



GEORGINA GIRLS HOCKEY ASSOCIATION

Association President

- Shall preside at all General meetings, Executive and Directors meetings of the G.G.H.A.
- Shall be an ex-officio member of any committee formed for any purpose.
- Shall submit to the AGM a report of the Association's activities over the previous year.
- Shall act as Chief Executive Officer of the Association with authority to act wherever necessary but subject to subsequent ratification by the Executive.
- Shall sign as one of three signing officers of the Association.
- Shall chair a committee of members to include First Vice-President to select coaches for the representative teams.
- Shall, in conjunction with the Second Vice-President and Head Coach, select coaches for the House League teams.
- Shall perform the duties of the First Vice-President and the Second Vice-President in their absence.
- Shall notify the Executive Officers and Board of Directors of the time and place of meetings.
- The President shall call meetings of the Executive Officers (with or without the board) as required but at least five times per year.
- The President shall oversee the planning and execution of the annual April fundraiser (Mini Worlds)



GEORGINA GIRLS HOCKEY ASSOCIATION

1st Vice-President (REP Division)

- Shall perform the duties of the President in the President's absence.
- Shall be responsible for the operations of the Association OWHA Representative teams which henceforth include select or other teams playing teams outside the association, but not including House League teams entered in House League tournaments.
- Shall establish such committees as may be necessary to assist in the organization and operations of the OWHA Representative teams.
- Shall submit to the AGM a report concerning the OWHA Representative teams.
- Shall ensure that the OWHA Representative teams are kept up to date on policy and procedures that may affect them.
- Shall be one of the three signing officers for the Association.
- Shall be a member of the Discipline Committee when a disciplinary matter involves a member from the Representative team. Will represent the Second Vice-President in cases of conflict of interest.
- Shall, in conjunction with the President, select coaches for the Representative teams.
- Shall represent the Georgina Girls' Hockey Association at the Ontario Women's Hockey Association level.
- Shall represent the Georgina Girls' Hockey Association at the Lower Lakes Female Hockey League.



GEORGINA GIRLS HOCKEY ASSOCIATION

2nd Vice-President (House League Division)

- Shall perform the duties of the president in the absence of both the President and the First Vice-President.
- Shall be responsible for the Association's House League teams.
- Shall submit to the AGM a report concerning the House League teams.
- Shall establish such committees as may be necessary to assist in the organization and operation of the House League.
- Shall ensure that all House League Conveners and team officials are kept up to date on policy and procedure that may affect them.
- Shall be a member of the Disciplinary Committee when such matters involve a member of the House League. Will represent the First Vice-President in the case of conflict of interest.
- Shall oversee the equalization of the House League teams.
- Shall, in conjunction with the President and Head Coach, select House League coaches.
- Shall compile and submit statistics on House League players including goals, assists, penalties and penalty minutes.



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Past President

- To act as advisor to the President and the Executive, to provide for the continuity of the Association's activities.
- Shall be authorized to perform such duties as delegated by the Executive in accordance with the Constitution.
- Shall serve as the chairperson at the elections of officers at the AGM.



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Secretary

- Shall publish the notice of the AGM at least six weeks before the meeting and notify members of the Association.
- Shall record and preserve the minutes of all meetings of the Executive and all AGM of the Association.
- Shall ensure that all Association records are duly filed and safely stored. Includes financial, membership, meetings, correspondence, and statistical files.



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Treasurer

- Shall keep a record of all moneys deposited and disbursed and provide brief summaries of financial position monthly at Executive meeting and a six-month full interim report to the Board of Directors.
- Shall present at each AGM a report of the year's operations and annual financial statement of the Association.
- Shall submit at the AGM a projection outlining anticipated expenditures and receipts for next season.
- Shall be one of the three signing officers for the Association.
- Shall pay all accounts authorized by the Executive out of the Association funds.
- Shall ensure that all financial information is supplied to an appointed accountant if deemed necessary by the Executive.
- Shall be appointed by the elected Executive Committee



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Registrar

- Shall be responsible for player and team registration, documentation and lists.
- Shall compile/supply the OWHHA with a list of all names, addresses and phone numbers of all members.
- Shall present at each AGM a report of the year's membership.
- Shall co-ordinate all phases of player registration.
- Shall collect all players' fees and forward same to the Treasurer.



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Head Coach – Dave Baxter

- Shall be responsible for recruiting qualified coaches and trainers.
- Shall strive to ensure that all teams have a qualified female trainer.
- Shall be responsible for the development of coaches and trainers.
- Shall prepare a report for the AGM of the incidence of injuries, management of the incident and effectiveness of risk management in the league.
- Shall be knowledgeable in hockey skills, practices and must meet current GGHA coaching requirements.
- Shall promote the philosophy of the GGHA and OWHA.
- Shall co-ordinate clinics both on and off ice for all GGHA coaches as necessary.
- Shall act as a liaison between the Executive and coaches.
- Shall report any ongoing injuries to the Respective Vice President. Injuries occurring to House League Players to the 2nd VP, occurring to Rep Players to the 1st VP.
- The Head Coach shall be a member of the Coach Selection Committee.



