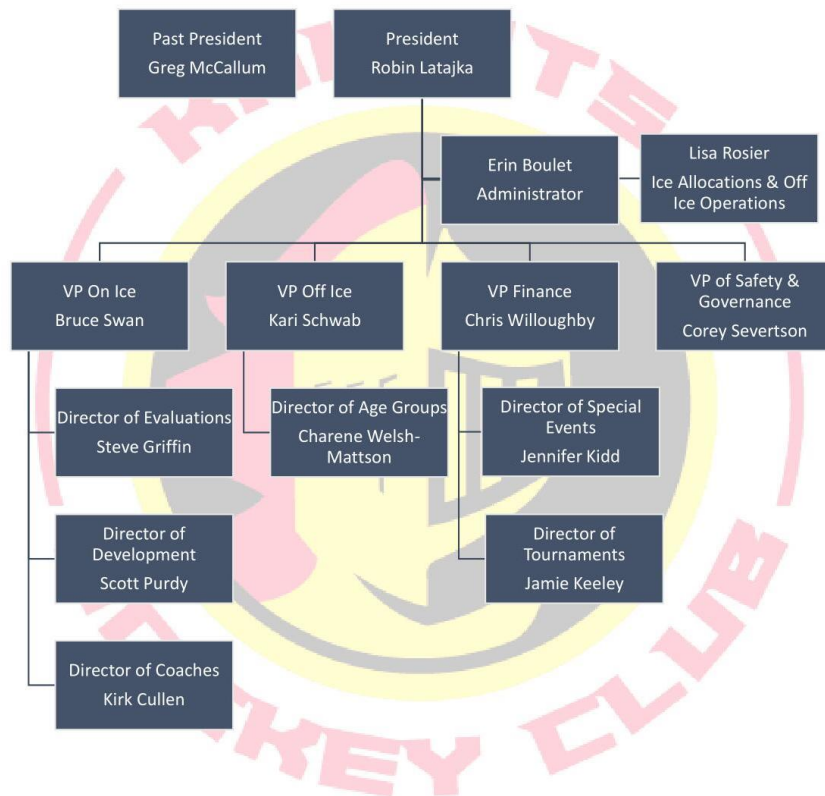


2021/2022 Knights Hockey Club Board of Directors



POSITION TITLE: President

PURPOSE OF POSITION:

- Officer of the Knights Hockey Club
- Member of the Board of Directors
- The President shall, upon completion of his/her term, assume the position of Past President and act in an advisory capacity to the Board of Directors the following year.

DUTIES/ACTIVITIES

- Be an ex-officio member of all committees;
- Preside at all Board of Directors meetings of the Club;
- Shall not vote except to cast a deciding vote;
- Be the official representative of the Club at Hockey Calgary meetings;

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- Vice President - On-Ice
- Vice President - Off-Ice
- Vice President Finance
- Vice President Safety and Governance
- Registrar/Administrator of the Club (Contractor)
- Ice Allocator/Off Ice Operations (Contractor)

OTHER DETAILS:

POSITION TITLE: Vice President, On Ice

PURPOSE OF POSITION:

- Officer of the Knights Hockey Club
- Voting Member of the Board of Directors
- Member of the Executive
- Member of the Grievance Appeal Committee

DUTIES/ACTIVITIES

- Develop and execute communication plans for the VP - On Ice portfolio to membership, be a resource for members and board members.
- Respond to communications via email from the membership related to VP On Ice duties.
- Represent the President when absent from any meetings of the Hockey Club, or is unable to fulfill the duties of the chair due to a conflict of interest.
- In the absence of the President the Executive Roles (VP Off Ice, VP On Ice, VP Finance and VP Safety & Governance) serve as an alternate in attendance and voting with Hockey Calgary.
- Represent KHC's interest in special projects and initiatives as assigned by the board
- Support all Director and Coordinator roles that are related to On Ice
- Ensure all policies and procedures disciplinary, suspension and otherwise of KHC and Hockey Calgary are followed and adhered to
- Represent the interest of members and players in all KHC capacities
- Ensure implementation of the evaluation process and the development curriculum are in accordance with KHC philosophies, principles and policies.
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- Director of Evaluations
- Director of Development
- Director of Coaches

