

Nomination Process



Available Positions

Assistant Director of Coaches
Assistant Treasurer

Assistant Director of Development
Assistant Director of Volunteers

NOTE: Two (2) **Year End Financial Reviewers:** are required to complete the 2023/24 Year End Financial Review of the SW Hockey books, accounts and records. Individuals should have a financial background. If interested, you can also email: admin@southwesthockey.ca

Nominations Open: April 10, 2024

Notable Dates

Saturday April 20, 2024

Nomination Deadline

Monday April 29, 2024

Acceptance Form Deadline

Thursday May 9, 2024

Annual General Meeting

Online Form Links

Nomination Form

<https://www.surveymonkey.com/r/7WC7R7W>

Acceptance Form

Will be sent by the Administrator

Additional Information

1. Further information about the nomination process can be found in the Nomination Form.
2. An overview of the roles and responsibilities can be found on Page 2, below.
3. Should you be successful in becoming a part of the SW Hockey Board, any 'Conflicts of Interest' will need to be disclosed.

Questions can be directed to:

Administrator: admin@southwesthockey.ca

The Time is Now!



Available Positions

Assistant Director of Coaches

Duties of the Assistant Director of Coaches includes, but is not limited to:

- 2-year term (4-year commitment).
 - **Immediately following this Assistant Director role, the person automatically rolls into the Director role for an additional 2-year term; totaling a 4-year commitment.**
- Reports to the Director of Coaches.
- Attend the Annual General Meeting.
- Is not required to attend the monthly Board meetings.
 - Although, in the absence of the Director the Assistant may attend if required.
- Must complete a Police Information Check; as set by the Board – by the communicated deadline; in order to remain on a team roster (when applicable).
- Non-voting. If the Director position is vacant, the Assistant will carry the vote for that portfolio until such time that the Director position has been filled.
- In absence of a Director of Coaches, the Assistant Director of Coaches shall assume the responsibilities of the Director; upon Executive approval.
- If successfully chosen, could act as a Head Coach or an Assistant Coach.
- Responsible to understand the required certifications in order to obtain a coaching position on a roster.
- Responsible to ensure all required certifications (as directed by SW Hockey, Hockey Calgary, Hockey Alberta and Hockey Canada) are completed by the communicated deadline.
- Responsible to ensure all completed certifications are properly listed on a coach HCR profile (as showing on the Official Team Roster).
- In conjunction with the Director of Coaches, the Assistant will **support & assist (as required) in the following:**
 - Shadow and observe the role of Director of Coaches.
 - Assist in the selection of coaches.
 - Arbitrate any disputes arising during the course of the season.
 - Address participant / coach suspensions.
 - Team placement & seeding of teams.
 - Annual coach meetings.
 - Coaching evaluations and opportunities.
 - Mentor and support coaches throughout the year.
 - Randomly choose 3 ice times per month to observe (1 game & 2 practices).
- **Coach Development:**
 - Develops and manages programs for:
 - Development of Coaches.
 - Assists coaches with practices and game reviews; as required.
 - Development of Coach Mentors
 - Recruits additional coach mentors; as required.
 - Reviews requests from teams for coach mentors, and assigns coach mentors as required.
 - Develop and maintain Coaching Resources (practice plans, NDL guidelines etc.).
 - Provides supplementary training and development for coaches; as required.
- **Work closely with, and provide active: Leadership, collaboration, direction and support to the following:** Director of Coaches, Head Coaches, and Assistant Coaches.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

Available Positions



Assistant Director of Development

Duties of the Assistant Director of Development includes, but is not limited to:

- 2-year term (4-year commitment). Immediately following this Assistant Director role, the person automatically rolls into the Director role for an additional 2-year term; totaling a 4-year commitment.
- Reports to the Director of Development.
- Attend the Annual General Meeting.
- Is not required to attend the monthly Board meetings. Although, in the absence of the Director the Assistant may attend if required.
- Non-voting. If the Director position is vacant, the Assistant will carry the vote for that portfolio until such time that the Director position has been filled.
- In absence of a Director of Development, the Assistant Director of Development shall assume the responsibilities of the Director; upon Executive approval.
- Support the yearly plan and budget; as determined by the Board.
- Assist and support the development and implementation of the participant, coach and goalie development program(s) as approved by the Board.
- Assist with the yearly Prep Camps.
- Field calls/emails from Coaches and/or parents with regards to the program.
- **Work closely with, and provide active: Leadership, collaboration, direction and support to the following:** Director of Development and Junior Coaches.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

