

# **ARHA Executive Roles and Responsibilities**

## **President**

- Manage the ARHA Executive and its members by assigning tasks and delegating responsibilities to all Executive members
- Monitors the performance and accountable for the results of all executive members
- Responsible for the effective recruitment, training, and evaluation of all executive members
- Deals with escalated issues from all constituents and executive members
- Responsible for Acknowledging volunteers, coaches, and executive members
- Organize and Chair Executive meetings in September, January, April. Also record and distribute the minutes of the meetings
- Responsible for the strategic direction of all programs within the ARHA, including HL, Select, and Learn to Play
- Ensures that there are policies and procedures in place for all programs with ARHA
- Proposes the creation of committees and appoints members to such committees
- Proposes policies and practices to improve and advance the ARHA
- Involved in the Budget review for previous season and the planning for next season
- Play a leadership role in fundraising campaigns and attend all ARHA Events
- Represents ARHA at all GTHL/NYHL and other affiliated organizations meetings and maintains positive and productive relationships with these organizations.
- Serves as the primary spokesperson for the ARHA and one of the signing officers
- Performs other duties as the need arises and/or as defined by the ARHA

## **Past President**

- Ensures a smooth transition to the new President and serves as an advisor to the President and the Executive for one year following leave

## **Director**

- Provide support, direction and leadership to the entire ARHA community to further ensure a positive experience is had by all players, parents, coaches, officials and fellow Executive members.
- Organize timekeepers schedules, staffing, training.
- Responsible for all ARHA equipment and purchases, including storage
- Responsible for ice allocation from city and disbursement to President
- Ensure all Hockey Canada/ NYHL/GTHL initiatives are being adhered to
- Perform investigations into claims against ARHA players, coaches and members as needed.
- Helps address concerns, complaints and feedback/input from all constituents of ARHA
- In the absence of the ARHA President, perform the duties of the ARHA President
- Volunteer as needed
- Willingness to co-chair/sit on various ARHA committees

## **Registrar**

- Responsible for the registration database and ensuring a seamless onboarding process
- Regularly communicate with executive on progress, waiting lists and deficiencies
- Produce registration lists for tryouts and for HL convenors to make teams
- Work with NYHL/GTHL to resolve registration issues and prepare team lists for submission
- Administer Sponsorship cheques and thank you letter

### **Houseleague GM**

- Responsible for the selection, training, and monitoring of convenors
- Assist convenors with recruiting and assigning coaching staff to teams.
- Assist convenors at start of season with jerseys/socks, lineup sheets, and rules of the game
- Promote fair play and attendance at HL Practice Skills program.
- Assist convenors with team/parent/player/coach issues. divisional trades, and playoffs
- Support all convenors / coaches throughout the season

### **Select GM / Asst Select GM**

- Responsible for the entire Select Program at ARHA
- Organizing Tryouts/Pre-Season practices and allocating regular Practice Ice to select teams
- Facilitating two mandatory managers meetings during a season. (September and February).
- Communicate frequently with managers and at least two times a year with Head Coaches
- Approve Managers/ Head Coaches for each team. The managers are then responsible for selecting their other staff (Asst/Trainier) with help and advice from the Select GM/Head Coach.
- Assist managers when team issues arise or when game conflicts occur with NYHL.
- Ensure all proper paperwork (rosters, forms, tiering, etc) is submitted to NYHL office on time and in good order.
- Actively recruitment non-parent coaches and keep Alumni involved
- Communicate weekly practice/select houseleague conflicts to managers so that ice-time is utilized to the best our ability
- Attend NYHL meetings and reporting back to managers
- Review Team budgets and Final Statement of Accounts
- Create and send a Team survey out to all select parents
- Perform end of season reviews with each manager/coaching staff
- Ensure all coaches have practice plans in advance of practices and complete at least one player evaluation during the season
- Assist with the content updates/changes/ postings to Select Tab within the ARHA website
- Responsible for Select Locker and all practice equipment

### **GTHL GM / Asst GTHL GM**

- Responsible for the entire GTHL program at ARHA
- Publishing Tryouts and allocating/securing regular Practice ice to GTHL teams
- Facilitating two mandatory managers meetings during a season. (September and February).
- Communicate frequently with managers and at least two times a year with Head Coaches
- Approve club staff for each team.
- Assist managers when team issues arise or when game conflicts occur with GTHL.
- Ensure all proper paperwork (rosters, forms, etc) are submitted to GTHL office on time and in good order.
- Actively recruitment coaches and keep Alumni involved
- Attend GTHL meetings and report back to managers
- Review Team budgets and Final Statement of Accounts
- Create and send a Team survey out to all GTHL parents
- Perform end of season reviews with each manager/coaching staff
- Ensure all coaches have practice plans in advance of practices and complete at least one player evaluation during the season
- Assist with the content updates/changes/ postings to GTHL Tab within the ARHA website

**Marketing & Communication Director**

- Responsible for all the content, changes, updates to the ARHA website
- Responsible for the information displayed on the ARHA arena bulletin board
- Responsible for the creation/delivery of the ARHA Newsletter
- Responsible for the creation/approval/dissemination of all HL Memos. Letters, Notices
- Responsible for improving the overall communication between the ARHA and all of its constituents
- Responsible for collecting feedback from all of our constituents and reporting findings to executive
- Responsible for the ARHA brand and all Marketing initiatives

**Referee Co-Ordinator/ Discipline Committee**

- Responsible for the referee recruitment/staffing/schedule
- Responsible for the training of ARHA HL referees
- Responsible for hosting one Referee clinic
- Responsible for creating Disciplinary Committee and the disciplinary process

**Sponsorships & Uniforms**

- Update sponsorship documents/package and ensure ready for start of season
- Solicit/Acquire new sponsors throughout the season with help from ARHA Executive
- Acknowledge sponsors with year-end gift
- Assist with the updating of sponsors on ARHA website
- Ensure receipt of logos from Sponsors for jerseys
- Responsible for the sourcing, pricing, and ordering of the ARHA Houseleague/Mite program's jerseys/socks/trophies
- Acts as the liaison with all third-party vendors
- Responsible for the distribution of uniforms to Convenors
- Ensures product quality, order reconciliation and submission of invoices for payment

**Director of Player Development/ Coaching**

- We are looking for a qualified individual to lead our skills/practices/PDM/ and training of our coaches. If you know someone that is interested, please have them reach out to the President of ARHA – Neil Greenbaum. Thanks