OTHER DETAILS:

POSITION TITLE: Vice President, Off Ice

PURPOSE OF POSITION:

- Officer of the Knights Hockey Club
- Voting Member of the Board of Directors
- Member of the Executive
- Member of the Grievance Appeal Committee

DUTIES/ACTIVITIES:

- Respond in a timely manner to calls &/or emails from the membership
- Be a designate at the Annual General Meeting and Special Meetings with Hockey Calgary;
- Represent KHC's interest in special projects;
- Community Club level sponsorship, partnership and collaborations to support all areas of the board and the membership (to be presented and approved at the board level);
- Communication on social media platforms;
- Signing authority on KHC banking;
- Ensure KHC logos, trademarks and equipment guidelines are adhered to on all member requests as per KHC Branding Guidelines;
- Maintain and update arena showcases;
- Back up to the Cardel Rec representative
- Attend meetings with all team managers to support Off Ice Operations & Ice Allocator
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- Director of Age Groups

OTHER DETAILS:

POSITION TITLE: Vice President, Finance

PURPOSE OF POSITION:

- Officer of the Knights Hockey Club
- Voting Member of the Board of Directors
- Member of the Executive
- Member of the Grievance appeal committee

DUTIES/ACTIVITIES:

- Shall ensure that an accurate account of all monies received from registration, tournaments, fundraising activities, and special events as organized by the Knights is maintained;
- Shall ensure that an accurate account of all monies disbursed for charges and services incurred by the Knights is maintained;
- Shall present at each Annual General Meeting, Notice to Reader (NTR) financial statements of KHC prepared by a qualified independent accountant;
- Shall ensure the completion of an annual budget and present the annual budget to the board of directions for their consideration and approval before September 1st of each year;
- Ensure Knights fundraising through casinos, and other initiatives are performed according to established practices and guidelines;
- Shall be responsible for the negotiation and management of the Team Bank Account agreements
- Shall be responsible for the review and approval of Team Budget submissions
- Shall be responsible for the implementation and management of Team budget spending restrictions
- Shall be responsible for managing the uKnighthed fund, working with the appointed committee members and Hockey Club Administrator in setting Terms of References, collection of proceeds, and allocation of funds to applicants.
- Shall have the authority to intervene, by virtue of being an authorized signatory, when a Team bank account requires additional oversight
- Shall have the authorization to invest available funds within the Canadian banking system only with such available funds to be invested in Guaranteed Investment Certificates ("GIC") only.
- The Director of Finance or the Board of Directors is not authorized to invest any available funds in any complex financial securities including asset backed securities, financial derivatives or any equity or option securities;
- Shall be responsible for payment of all Knights expenses;
- Shall review and sign each cheque/EFT Payment and related documents to ensure proper authorization has been obtained;

- Shall appoint 2 other Directors who will share in the signing of cheques for the fiscal year (term);
- Shall create and maintain a payment schedule of expenses of a least twice per month;
- Shall have the authority to select an adequate bookkeeper to maintain proper books and records of the Knights;
- Shall have the final authorization to negotiate any financial contracts that may be legally binding to the Knights. Written approval from the Board must be granted before any financial contract could be considered;
- Shall oversee the Ice Scheduler and Hockey Club Administrator Contracts;
- Shall have the authorization to select a financial institution to hold the Knights cash balances;
- Attend monthly Board of Directors Meetings.

