



ALLIANCE HOCKEY

Representative and Recreational Council Member
Orientation Manual



ALLIANCE HOCKEY

Representative and Recreational Council Member
Handbook





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Orientation Manual

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ALLIANCE HOCKEY MISSION STATEMENT

To provide a rewarding hockey experience for all players and participants through exceptional programming with a broad appeal, a positive environment, and supportive leadership.

ALLIANCE HOCKEY BELIEVES...

- In a positive hockey experience for all participants, in a safe, sportsmanlike environment.
- In the development of life skills which will benefit participants throughout their lives.
- In the values of fair play and sportsmanship, including the development of respect for all people by all participants.
- In hockey opportunities for all people regardless of age, gender, colour, race, ethnic origin, religion, sexual orientation, or socio-economic status and in both official languages.
- In the importance for participants to develop dignity and self- esteem.
- To instill the values of honesty and integrity in participants at all times.
- In the promotion of teamwork, and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.
- In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.
- In the value of hard work, determination, the pursuit of excellence and success in all activities.
- In the benefits of personal and physical well-being.





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ALLIANCE HOCKEY CODE OF CONDUCT

The Code of Conduct identifies the standard of behaviour which is expected of all ALLIANCE members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, referees and employees involved in ALLIANCE activities and events.

The ALLIANCE is committed to providing an environment in which all individuals are treated with respect. Members and participants of the ALLIANCE shall conduct themselves at all times in a manner consistent with the values of the ALLIANCE which include fairness, integrity and mutual respect.

During the course of all ALLIANCE activities and events, members shall avoid behaviour which brings the ALLIANCE or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

The ALLIANCE members and participants shall at all times adhere to the ALLIANCE's operational policies and procedures, to rules and regulations governing ALLIANCE events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the ALLIANCE.

Members and participants of the ALLIANCE shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the ALLIANCE shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with accordingly.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the ALLIANCE. Such action may result in the member losing the privileges which come with membership in the ALLIANCE, including the opportunity to participate in ALLIANCE activities and events, both present and future.





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GENERAL OVERVIEW, RESPONSIBILITIES & DUTIES OF ALLIANCE COUNCIL MEMBERS

ALLIANCE Hockey has always been a very reputable and professional organization. The organization has thrived on excellent administration and governance. We all should be applying the philosophies of ALLIANCE Hockey the same way while working to make ALLIANCE Hockey a better-run organization and to have harmony among ALLIANCE Hockey Associations. Unification and "one common voice" make for a stronger organization. The Representative and Recreational Councils are very important within the structure of ALLIANCE Hockey. The two Councils are responsible for the day-to-day operational affairs of ALLIANCE Hockey. The Council members are also responsible for the liaison between ALLIANCE Associations, the ALLIANCE Hockey Office and the ALLIANCE Hockey Executive Committee.

COMPOSITION OF ALLIANCE HOCKEY REPRESENTATIVE AND RECREATIONAL COUNCIL MEMBERS:

Representative, Minor Development: shall consist of one (1) appointed representative from each ALLIANCE Member Association that currently administrates and provides programs for Representative and Minor Development Hockey and one (1) representative appointed by the Referee Committee. Each Member Association must forward their primary appointed representative to the ALLIANCE Hockey Executive Director prior to June 30 of each year. Each ALLIANCE Member Association must appoint two (2) alternate representatives to the Representative, Minor Development Operating Committee and forward the names to the ALLIANCE Hockey Executive Director before June 30 of each year. Each Council Member, or in his/her absence an alternate so designated to the Executive Director, shall be entitled to vote on any matter properly placed before and considered by the Representative, Minor Development Council.

Recreational & Select: shall consist of one (1) appointed representative from each ALLIANCE Member Association that currently administrates and provides programs for Recreational and Select Hockey and one (1) representative appointed by the Referee Committee. Each Member Association must forward their primary appointed representative to the ALLIANCE Hockey Executive Director prior to June 30 of each year. Each ALLIANCE Member Association must appoint two (2) alternate representatives to the Recreational, Select Council and forward the names to the ALLIANCE Hockey Executive Director before June 30 of each year. Each Council Member, or in his/her absence an alternate so designated to the Executive Director, shall be entitled to vote on any matter properly placed before and considered by the Recreational, Select Council.

ALLIANCE HOCKEY RECREATIONAL AND REPRESENTATIVE COUNCIL POWERS AND DUTIES:

The Council Member shall in general be responsible for and have control over the day-to-day operational affairs of ALLIANCE Hockey. The Councils will work closely with the elected Regional Vice-Presidents of ALLIANCE Hockey and the ALLIANCE Hockey Office. The Councils shall have the power to fill any vacancy that may occur in its number. The specific Representative or Recreational Council shall have the





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power to suspend any player and/or official connected with any affiliated team or Member Minor Hockey Association for due cause, subject to rights of appeal as provided herein. If either Council Chair holds an Executive position on a Member Association Board, they would become non-voting ALLIANCE Hockey Executive Committee Members.

ALLIANCE HOCKEY REPRESENTATIVE AND RECREATIONAL COUNCIL MEETINGS:

Council Meetings shall be called by the Chairperson of that particular committee. The Executive Director or designated staff member shall notify the Committee of the time and place of such meeting. Meetings shall be held as per the direction of the ALLIANCE Hockey Executive Committee. The Elected Chairperson, or his/her alternate, will act as Chair at all Committee Meetings. An ALLIANCE Hockey Staff person and designated Regional Vice President will assist with each Committee. The Councils shall also report as directed by the Executive Committee.

ALLIANCE HOCKEY ELIGIBILITY:

Persons appointed for the Representative or Recreational Council, save and except for the Referee Committee appointee, must have served at least one (1) year on the Executive Committee and/or Council, or as an Executive Member of a Minor Hockey Association.

COUNCIL'S MAKEUP & CONSTRUCTION

ALLIANCE Hockey consists of 22 Local Minor Hockey Associations. They include the following geographical regions and allotments which help make up the ALLIANCE Hockey Operating Committee:

Region 1

- Burlington Lions Optimist Minor Hockey Association Recreational, & MD, Representative
- Burlington Jr Cougars Recreational, & Representative
- Greater Fort Erie Minor Hockey Association Recreational, Select
- St. Catharines CYO Recreational, Select & MD
- Hamilton Minor Hockey Council Recreational, Select & MD, Representative
(Hamilton House League, Hamilton Huskies AAA, Seeded and MD)

Region 2

- Cambridge Minor Hockey Association Recreational, Select & MD, Representative
- Waterloo Minor Hockey Association Recreational, Select & MD, Representative
- Kitchener Minor Hockey Association Recreational, Select & MD, Representative

Region 3

- Greater London Hockey Association Recreational, Select, MD and Seeded





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- London Representative Hockey Association Representative
- Elgin Middlesex AAA Hockey Alliance Representative
- Huron Perth AAA Zone Representative

Region 4

- Brantford Church Hockey League Recreational, Select
- Brantford Minor Hockey Association Recreational, Select & MD, Representative
- Woodstock Minor Hockey Association Recreational, Select & MD, Representative
- Stratford Minor Hockey Association MD & Representative
- Stratford Rotary Hockey Association Recreational Hockey

Region 5

- Chatham Kent AAA Minor Hockey Association Representative
- Sun County Minor Hockey Association Representative
- Lambton Junior Sting Minor Hockey Association Representative
- Sarnia Hockey Association Recreational, Select & MD, Representative
- Windsor AAA Zone Representative

Each Association is given one vote and seat at each of the two ALLIANCE Hockey Councils. The vote and seat are not reflective of membership registration or size, but rather membership in the ALLIANCE. All votes cast on issues must be placed in person and will not be permitted to be cast via proxy voting.

As noted, each Association is grouped within a Regional (Geographical) Territory. Each Region (4-5 Associations) has an elected Regional Vice President that helps Associations with Minor Hockey issues and problems, while also communicating ALLIANCE Hockey, OHF and HC directives. They are also there to clarify regulations and other items that relate to ALLIANCE Hockey.

ALLIANCE HOCKEY REPRESENTATIVE AND RECREATIONAL COUNCIL MAKEUP

As indicated, there are two Councils that consist of the following number of representatives:

Representative, Minor Development Operating Committee

- (1 per Association = 21 Total Reps)
- ALLIANCE Hockey Referee Representative (1 Representative)

Recreational, Select Operating Committee

- (1 per Association = 14 Total Reps)
- ALLIANCE Hockey Referee Representative (1 Representative)

The meetings are chaired by an elected ALLIANCE Hockey Association Representative who once elected may no longer represent his Association. In his absence the meeting will be chaired by the Senior Vice





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President or his/her appropriate designate. Other ALLIANCE Hockey Representatives (i.e. President, Executive Director, Executive Members, Life Members, Office Staff) may be on hand to assist with the meetings or handle the administration of the meeting.

