



WGHA Executive Board Positions & Descriptions

President

- Be the Chief Executive Officer of the Association.
- Be kept informed of all business matters pertaining to the Association.
- Preside at all meetings of the WGHA Executive Council and at all other general meetings of the WGHA or assign a designate.
- Be responsible for and represent the WGHA at all times.
- Shall submit to council a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract .
- Be an Ex Officio member of all standing and special committees.
- Shall be the main WGHA contact for Town of Whitby
- Shall be the main media contact for the WGHA
- Will adhere and sign the WGHA code of conduct on a yearly basis

1st VP/GM Director of Hockey Operations

- Take on the duties of the President if the President is absent or unable to carry-on with their position. Upon Executive Council Approval
- Be responsible for the total organization of the Representative program.
- Recommend to the Executive Council the number of Representative teams (divisions and category) that will represent the WGHA for the upcoming season.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract .
- Be a member of the Discipline Committee.
- Be a member of the Coaching Selection Committee.
- Develop coaching selection criteria with the assistance of the Hockey Operations Committee and the Director of Coach and Player Development
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Executive Council.
- Be responsible for and oversee the Representative Team tryout process.
- Provide management support to all Representative Teams.
- Address parental concerns.
- Approve the schedule of the Representative Teams play-off and playdown games.
- Attend all OWHA and League Meetings pertaining to the Representative Program or arrange for a delegate to be present on their behalf.

- Be the WGHA voting representative at all OWHA and League Meetings or designate a representative to carry the vote(s).
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis

2nd VP/House League Director

- Take on the duties of the President if the President and 1st VP/GM Hockey Operations are absent or unable to carry-on with their position. Upon Executive Council Approval
- Chair the Executive Meetings when the President and 1st VP/GM Hockey Operations are absent.
- Shall submit to council a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season
- Shall submit to council approval for expenses or contracts beyond the approved budget (ie HL banquet)
- separately for approval prior to the Association being committed to the expense or contract
- Oversee the organization of the House league program.
- Be directly responsible for U13 and older divisions.
- Be a member of the discipline committee.
- Be a member of the Coaching Selection Committee.
- Recommend to the Executive Council, with the assistance of the Registrar, actual number of House league teams.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Executive Council..
- Coordinate with the Referee-In-Chief to ensure referees are booked for each game.
- Address parental concerns.
- Review with all coaches the WGHA Code of Conduct prior to the beginning of each season.
- Chair the committee to run the year end banquet.
- Oversee timekeeper training and assigning for HL games.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Secretary

- Responsible for the safekeeping of all books, minutes and official records of the WGHA.
- Keep an accurate report of the proceedings of the WGHA, receive all communications, and conduct all correspondence at the direction of the President and/or Executive.
- Perform the duties of recording Executive Council meeting minutes.
- Distribute the minutes to the executive members, prior to the start of the next Executive Council meeting.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Collect and maintain all WGHA volunteer credentials and certifications.
- Make Executive Council meeting minutes available, upon request, to the general membership.
- Submit for posting on the website, the Executive council minutes as soon as possible once approved.
- Be responsible for delivering past correspondence to new Executive Council members.
- Be responsible for all WGHA stationery.
- Schedule WGHA monthly Executive Council meetings.
- Oversee the Annual General Meeting administrative duties.
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Registrar

- Manages the registration process for Rep and House League tryouts, association registration, and any other registrations.
- Ensures all OWHA requirements for registration, forms and fees are submitted on time.
- Oversee the OWHA Official Roster Process (Intent to register, player lists, transfers, waivers, rosters)
- Liaison with OWHA in regards to registration processes.
- Assists members in the registration process as required.
- Provide Permission to skate, call up forms as required
- Maintain a confidential WGHA membership database, submits any changes to the OWHA as they arise.
- Runs reports on the OWHA website as required by members of the board.
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Will adhere and sign the WGHA code of conduct on a yearly basis.
- This position is elected to a two year term.

Junior House League Director

- Coordinate with and assist the 2nd VP/House League Director with all aspects involved in the running of the House League program.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be directly responsible for U7, U9 and U11 divisions.
- Find convenors for the U11 and below divisions, and support them in running the leagues.
- Prepare the schedule for practices, exhibition games, regular season and playoffs, and communicate changes
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Executive Council.
- Coordinate with the Referee-In-Chief and head timekeeper to ensure referees are booked for each game through the scheduling system.
- Address parental concerns.
- Review with all coaches the WGHA Code of Conduct prior to the beginning of each season.
- Coordinate the First Shift program
- Co-Chair the committee to run the year end banquet.
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Referee-In-Chief

- Be responsible for evaluating the need for new recruiting and retaining of WGHA referees.
- Be responsible for planning and development of ongoing mentoring and feedback programs for new and experienced referees.
- Coordinate with the 2nd VP/House league Director to ensure referees are booked for each game.
- Be responsible for assigning referees for all WGHA home Rep games.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Recommend house league referee fees to be approved by the Executive Council.
- Submit any increase in referee fees, either house league or rep to the Board for approval.
- Chair the Discipline Committee.
- Have the authority to discipline or release referees from their positions if they are not fulfilling their duties.
- Coordinate an annual OWHA referee clinic hosted by the WGHA.
- Assign Referees for all WGHA sanctioned Representative and House League tournaments.
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Director of Public Relations

- Be responsible for all WGHA publicity and related correspondence
- Be responsible for a communication and promotional strategy for the organization and oversee activities related to the strategy
- Shall submit to Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Be responsible for maintaining WGHA social media
- Be responsible for updating the WGHA bulletin board and showcase.
- Be responsible for publishing all WGHA statistics.
- Assist the Secretary with arrangements for the AGM
- Maintain and update the WGHA website, or provide two (2) quotations for the same from outside sources
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Director of Sponsorship

- Secure sponsorships for WGHA house league teams and ensure timely payments from sponsors
- Manage division sponsorship programs, including, but not limited to registering for programs, and coordinating and completing program requirements (such as Dodge Caravan Kids and Froster Active Kids)
- Secure WGHA league-wide sponsorships and ensure timely payments from sponsors
- Manage sponsorship-related relationships for promotional offers (such as National Sports, Esso Medals)
- Manage atoMc house league jersey orders
- Be responsible for all correspondence with WGHA sponsors
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Deliver all year end thank you letters, plaques and sponsorship forms for the coming season.
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis
- Promote sponsorship-related discounts and promotional events to members through communication channels and social media
- Support and use WGHA social media to promote sponsorship partners
- Obtain and submit a minimum of two (2) quotations for house league photos for approval by the Executive Council.
- Manage house league photography requirements, including selection of day(s), sourcing of location, communicating to membership, and distribution of photos

Tournament Director

- Chair and coordinate a committee to run an annual OWHA sanctioned representative tournament.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Administer and pursue competitive bids for tournament organizing firms to run the WGHA tournament.
- Submit all pre and post paperwork for WGHA sanctioned tournaments to the OWHA.
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Director of Ice Scheduling

- With the assistance of the President or their designate, prepare and present the ice time requirements to the Town of Whitby.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract .
- With the assistance of the 1st VP/GM Hockey Operations, disburse ice times required for Games, Practices and Tryouts for the Representative Program.
- With the assistance of the 2nd VP/House league Director, schedule all Games and Practices and Championship Weekend schedule for the House league Program.
- With the assistance of the Director of Coach and Player Development, schedule all on ice Development Programs.
- Support bookkeeper with the preparation of Representative Teams ice bills
- Actively participate in monthly meetings, tournaments, marketing/social events and tryouts.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Director Coach and Player Development

- Coordinate all player, coaches or trainers certification clinics hosted by the WGHA.
- Be responsible for developing all coaching applications.
- Assist the 1st VP/GM Hockey Operations to develop coaching selection criteria to be approved by the Executive Council.
- Be a member of the Coaching Selection Committee.
- Ensure all coaching staff have their required minimum certification of their respective

- positions as required by the WGHA and OWHA.
- Ensure ALL coaching staff submit their police checks prior to league startup.
- Provide development information to coaches and players.
- Develop and obtain approval of the Executive Council a WGHA coaching philosophy.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Executive Council.
- Develop, manage and correlate parent and player surveys.
- Shall submit to council a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Must obtain a minimum of two (2) quotations for all coach & player development programs for approval by the Executive Council.
- Consult with the 1st VP/Representative Director/OWHA Coordinator and the 2nd VP/House league Director regarding their program needs.
- Be a member of the discipline committee.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Equipment Director

- Be responsible for the acquisition and inventory control of all inventories belonging to all WGHA teams.
- Shall submit to council a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Purchase any such equipment after a proposal to the Executive Council has been accepted.
- Be responsible for the issuing of all WGHA equipment.
- Will adhere and sign the WGHA code of conduct on a yearly basis

Clothing Director

- Be responsible for designing the clothing order form.
- Be responsible for bringing new clothing items to the Executive Council for approval.
- Be responsible for arranging clothing sales dates and times.
- Be responsible for arranging delivery of clothing items to customers.
- Obtain and submit a minimum of two (2) quotations for house league and representative team jerseys and socks for approval by the Executive Council as required.
- Be responsible for the WGHA "logo".
- Be responsible for ordering clothing from authorized supplier only.

- Shall submit to council a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the next season.
- Coordinate all trophies and awards.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Will adhere and sign the WGHA code of conduct on a yearly basis

PAST PRESIDENT

- Act as an adviser to the President.
- Attend Executive Council Meetings.
- Be a voting member of the Executive Council. (**Past President has NO voting rights under the newest constitution**)
- Perform the duties of President, if President, 1st VP/ GM Hockey Operations and 2ndVP/House league Director are unavailable or incapacitated.
- Will adhere and sign the WGHA code of conduct on a yearly basis