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- Director of Special Events
- Director of Tournaments

OTHER DETAILS:

POSITION TITLE: Vice President of Safety & Governance

PURPOSE OF POSITION:

- Officer of the Knights Hockey Club
- Voting Member of the Board of Directors
- Member of the Executive
- Member of the Grievance appeal committee

DUTIES/ACTIVITIES:

- Member of the Board of Directors
- The following are the responsibilities of the Director of Safety and Governance:
- Attend Association and Hockey Canada Safety Program (“HCSP”) and Speak Out clinics as a liaison between participants and branch course conductors;
- Work with the Registrar to ensure that all Association teams have at least one HCSP certified person assigned to their team roster;
- Work with the Registrar to ensure the current club Association records of all HCSP and Speak Out certified members are maintained;
- Advise the BoD Executive of all safety and risk management concerns within the Association as well as provides for the safety section of the Association website;
- Complete regular arena safety checks at SFC facilities used by the Association and liaise with the arena facility managers with respect to the safety issues and injuries which may be caused as a result of a facility hazard/deficiency;
- Conduct regular meetings with team safety people;
- Act as a Risk Management advisor for club tournaments and special events;
- Work with the Registrar to ensure that all teams have adequate supply of and access to Hockey Canada injury report forms;
- Establish the completion of Player Injury Logs for all KHC teams.
- Establish Club protocol for response to serious injury i.e. Risk Manager to notify Branch immediately, ensure serious injury report form is completed and forwarded to the Branch office;
- Be responsible for the club Association inventory of safety kits. Distribute to teams at the beginning of the season and establish replenishment procedures;
- Support the decision-making authority of the team safety people and be prepared to communicate with parents, team officials, or players should there be conflicts of opinion with regard to removal from/return to play;
- Investigate all safety concerns reported by a team safety person or other interested party;
- Assist all team safety people in establishing an Emergency Action Plan;
- Receive all Branch Risk Management bulletins and keep safety people current with this information;

- Work with the Registrar to ensure teams have completed their medical history forms prior to their first game of the season; and
- Advise the Knights Hockey Board of Directors on matters pertaining to facility abuse or misuse.
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club Association

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

OTHER DETAILS:

POSITION TITLE: Director of Evaluations

PURPOSE OF POSITION:

- Voting Member of the Board of Directors

DUTIES/ACTIVITIES:

- Report directly to the Vice President On Ice
- Shall be responsible for coordinating and overseeing Knights' player / goalie evaluations.
- Ensuring the Board approved evaluation policies and processes are followed.
- Shall arbitrate any disputes arising during Knights' player / goalie evaluations and apprise the Board on any issues.
- Shall Chair the Evaluation Review Committee and present revisions to the Board for the evaluation process.
- Should attend as many ice times as required to confirm processes are being followed for each age category.
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- Evaluators & Lead Evaluators
- U7 Evaluation group coordinators (Non-voting role)
- U9 Evaluation group coordinators (Non-voting role)
- U11 Evaluation group coordinators (Non-voting role)
- U13 Evaluation group coordinators (Non-voting role)
- U15 Evaluation group coordinators (Non-voting role)
- U18 Evaluation group coordinators (Non-voting role)

OTHER DETAILS:

POSITION TITLE: Director of Age Groups

PURPOSE OF POSITION:

- Voting Member of the Board of Directors

DUTIES/ACTIVITIES:

- Aid in the selection and training of 1 age Group Coordinator and 1 Assistant for each age-group from U7 to U18
- Communication to the age group coordinators to pass to the age specific membership groups
- Be visible and accessible throughout the evaluation process to answer general questions from parents and players; ensure at a minimum one age group coordinator is present and available at each session
- Continued oversight of Age Group Coordinators throughout the season
- Work with Age Group Coordinators on team issues and developments throughout the season
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- U7 Age group coordinator(s) (Non-voting role)
- U9 Age group coordinator(s) (Non-voting role)
- U11 Age group coordinator(s) (Non-voting role)
- U13 Age group coordinator(s) (Non-voting role)
- U15 Age group coordinator(s) (Non-voting role)
- U18 Age group coordinator(s) (Non-voting role)
- House League Age group coordinator(s) (Non-voting role)

OTHER DETAILS:

POSITION TITLE: Director of Special Events

PURPOSE OF POSITION:

- Voting Member of the Board of Directors

DUTIES/ACTIVITIES

- Attend AGM
- Work with Administrator and Off Ice Consultant on KHC hosted events throughout the season Support & Provide initiation for KHC special events
- Work closely with the VP Finance to develop and help meet budgets for all events
- Other duties as directed by the Board of Directors.
- Provide regular reports to the Vice President of Finance
- Be an ambassador of the KHC to help promote growth and sustainability.
- Lake Bonavista representative
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- None