Assistant Director of Volunteers

Duties of the Assistant Director of Volunteers includes, but is not limited to:

- 2-year term (4-year commitment). Immediately following this Assistant Director role, the person automatically rolls into the Director role for an additional 2-year term; totaling a 4-year commitment.
- Reports to the Director of Volunteers.
- Attend the Annual General Meeting.
- Is not required to attend the monthly Board meetings. Although, in the absence of the Director of Volunteers, the Assistant may attend if required.
- Non-voting. If the Director of Volunteers position is vacant, the Assistant will carry the vote for that portfolio until such time that the Director position has been filled.
- In absence of a Director of Volunteers, the Assistant Director of Volunteers shall assume the responsibilities of the Director; upon Executive approval.
- In conjunction with the Director of Volunteers; will **support and assist (as required)** in the following:
 - Point of contact for SW Hockey regarding volunteer opportunities.
 - Ability to assign members to volunteer opportunities in special events, tournaments, and other positions as requested by the Director of Volunteers.
 - Schedule the ‘Welcome Table’ volunteers.
 - Request the evaluation grouping(s) of participants in order to “sign-in” the participants during evaluations and distribute helmet stickers (if using), and jersey assignments.
 - Participants who are not listed on the evaluation / registration sheet should be **immediately** communicated to the Eval Lead and then directed to contact the SW Hockey Registrar; immediately.
 - Communicates with the Director of Fundraising with regards to volunteer opportunities.
- **Work closely with, and provide active: Leadership, collaboration, direction and support to the following:** Director of Volunteers, Event Volunteers, Welcome Table Volunteers, Volunteer Leads, and Dressing Room volunteers along with any other portfolio where volunteers are required.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

Volunteers Make a Difference!



Available Positions

Assistant Treasurer

The person elected to the position of Assistant Treasurer, shall fill the position of Treasurer/Secretary; upon completion of their term.

Duties of the Assistant Treasurer includes, but is not limited to:

- 2-year term (4-year commitment).
 - **Immediately following this Assistant role, the person automatically rolls into the Treasurer/Secretary role for an additional 2-year term; totaling a 4-year commitment.**
- Should have a financial background; preferably a professional accounting designation.
- Reports to the Treasurer/Secretary.
- Attend the Annual General Meeting.
- Is not required to attend the monthly Board meetings. Although, in the absence of the Treasurer/Secretary the Assistant may attend if required.
- Non-voting.
- In absence of a Treasurer/Secretary, the Assistant Treasurer shall assume the responsibilities of the Treasurer/Secretary; upon Executive approval.
- In conjunction with the Treasurer/Secretary will **support and assist (as required)** in the following:
 - Shadow and observe the role of the Treasurer/Secretary.
 - Assist the Treasurer/Secretary with overseeing the books, and properly accounting for funds and keep such books; as may be directed.
 - Assist the Treasurer/Secretary with presenting a full detailed account of receipts and disbursements to the Board; whenever requested and shall prepare for submission to the Annual General Meeting, as statement duly audited of the financial position of the Society.
 - Support all teams with regards to the process of setting up team bank accounts.
 - Point of contact for all teams with regards to team finances.
 - Ensures teams are sending out monthly budget/finance information to their teams.
 - Review a 'Year to Date' team budget spreadsheet from each team, twice a year; along with the Treasurer/Secretary.
 - In conjunction with the Administrator; ensure all team bank accounts have been closed at the end of the season.
- **Work closely with, and provide active: Leadership, collaboration, direction and support to the following:** Treasurer/Secretary, Sponsorship, Financial Coordinator, and Team Treasurers.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a 'Full Credit Position'.**