



Mission Minor Hockey Association

P.O. Box 3154 Mission, BC V2V 4J4

Mission Minor Hockey Executive

Guided by the Mission Minor Hockey Association (MMHA) Constitution and Bylaws, the Executive is responsible for representing and serving the membership of MMHA.

MMHA is committed to assisting and promoting the sport of hockey.

The Mission Minor Hockey Association objective is to work together to improve and enjoy a common passion: hockey. Ensuring all children, within the community, as defined by PCAHA, who wish to learn and improve their skills of hockey should have the opportunity to do so within a safe and respectful environment, playing at a level consistent with their abilities, learning good sportsmanship and teamwork, within the limitations of available facilities, financial resources, and available volunteers.

Member Position Role Descriptions

PRESIDENT (Voting)

1ST VICE-PRESIDENT (Voting)

- Responsible for the day-to-day operation and organization of the MMHA "A" Division; U11 A, U13 A, U15 A, U18 A
- Authority to enforce the rules, regulations and guidelines established by MMHA and PCAHA.
- Serve on the Coaches Selection and Development Committee.
- With the Hockey Director and Division Managers, oversee and attend the "Rep" tryouts.
- Organize and attend "A" Hockey Releases through-out the Rep tryout process.

2ND VICE-PRESIDENT (Voting)

- Responsible for the day-to-day operation and organization of the MMHA "Initiation" Division; U6/U7/U8/U9.
- Authority to enforce the rules, regulations and guidelines established by MMHA and PCAHA.
- Serve on the Coaches Selection and Development Committee.
- With the Hockey Director and Division Managers, oversee and attend the placement of players to teams.

DIRECTOR OF C DIVISION (Voting)

- Responsible for the day-to-day operation and organization of the MMHA "C" Division; U11 C, U13 C, U15 C, U18 C, U21 C
- Authority to enforce the rules, regulations and guidelines established by MMHA and PCAHA.
- Serve on the Coaches Selection and Development Committee.
- With the Hockey Director and Division Managers, oversee and attend the "C" Evaluation tryouts.

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REGISTRAR (Hired Position)

- The Registrar shall be responsible to register all members of the Association.
- The Registrar shall be responsible for the annual registration of all playing members and team officials with the British Columbia Amateur Hockey Association and the Pacific Coast Amateur Hockey Association, as required.

TREASURER (Voting)

- The Treasurer shall be responsible for maintaining a proper set of books to record all the financial transactions of the Association.
- The Treasurer shall provide a financial report whenever requested by the Executive and a financial statement at the Annual General Meeting.

SECRETARY (Voting)

- The Secretary's duties are to schedule and record all Meetings of the Association, Executive, Special, General, or Annual.
- The Secretary is responsible to provide their successor all historical meeting minutes and any other relevant documentation within 1 week of their term expiration.
- The Secretary, along with the Registrar, will schedule and plan any Awards night held by the Association.
- Check the MMHA Mailbox bi-weekly

SPONSORSHIP/FUNDRAISING DIRECTOR (Voting)

- The Sponsorship/Fundraising Director is responsible to create and execute Association fundraisers.
- Source and solicit local sponsorship for board advertisements, special events, and any other instances where sponsorship is required and available.
- Book and track bottle drive fundraisers for Association teams.
- Authorize team fundraisers and ensure proper gaming licenses have been attained.
- Invoice and maintain records for all advertisers (pre-season) and submit to Association Treasurer.
- Provide monthly reports to the Executive.

ICE COORDINATOR (Voting)

- Acquire sufficient ice from Mission LC to provide the following: Preseason, Development Ice, Try Out Ice, Game Ice, Practice Ice, Playoff Ice, Special Event Ice, and Tournament Ice.
- Prepare a schedule for the above noted ice requirements, communicate those times with PCAHA, division coordinators, and anyone else needed.
- Adjust the schedule (re-allocate) as necessary to resolve conflicts, communicate arena closures and update teams/coaches in respect of any scheduling changes.

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TOURNAMENT DIRECTOR (Voting)

- To co-ordinate all aspects of any MMHA tournaments for the season; including, but not limited to: sponsorship, volunteers, licensing, sanctioning, game permission numbers, officials, ice, scheduling, communications.
- To work with the Association Treasurer to ensure financial compliance and reporting.
- To submit recommendations, based on past years' experience for the next years' coordinator.

EQUIPMENT MANAGER (Voting)

- Responsible for the storage, maintenance, distribution, and collection of all equipment owned by the Association.
- Authorized to purchase new equipment, as needed, upon Executive approval.
- Maintain an accurate inventory of all MMHA equipment.
- Develop and maintain an effective storage system to ensure neatness and ease of use of all MMHA equipment.

REFEREE IN CHIEF (Voting)

- To maintain an effective line of communication between the referees, the Association, and the National Referees Certification Program.
- Encourage the development of local officials and co-ordinate training programs for all referees throughout the season
- The Association RIC shall be responsible to the BC Hockey Minor Officiating Leader and his/her Association in all matters pertaining to officiating.

SOCIAL MEDIA (Non-voting)

- Maintain all social media for MMHA
- Create a calendar and post content accordingly for all MMHA events, statutory holidays, and association fundraisers, etc.
- Collect pictures and event information from MMHA teams to help promote and share accomplishments via MMHA social media
- Help to create engaging and creative content to post to all medias.
- Help to update and maintain MMHA website content.

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