OTHER DETAILS:

POSITION TITLE: Director of Development

PURPOSE OF POSITION:

- Voting Member of the Board of Directors

DUTIES/ACTIVITIES:

- Report directly to the Vice President of On Ice
- Coordinate with the Vice President On Ice to make recommendations on new resources and information needed to drive the acceptance and success of hockey development at the club level.
- Be able to effectively articulate KHC development principles to the membership
- Assist the Vice President On Ice and Director of Coaches in developing and presenting on and off-ice hockey programs within the association including all hockey development initiatives.
- Be available and supportive coaches throughout the season
- Timely response to calls / emails from coaches and/or participants' parents with regards to the program(s) offered.
- Source outside companies as a resource for creating and/or providing on-ice instruction for the development program(s); as approved by the Board.
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

OTHER DETAILS:

POSITION TITLE: Director of Tournaments

PURPOSE OF POSITION:

- Voting Member of the Board of Directors

DUTIES/ACTIVITIES:

- Work closely with the Ice Scheduler/Off Ice Operations throughout the season on the following:
- Attend & Support meetings with Ice Scheduler/Off Ice Operations - generally 2-3 meeting per tournament for all age groups
- Work within Club approved tournament budget
- Ensure each host team has a Team Tournament Rep
- Ensure all tournaments are sanctioned on the Hockey Calgary and Hockey Alberta websites
- Once Ice is received, provide teams with their ice schedule and tournament draw.
- Guide Team Tournament Rep on how manage their Hockey Calgary/Hockey Alberta website
- Ensure Team Tournament Rep enters the schedule onto the Hockey Calgary/Hockey Alberta tournament website
- Ensure Team Tournament Rep enters all game scores onto the Hockey Calgary tournament website within 24 hours of game and provided the game sheet to the appropriate League Chair
- Collect and track registration cheques for all age groups and submit to the Administrator for deposit (google Doc will be provided)
- Provide Joust in the South templates for standings posters and draws to each host team. Submit posters to Off Ice Consultant for printing
- Be available and supportive to each team during the entire process of managing their tournaments.
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

- Tournament Chair (Non-voting role)
- U7 Tournament Chair (Non-voting role)
- U9 Tournament Chair (Non-voting role)
- U11 Tournament Chair (Non-voting role)
- U13 Tournament Chair (Non-voting role)
- U15 Tournament Chair (Non-voting role)
- U18 Tournament Chair (Non-voting role)

OTHER DETAILS:

POSITION TITLE: Director of Coaches

PURPOSE OF POSITION:

- Voting Member of the Board of Directors

DUTIES/ACTIVITIES:

- Report directly to the Vice President of On Ice
- Oversee all coaching operations including the head coaches and assistant coaches within their level.
- Coordinate with the Vice President On Ice to select or appoint head coaches and assistant coaches for each KHC Teams
- Assist the Vice President On Ice and the Registrar to ensure all head coaches and assistant coaches are properly certified in accordance with Hockey Alberta, Hockey Canada and Hockey Calgary guidelines.
- Work with the Vice President On-Ice and Vice President of Safety & Governance – regarding any participant or coach suspension(s).
- Mentor and support coaches throughout the year.
- Host Coaches meetings
- Develop and maintain coach mid-season and year-end evaluations. Coach reviews and reference checks completed as required.
- Distribute related Hockey Calgary, Hockey Alberta or Hockey Canada information, in a timely manner, to coaches.
- Responsible for understanding the required coaching certifications.
- Assist the Vice President On Ice and Director of Development in developing and presenting on and off-ice hockey programs within the association including all hockey development initiatives.
- Be available and supportive coaches throughout the season
- Attend monthly Board of Directors Meetings

CLIENT/PEOPLE SERVED:

- Membership (Players and Families) of the Knights Hockey Club

TIME COMMITMENT:

- 2 Year Term; Average of 5 hours per week;

SUPERVISION/TRAINING/ORIENTATION:

DIRECT REPORTS INCLUDE:

OTHER DETAILS: