term)
- Director Risk Management (1 year term)
- Referee-in-Chief (1 year term, non-voting)
- Referee Coordinator (1 year term, non-voting)
- Manager Coordinator (1 year term, non-voting)

### **Vice President (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Chair KMHA meetings if the President is unable to
- Chair the Disciplinary Committee
- Disciplinary committee duties will include, but are not limited to, disciplining and/or suspending teams, players, team officials, on-ice officials, board members and/or any association member.
- Collect all disciplinary documentation (reports) and store for future reference.

### **Director of Coach Coordination (TWO-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Responsible for requesting, organizing, and promoting the National Coaches Certification Program Clinics & ensuring coaching staff is aware of development opportunities.
- Organize and promote in-house Coaching programs to ensure adequate training of Coaching personnel
- Act as the liaison between the KMHA Executive Committee and Coaches; serve as the first level of involvement when dealing with Coaches
- Ensure Coaches are aware of, and adhere to, all applicable regulations, guidelines, bylaws, policies and procedures
- Chair the Coach Selection Committee, recruit & interview Coaches
- Develop an ongoing program of Coaches evaluations and be part of a committee responsible for interviewing all Coaches prior to the Coach being assigned a team.
- Assist Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
- Maximize the use of resources and programs available to the Association and in addition distribute any development materials received from BC Hockey, Hockey Canada or any other source; catalogue or create files of existing resources.
- Facilitate a minimum of three (3) Coaches meetings per year – pre-season, mid-season and end-of-season & coordinate the evaluation of Coaches at least once a year

### **Treasurer (TWO-YEAR TERM, voting position):**

- Attend KMHA meetings and/or provide reports.
- Provide financial statements (income statement and balance sheet) for monthly meetings.
- Provide payment to referees.

- Perform regular deposits. Deposit registration fees and other income, track receivables and issue invoices when necessary.
- Record all receipts and payments of association funds.
- Reconcile bank statements monthly.
- Issue payment for all expenses, i.e.: monthly ice fees, tournament expenses, travel reimbursement, etc.
- Monitor actual costs against budget, pay all team bills and monitor team accounts.
- Apply annually for a BC Community Gaming Grant and BC Gaming licenses.
- Apply annually for a BC non-profit license.
- Ensure proper liability insurance is obtained each season.
- Prepare year-end financials for the AGM and budgets for the following season.

**Secretary (TWO-YEAR TERM, voting position)**

- Attend KMHA meetings and/or provide reports. Keep an accurate record of the proceedings at all meetings, carry on correspondence and generally perform all duties usual to a secretary.
- Give notifications of the time and place of meetings.
- Provide copies of all meeting minutes to KMHA Executive Committee members.
- Publish notice of the Annual General Meeting at least two weeks prior.
- File an annual report of Constitution and by-law changes to the Registrar of Companies within thirty (30) days after each Annual General Meeting.
- Monitor and manage correspondence; maintain the KMHA website as required.

**Registrar (TWO-YEAR TERM, voting position)**

- Attend KMHA meetings and/or provide reports
- Register all players in the KMHA; coordinate all phases of player registration.
- Coordinate registration with players' assistance programs (funding) and update the Treasurer.
- Facilitate and coordinate all phases of player movement between teams and associations.
- Register all players, bench staff and on-ice helpers in the HCR (Hockey Canada Registry).
- Ensure all critical waivers for KMHA, BC Hockey and Hockey Canada are signed and completed for players and bench staff.
- Secondary approval for banking; approve every transaction performed by treasurer
- Manage all claims for Insurance, seeing they are processed properly and settled.
- Manage all late registrations and withdrawals.
- Enter team rosters into Team Snap and provide appropriate access to coaches and managers.
- Enter team rosters in the HCR (Hockey Canada Registry).
- Manage communications with parents and players through Team Snap.

**Director at Large Special Projects (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Support the Board of Directors as necessary.
- Help formulate plans and policies.
- Serve as member or chairperson of committees appointed by the President.
- In the event that a KMHA Executive Committee role is vacated, step into the role until a replacement can be appointed.
- Lead special projects like First Shift, Mentorship program, Skills sessions, Power skating, goaltending development sessions and U9 transition ice sessions.

**Director at Large Media (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Support the Board of Directors as necessary.
- Help formulate plans and policies.
- Serve as member or chairperson of committees appointed by the President.

- In the event that a KMHA Executive Committee role is vacated, step into the role until a replacement can be appointed.
- Manage KMHA website, association social media (solicit photos and social media updates from teams) and advertising.
- Photo Day: co-organize KMH Photo Day with Director Female Hockey.

**Director of Equipment (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Equipment Swap: co-organize an equipment swap before the start of the season.
- Seek board approval then purchase new equipment as required.
- Purchase game socks for all registered players and distribute.
- Order jersey name badges for players U11 and up and distribute.
- Distribute jerseys, practice equipment and first aid kits to head coaches.
- Assign lock combinations to coaches/managers.
- Place tracksuit order following KMH photo day and deliver to managers upon order arrival.
- Arrange for teams to return practice equipment, first aid kits and jerseys.
- Chargeback repair or replacement costs to teams as required.
- Procure repair services of equipment as necessary to maintain it in good order.
- Arrange for year-end equipment room clean-up.
- Record an end-of-year inventory of equipment.

**Director of Female Hockey (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Identify strategic recruitment and retention objectives and opportunities to promote/grow female participation in KMHA.
- Liaise with Female Hockey representatives in the EKMHA.
- Promote regional events like Cranbrook's annual Female Jamboree.
- Work with the KMHA Executive to influence progress towards an inclusive environment and sustained progress for the role of girls in hockey.
- Work with Sparklers team manager to host an ESSO Fun Day event for female KMHA players.
- Photo Day: co-organize KMH Photo Day with Director at Large (Media)

**Director of Fundraising (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Equipment Swap: co-organize an equipment swap before the start of the season.
- Bottle Drive: arrange all logistics related to the annual bottle drive (liaise with the City to use facilities and with Kimberley Bottle Depot, manage sign-in and out process, etc.).
- The Bottle Drive is KMHA's main fundraising event, however, if additional fundraising activities are required, the Director of Fundraising would be responsible for organizing, planning and promoting the Association's Fundraising Events.
- Inform the Registrar of anyone who did not attend the bottle drive as a volunteer fee will be charged through TeamSnap.
- Inform parents/guardians that they will be charged the volunteer fee for not attending the bottle drive.
- Approve all fundraising activities proposed by any members of the KMHA where the Association's name is used.
- Rafflebox: Set up all tournament raffles, close raffles and ensure payouts.

**Director Volunteer Coordinator (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Schedule all canteen shifts for dynamiters games both regular season and playoffs.
- Maintain a volunteer tracking spreadsheet for the current season.
- Communicate Volunteer Requirements letter to parents/guardians.

- Assign volunteer canteen shifts through TeamSnap.
- Inform the Registrar of anyone who did not complete their volunteer shifts as a volunteer fee will be charged through TeamSnap.
- Inform parents/guardians that they will be charged the volunteer fee for not completing their canteen shifts.

**Director of Risk Management (ONE-YEAR TERM, voting position):**

- Attend monthly KMH board meetings.
- Attend required BC hockey webinars or information sessions.
- Implement BC Hockey or Hockey Canada policy changes.
- Work with the KMH Executive Committee to help identify major risks and make recommendations to reduce or manage those risks.
- If required, create and submit a safety plan to the City of Kimberley.
- Report any needed repairs to the Manager of Parks and Facilities for the City of Kimberley.
- Check expiry dates and restock medical kits for each team.
- Ensure team Safety Persons have Kimberley Civic Centre Arena and Marysville Arena muster points and evacuation procedures to communicate to teams.
- Maintain communication with team Safety Persons throughout the season (answer questions, provide additional first aid supplies if required, etc.).
- Create and maintain a risk management file for their Association League of BC Hockey, Hockey Canada and other risk management information.
- Check HCR to ensure all coaches, assistant coaches and on-ice helpers and managers are fully qualified before the December 10th deadline.
- Attend city council meetings in person or online if information regarding the facilities is being discussed.

**Referee-in-Chief (ONE-YEAR TERM, non-voting):**

- Attend monthly KMH board meetings.
- Maintain an effective line of communication between officials, the Association, and the Hockey Canada Officiating Program.
- Through the aid of clinics, train and supply sufficient referees to satisfy the demands of KMHA.
- Oversee the conduct of his or her officials.
- Ensure the KMHA Executive Committee is aware of any concerns or problems referees are experiencing.
- Mentor and ensure regular communication with new referees.
- Coordinate the evaluation of referees and linesmen at least twice per year.
- Ensure that all referees are aware of BC Hockey Minimum Suspension Guidelines.

**INDIGENOUS PLAYER REPRESENTATIVE (ONE-YEAR TERM, non-voting):**

- Attend monthly KMH board meetings
- Serve as a liaison between Indigenous players, their families, and KMHA to promote inclusion, representation, cultural understanding, and equitable access to hockey programs.
- Act as an advocate for Indigenous players and families within the KMHA; provide a safe channel for Indigenous players to voice concerns, share feedback, or ask for support.
- Identify opportunities in Indigenous Sport for Indigenous KMHA players and highlight Indigenous culture and promote Truth & Reconciliation; and identify Indigenous sport opportunities to members.
- Support outreach initiatives to increase Indigenous participation in minor hockey in the region.
- Collaborate with the Executive Committee to promote inclusivity and culturally appropriate policies, practices, and events.

**NON-BOARD MEMBER VOLUNTEER POSITIONS**

**Referee Assignor (ONE-YEAR TERM, non-voting):**

- Schedule referees on at least a weekly basis for all scheduled games.

- Maintain referee information in the Assignr application.
- Send weekly pay reports to the Treasurer for payment by e-transfer.
- Review referee rates on an annual basis before the beginning of hockey season to ensure parity with minor hockey associations in the district; recommend changes in referee fees for KMH Executive Committee approval.
- Replace referees when the designated cannot show up, provided they have given enough notice.
- Paid position of \$5 per game.

**Manager Coordinator (ONE-YEAR TERM, non-voting):**

- Onboard and mentor new managers at the beginning of the season.
- Administer the KMH Manager Facebook page.
- Maintain the KMH Manager Manual and forms.
- Provide support and answer questions as required.
- The role of Manager Coordinator may be held by a KMH Executive Committee member.