GEORGINA GIRLS HOCKEY ASSOCIATION

Head Referee - Colin

- Shall recruit qualified C.H.O.P. referees.
- Shall ensure that the Referee and Timekeeper Scheduling Manager understands the scheduling needs for each game type.
- Shall encourage all G.G.H.A. referees to gain and/or maintain certification with the O.W.H.A.
- Shall be responsible for monitoring the performance of all referees and co-ordination of appraisals by C.H.O.P. supervisors.
- Shall have the authority to suspend a referee prior to providing written documentation to the Executive for further consideration of the matter.
- Shall be allowed to act as an "on ice official" (referee) in any OWHA sanctioned playoff game
- Shall be responsible for coordinating and assisting in the ongoing training of new and current referees.
- Shall prepare a report for the AGM of the year's operations and of the projected needs for the upcoming season.



GEORGINA GIRLS HOCKEY ASSOCIATION

Ice Scheduler – John D

- Shall, with another member of the Executive, be responsible for obtaining ice times.
- Shall prepare and submit to the Executive for approval Association ice schedules.
- Shall allocate ice time to Rep and House League programs as appropriate.
- Shall be responsible for scheduling ice time, re-scheduling of ice time, exchange of ice time and cancellation of ice time with the town of Georgina. The Ice Manager has the authority to sign the Ice Contract and Contract Amendments with the Town of Georgina and other appropriate facilities. The Ice Manager will work within the guidelines determined by the executive.
- Shall approve and/or be made aware of and record all ice time used by teams under the jurisdiction of the GGHA regardless of the purpose and means of payment.
- Shall prepare a report of ice time used and projected future needs to be presented at the AGM.
- Shall schedule games and practices for the Rep and House League programs, with input from the First VP Rep and the Second VP Rep.



GEORGINA GIRLS HOCKEY ASSOCIATION

Equipment Manager – Dave Baxter / Hank Cooper

- Shall submit a request for funds for equipment for the upcoming season.
- Shall be responsible for the purchase of all equipment including all awards and trophies as approved by the Executive and ensure that all teams are properly equipped.
- Shall be responsible for the distribution, collection, storage and repair of equipment belonging to the Association.
- Shall keep an inventory of all equipment and its location.
- Shall submit a report to the Executive regarding equipment needs for the upcoming year.
- Shall oversee any apparel program put in place by the G.G.H.A and chair committees related to the apparel program.



GEORGINA GIRLS HOCKEY ASSOCIATION

Statistician & Public Relations – Pam & Teams

- Shall post game schedules and results on the GGHA website in a timely manner.
- As appropriate, shall supply the media with the results of all games.
- Shall supply a budget to the Treasurer for the anticipated cost of advertising.
- Shall distribute and display the standings for each division.
- Shall work with local media and other appropriate sources to place advertisements on behalf of the GGHA.
- Shall be responsible for compiling and posting on the website a contact list of all Elected and Appointed positions.
- Shall be responsible for updating the GGHA Website



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Tournament Director – Team's doing their own

- Shall ensure that House League tournaments for the House League teams are organized as deemed appropriate.
- Will present tournament plans and fees to Executive for approval prior to presenting information to coaches, parents and players.
- Will represent the GGHA to all tournament committees as a professional, organized and reliable organization.
- Will select appropriate coaching staff for each tournament.
- Will arrange for appropriate teams for each tournament.
- Will ensure that coaching staff have jerseys, team rosters, water bottles and other items required for tournament participation.



GEORGINA GIRLS HOCKEY ASSOCIATION

Referee & Time Keeper Scheduling Manager - Colin

- Shall ensure all games have scheduled referees and timekeepers.
- Shall assist Head Referee with recruiting qualified C.H.O.P. referees and qualified timekeepers.
- Will ensure schedules are communicated regularly to the Second VP House League and the First VP Rep.



GEORGINA GIRLS HOCKEY ASSOCIATION

Sponsorship Manager – Scott Cooper / Dave Baxter

- Shall acquire sponsors as needed.
- Shall maintain adequate liaison and public relations between the Association and its sponsors.
- Shall make available to the sponsor their team schedule of events.
- Shall ensure each sponsor receives their team picture and plaque and otherwise coordinate the invitation to sponsors to attend awards presentation.
- Shall provide invoices and receipts to the sponsors.



GEORGINA GIRLS HOCKEY ASSOCIATION

Fundraising Chairperson – Committee

- Shall review ways and means of raising sufficient funds to enable the Association to operate efficiently.
- Shall establish such committees as may be necessary to assist in organizing and operating various fundraising projects.
- Shall recruit committee members as necessary.
- Shall report on all funds raised to the GGHA Executive.
- Shall provide detailed tracking of incoming and outgoing funds to the Treasurer on a regular basis.