After the conclusion of the meeting, the Executive Director will ensure proper distribution of meeting action items and minutes. The Senior Vice President or appropriate designate will report to the Executive Committee.

ALLIANCE HOCKEY COUNCIL ROLES & RESPONSIBILITIES

The following items give a general overview of all ALLIANCE Hockey Council Roles and Responsibilities within ALLIANCE Hockey. As indicated, the items are general and if required, the ALLIANCE Hockey Regional Vice President or ALLIANCE Hockey Executive Director can give clarification on a specific item.

Roles & Responsibilities

1. Ensure the ALLIANCE Hockey Office and the Regional Vice President have proper contact information for the Associations, Council Representatives and Alternates

Each June (or applicable month), appointed Council Representatives should ensure that the ALLIANCE Hockey Office and the Regional Vice President have proper contact information for the Associations, Council Representatives and Alternates. This will ensure that all correspondence is directed to the appropriate individuals within your Association. The ALLIANCE Hockey Office will update the ALLIANCE Hockey Contact Registry.

2. During off-season, educate oneself on the rules, regulations, by-laws and policies of ALLIANCE Hockey, the OHF, Hockey Canada and other hockey organizations

One of the most important responsibilities of being a Council Member is to ensure that one is aware of the various rules, regulations, by-laws and policies of ALLIANCE Hockey and other hockey organizations (OHF, HC). During each off-season, one should prepare for the upcoming year by reviewing various hockey handbooks. OHF and HC Handbooks are normally distributed in August or September of the given year. The ALLIANCE Hockey Handbook is available online with a printed version produced every 3 years. (2017-18, 2020-21, etc.)

The best way to educate oneself on these items is to discuss them with another Council Member or the Regional Vice President. General application is a great way to learn. Walk through scenarios and case studies on various items. Questions and/or clarifications should always be requested to the Regional Vice President to ensure continuity and proper clarification. If one is unsure on the interpretation of the item, it is best to clarify with someone that knows. This will ensure that the proper clarification is given and that the Member receives the correct direction.





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2. Attendance at Council Meetings and Other Important ALLIANCE Hockey Meetings

One of the most important responsibilities of the ALLIANCE Hockey Council Member is the attendance of oneself or designated alternate at ALLIANCE Hockey Council Meetings and other important ALLIANCE Hockey Meetings (i.e. Semi Annual Meeting, Annual Meeting). Important decisions are made at these meetings that impact Local Associations. ALLIANCE Hockey Council Representatives are relied on to ensure that their Local Association is represented at these meetings. In situations where the Council Representative is unable to attend, it is his/her responsibility to ensure that his/her alternate attends in his/her absence.

With that in mind, Council Members should ensure that alternate(s) are aware of issues/positions on issues and prepared to serve in place of the regular Member when necessary.

3. Dissemination of information and correspondence to Home Association Representatives (Local Executive Committees and Team Officials)

The ALLIANCE Hockey Council Member is a critical channel of the organization. The Council Representative will serve as the main contact for all information from ALLIANCE Hockey and is responsible for the distribution of correspondence to the Local Association Executive Committee, Team Officials, etc...

The Council Representative will serve as the main contact for all information to be sent to the ALLIANCE Hockey Office. The Council Representative is to ensure that information received from ALLIANCE Hockey is passed on to the appropriate person(s) in the home Associations in a timely manner.

4. Promotion of the Goals and Philosophies of ALLIANCE Hockey

One of the key responsibilities and duties of the ALLIANCE Hockey Council Representative is to promote the goals and philosophies of ALLIANCE Hockey. Council Reps should be fully aware of the ALLIANCE Hockey Mission Statement and adherence to it. The realization of the statement that "WE are ALLIANCE Hockey" is very important. Another key duty of the ALLIANCE Hockey Council Representative's is to focus on the making of decisions in the best interests of the group (all ALLIANCE Hockey Members) as a whole.

5. Make decisions with informed input from your Local Association

Due to the nature of the issues and intent of the ALLIANCE Hockey Representative and Recreational Council Meetings, Council Representatives must be empowered to take part in discussions and make decisions on behalf of their Local Association. Council Representatives must come to meetings prepared to debate issues based on views of their Local Association rather than personal opinions.





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6. Participation in ALLIANCE Hockey Committee Work

The success of ALLIANCE Hockey Committees and the Committee Structure is dependent upon the involvement of the ALLIANCE Hockey Council Members. Committee participation is not mandatory but encouraged and will be requested each season for the various standing committees. Requirements are based on active committees and committee structure each year.

7. Attend OHF Championships as ALLIANCE Hockey Representatives

Representative Council Members are to serve as ALLIANCE Hockey Representatives at OHF Championship events. These events are held the 2nd week in April each season and are from Thursday – Sunday in various communities across Ontario. Expenses are paid as per ALLIANCE Hockey Policies.

8. Participate in Ad-Hoc Committees or Special Projects as required

Occasionally, the ALLIANCE Hockey Office or Regional Vice President will request participation from Council Members on Ad-Hoc Committees or Special Projects over the season. Please feel free to participate in these projects and initiatives as they become available.

9. Contact with Regional Vice President & the ALLIANCE Hockey Office

Each Council Member is to maintain regular contact with their Regional Vice President. Council Representatives should contact his/her Regional Vice President on "Governing and Hockey Operations". Council Representatives should contact the ALLIANCE Hockey Office for administrative issues. The ALLIANCE Hockey Council Representative should also be fully aware of the ALLIANCE Hockey Communication Policies and Channels (Appendix 1) for Team Officials and Associations. In addition, most communication from the Executive and Office is done via email. It is important for Local Associations to understand the requirements of the two Council Representatives and equip them whenever possible with the infrastructure to handle the job.

10. Serve as Registration Convenor & Administrator for his/her Local Association

With respect to carding/registration, each Council Member is responsible for:

- Overseeing the collection and completion of rosters for all teams/participants;
- adherence to ALLIANCE Hockey procedures for handling of rosters;
- the verification of all player eligibility and team official certification;
- the electronic submission of rosters to the ALLIANCE Hockey Office;
- the distribution of approved certificates and rosters to teams;
- acting as Association approval for all Local Association administration documents.





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The ALLIANCE Hockey Council Member should communicate all procedures to team officials and individuals while at the same time, ensuring that they are aware of the procedures and that their team officials are fully understanding of their responsibilities and requirements.

11. Maintenance of Local Association's ALLIANCE Manual of Operations & Form Overviews

The Representative and Recreational Council Representatives will receive all Manual updates from the ALLIANCE Hockey Office via online distribution. The Council Representative is responsible for the distribution of copies of the updates to the proper person(s) in their Local Association. All forms will be posted online as well and will be reviewed on an ongoing basis.

12. Interaction with Members of Council

Council Representatives should attempt to address and solve any issues involving two or more Associations with the other Council Representative(s) of the affected Association(s) with the help of the Regional Vice President and ALLIANCE Hockey Office as required. In addition, Council Representatives should share and seek information on the inner workings of other ALLIANCE Hockey Associations.

13. Present trophies, when required, for ALLIANCE Hockey Finals in your area.

It is always disappointing to the teams when they have won a Championship and no Executive or Council Member is present to hand out the trophies. The ALLIANCE Hockey Office will liaise with the ALLIANCE Hockey Council Representatives on the needs for presenters.

14. Prepare Special and Annual Reports as required

During the season and prior to the annual meeting you may be asked to give a report. Prepare yourself for what you are going to say and/or write. If in doubt ask someone for assistance. In most situations, the ALLIANCE Hockey Regional Vice Presidents and Standing Committees will give reports on Regional initiatives and events; make sure your Association's comments/items are presented to them! As for Special Reports, items such as suspension reporting or tournament sanction requirements are examples of items that Council Representatives may have to fulfill over the season. Items will be communicated to the respective Councils as required.

15. Communicate with other Council Members

ALLIANCE Council Members should communicate with other Council Representatives to find out information on how they do business, etc...within their Local Association. This communication ensures that Associations share information and keep up to date on new initiatives and issues within ALLIANCE Hockey.





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16. File and keep a complete listing and map of the Local Association

Council Reps should have a map of their Association and ensure that the ALLIANCE Hockey Office has the most up-to-date map. When boundaries need to be changed, keep everyone informed and up-to-date.

17. Stay in touch with Association Referees in Chief, other Council Representatives and Presidents re: Referee/Game Problems

Contact Referees in Chief via Council and/or Presidents to discuss problems in the area, games, clinics, etc. It has been a real asset to the Council Representative to complete these. Ensure that you keep your Regional Vice President informed as part of these problems/issues. They, as always, will attempt to help and solve any concerns.

Other Information

As one will note, the key is communication. Council Representatives should stay in constant contact with Regional Vice Presidents, their Local Association and the ALLIANCE Hockey Office. The easiest way to solve a problem is to ask others for help, which is what ALLIANCE Hockey is all about. Helping others!

ALLIANCE HOCKEY REPRESENTATIVE AND RECREATIONAL COUNCIL MEETING DATES

Essential to the structure and function of ALLIANCE Hockey are the Representative and Recreational Council Meetings. It is at these meetings where many of the key decision makers of ALLIANCE Hockey discuss important issues. Reports from Committees, Executive Members, regional meetings, HC, OHF, the Executive Director and President are submitted and discussed at each of the Executive Meetings.

For the most part, the Representative Council meets the last Wednesday of each month. Depending on the annual schedule, some meetings are moved to coincide with other meetings such as Special Meetings, Semi Annual Meetings and Annual Meetings. The Representative Council traditionally meets on the weekends 4 times a year during the various Committee meetings and then twice in conjunction with the Representative Council Meetings. The Representative and Recreational Councils and Executive Committee will determine the meeting schedule at the beginning of each season. Traditionally, the Representative Council meets between 8 – 12 times per year. Recreational, House League Select will meet less often similar to previous years' House League Meetings.

These meetings are of utmost importance to the effective and efficient operation of ALLIANCE Hockey. Therefore, attendance from each Council is extremely important. The following Representative and Recreational Council Meeting Schedule is the schedule for the 2018 – 2019 season.





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Representative, Minor Development and Recreational Select Council Meeting Schedule for 2018 – 2019

Month	Committee	Location
June 11, 2018	Structure Meeting	London Four Points
June 27, 2018	Executive, Rep & MD / Meeting	Alliance Hockey Office
August 10, 2018	Executive Meeting	London Four Points
August 10 & 11, 2018	Structure & Development Meetings	London Four Points
August 22, 2018	Rep & MD Council Meeting	Alliance Hockey Office
Sept 7, 2018	Executive Committee Meeting	London Four Points
Sept 8, 2018	Committee Meetings	London Four Points
Sept 14 – 16, 2018	Bantam AAA Face Off (Lambton)	Lambton
Sept 21 – 23, 2018	Minor Bantam AAA (Komoka) M/Midget AAA (Kitchener)	Komoka / Kitchener
Sept 26, 2018	Rep & MD Council Meeting	ALLIANCE Hockey Office
Sept 28 – 30, 2018	Midget AAA Face Off (Brantford)	Brantford
October 19, 2018	Executive Meetings	London Four Points
October 20, 2018	Committee Meetings	London Four Points
October 24, 2018	Rep & MD Council Meeting	ALLIANCE Hockey Office
November 28, 2018	Both Committees Rep, MD & Rec, Select and Christmas Social	Stratford
Nov 30 – Dec 2, 2018	Minor Midget AAA Face Off – Woodstock	Woodstock
Dec 1 – 2, 2018	Allstar Games	Woodstock
December 15, 2018	Executive Committee Mtg / Christmas Social Executive	Ildlywide London
January 25, 2019	Executive Committee Meeting	London Four Points
January 26, 2019	Semi Annual & Committee Meetings	London Four Points
February 27, 2019	Rep and MD Council Meeting	ALLIANCE Hockey Office
March 20, 2019	Rep and MD Council Meeting	ALLIANCE Hockey Office
April 4 – 7, 2019	ALLIANCE Select Championships	Brantford
April 11 – 14, 2019	ALLIANCE HL & MD Championships	Woodstock / London
April 11 - 14, 2019	OHF/HC Championships Atom AAA	Komoka
April 11 - 14, 2019	OHF/HC Championships Peewee A	Burlington, Appleby
April 11 - 14, 2019	OHF/HC Championships Bantam AA	Hamilton, Chedoke
April 24, 2018	Rep & MD – Rec & Select Council Meeting	ALLIANCE Hockey Office
May 1 – 5, 2019	OHL Gold Cup	Kitchener
May 23, 2019	Pre-Annual Meeting Executive	London Four Points
May 23 - 25, 2019	ALLIANCE AGM	London Four Points
June 10, 2019	Structure Meeting	London Four Points
June 26, 2019	Rep / MD Council Meeting	ALLIANCE Hockey Office

As indicated, the ALLIANCE Councils and Executive Committee will decide the appropriate meeting schedule each August. The location of meetings will also be ratified by these Committees each season.





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Meetings are traditionally held at the ALLIANCE Hockey office in Stratford (71 Albert Street). Agendas are distributed a week prior to the meeting. Associations and Council Representatives are given the opportunity to address issues and add items to the agenda.

COUNCIL MEMBERS – OTHER INFORMATION

REFERENCE DOCUMENTS

In a given year, the ALLIANCE Hockey Councils will be required certain items of correspondence that help them perform the responsibilities and duties that are associated with being a Representative. Some of these include:

- ALLIANCE Hockey Handbook (online with a printed version produced every 3 years)
- ALLIANCE Hockey Policy Manuals (Structure Committee)
- ALLIANCE Hockey Online Manual of Operations (Admin Documents, Procedures & Forms)
- OHF Handbook
- HC Case and HC Rule Book
- HC Handbook
- HC Reference Documents (Speak Out Manuals, etc...)
- Game Sheets

Due to the content and nature of some of these documents, some will be replaced annually while others will be replaced bi-annually or after several years of publication. In addition, ALLIANCE Hockey may cover the expense of some of these items or distribute them as available.

A material order request form will be distributed each season that will allow Associations to order the necessary materials. Please ensure that you are aware of the needs of your Association and order accordingly. The orders will be filled as materials are available.

EXPENSES

All ALLIANCE Hockey Associations are responsible for assuming the cost of Council Committee Representatives (travel, meal, telephone, etc...). This includes all general operating expenses and expenses related to attending Council Meetings, Special, Semi Annual and Annual General Meetings. Each Association has the flexibility and authority to govern their expense policies as per their Local Association Executive Procedures and Practices.





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In situations where Council Representatives are performing duties on behalf of and at the request of ALLIANCE Hockey, the Representatives will be compensated as per ALLIANCE Hockey Policies. (i.e. Council Representatives would be compensated for their attendance at OHF Championships as per ALLIANCE Hockey Policy). The ALLIANCE Hockey Executive Director and ALLIANCE Hockey Treasurer must give the approval for expenses.





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COUNCIL MEMBER JOB DESCRIPTIONS

Understanding the role, responsibilities and duties of the ALLIANCE Hockey Representative and Recreational Councils is one of the most vital items for the Local Association (Executive & Team Officials), ALLIANCE Hockey Executive, ALLIANCE Hockey Office and the Council Representatives themselves.

With that in mind, the following Job Description gives an excellent overview of the ALLIANCE Hockey Council Representative's role. The job description remains relatively the same each year but may have responsibilities added or removed with the permission of the Council and the ALLIANCE Hockey Executive Committee.

Questions on specific or general items can be directed to the ALLIANCE Hockey Regional Vice President or the ALLIANCE Hockey Executive Director.





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Position Title: Representative or Recreational Council Member

Reports to: Staff- Executive Director
Executive - Regional Vice President

Reporting: The Representative or Recreational Council Representative plays an integral role in the successful operation of the local association and ALLIANCE Hockey.

Each season, Associations appoint two people to ALLIANCE Hockey to act as the main contact for the Association for ALLIANCE Hockey business and operations for the Representative and Recreational Councils. In addition to being the liaison between the Association and ALLIANCE Hockey (Executive and Office), the Council Member is the person other ALLIANCE Hockey Associations and other hockey organizations contact to conduct business with the Association.

The Representative and Recreational Council Member is responsible to complete in a timely and accurate fashion, ALLIANCE Hockey administrative tasks ranging from team registration to payments of accounts. Knowledge of ALLIANCE Hockey regulations and policies is crucial, as the Operating Committee Representative is responsible to ensure understanding and adherence within the Association. As the main point of contact for targeted ALLIANCE Hockey information, the Representative and Recreational Council Member must quickly distribute information to their Executive and Membership as appropriate, and be able to address questions and provide insight at the local level. By way of in depth involvement in both ALLIANCE Hockey and Association issues, the Representative and Recreational Council Members play a key role in problem solving and working to improve the overall minor hockey experience.

The Representative and Recreational Council Members interact and work in cooperation with numerous parties, and is accountable to the Executive of the Association.

Appointment: Appointed by the Association

Term: One year. The ALLIANCE Hockey Office requests Associations to advise of Council Member Representative each season. There are no ALLIANCE Hockey limitations on the number of seasons a Representative or Recreational Council Member can be appointed for. Given the need for experience, it is preferable to have a person in place for a number of seasons while concurrently training a successor.

Qualifications:

- Minor hockey organizational experience
- Knowledge of ALLIANCE Hockey, OHF and HC rules and regulations
- Strong communication and interpersonal skills
- Dispute resolution skills
- Leadership and facilitation
- Computer aptitude





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Roles & Responsibilities:

General

- Keep abreast of ALLIANCE Hockey activities and issues
- Facilitate information sharing and information access within Association
- Represent Association to ALLIANCE Hockey and other ALLIANCE Hockey Member Associations
- Act as the main contact person for Association
- Receive and distribute ALLIANCE Hockey mailings, faxes, email
- Monitor ALLIANCE Hockey web site

Operational

Association/Team Registration

- Register Association and teams for season
- Reconcile/edit team additions and deletions

Player and Team Official Registration

- Receive and distribute registration documents and materials
- Ensure accurate completion and signage as appropriate
- Ensure completion of any required forms
- Ensure eligibility and regulation compliance
- Forward to REM or designated Convenor for approval
- Follow up on any deficient registrations (i.e. certification numbers, residency declarations etc.)

Affiliation

- Receive and distribute AP Lists
- Ensure accurate completion and signage as appropriate
- Ensure eligibility and regulation compliance
- Forward to REM or designated Convenor for approval

Publications

- Receive and distribute ALLIANCE Hockey, OHF, HC and other publications (Manual of Operations, Rule Books etc.)

Tournaments

- Ensure proper registration of tournaments
- Ensure regulation compliance and submission of all post event documentation

Playdowns

- Review Initial Classification List
- Forward any appeals
- Receive and distribute flowcharts, agreements forms, game sheets
- Set up series with opposing Associations
- Report results

Representative and Recreational Council Meetings

- Receive and distribute meeting notices and agendas





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- Ensure Association attendance at meetings
- Present Association position(s) on issues at Council Meetings

Annual General Meeting

- Submit amendments if applicable
- Submit nomination for awards if applicable
- Submit for nominations for various positions if applicable
- Register delegates
- Receive and distribute notices of motion and nomination list

Signed:

Representative Council Member

Date ____ / ____ / 2018

Signed:

Recreational Council Member

Date ____ / ____ / 2018





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POLICY REGARDING ASSOCIATION REPRESENTATIVES

1. Each year, prior to July 1, all Member Centres will be required to identify a "Centre Representative" (Council Member, Representative and Recreational) to ALLIANCE Hockey. In addition to serving as the main contact for all correspondence with ALLIANCE Hockey, this person must have the authority to speak on behalf of his/her centre at Council Meetings.
2. All Centres competing in an ALLIANCE Hockey League will be required to have their Council Representative in attendance at all Council and/or League Meetings. If an alternative representative is to attend for some reason, the ALLIANCE Hockey Executive Director must be notified, in writing, prior to the meeting.
3. A centre failing to send a representative to an Operating Committee/League Meeting will be assessed a fine in the amount of \$ 50.00 per missed meeting.
4. The flow of communications, whenever possible, should occur in accordance with the following chart:

Flowchart of ALLIANCE Hockey Communications

PLAYERS, PARENTS, COACHES, CONVENORS, ETC.

CENTRE COUNCIL REPRESENTATIVE

Governing, Policy &
Regulatory Issues

Administrative &
Urgent Issues

Day to Day
Council Issues

EXECUTIVE COMMITTEE

Rep Council

Rec Council

ALLIANCE HOCKEY OFFICE

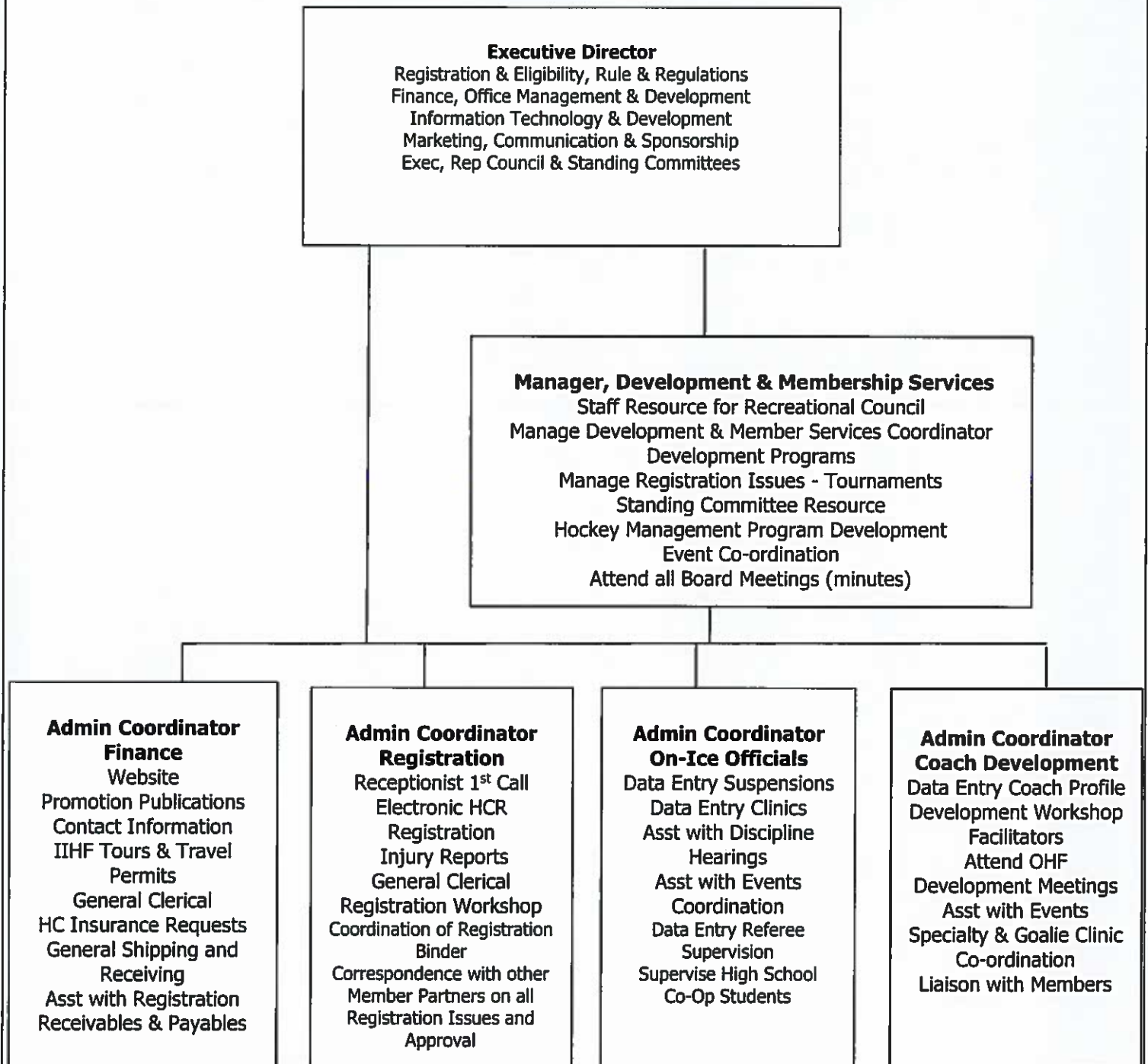




ALLIANCE HOCKEY

Representative and Recreational Council
Member Orientation Manual

ALLIANCE HOCKEY CORPORATE OFFICE OPERATIONAL CHART





ALLIANCE HOCKEY

Representative and Recreational Council Member Orientation Manual

IMPORTANT DATES TO REMEMBER

The following are some of the more important administrative dates for ALLIANCE Hockey Associations and Council Committees to remember. Please ensure that the following dates are adhered to.

April 20, 2018 Final date whereby a AAA team, Minor Bantam to Midget AAA must offer a roster spot to a player requiring a written release/waiver in order to obtain the player (except in Midget hockey). (Regulation E32, E70)

April 25, 2018 Final date whereby a AAA team, Minor Atom to Peewee AAA must offer a roster spot to a player requiring a written release/waiver in order to obtain the player (except in Midget hockey). (Regulation E32, E70)

July 31, 2018 AAA Rosters Due

August 17, 2018 Final date to submit Right of Choice forms to ALLIANCE Hockey Registrar

September 15, 2018 Final date for applications for ALLIANCE Tournament Sanction Permits (Hosting)

September 30, 2018 A & AA Rosters Due

September 30, 2018 Participant Insurance and Assessment Payment Due

October 5, 2018 MD Rosters Due

December 1, 2018 House League Rosters Due

December 15, 2018 House League Select Rosters Due



