

# VOLUNTEER POSITIONS AVAILABLE at ESPCC

## IMMEDIATE VACANT POSITIONS:

### Hockey Equipment Manager

- Manages and oversees all hockey equipment and jerseys for all ESPCC hockey teams;
- Works closely with the ESPCC General Manager, Hockey Director, REMHA's Equipment Director and all teams wearing ESPCC jerseys;
- Determine the needs and prepare any requests for equipment purchases which is submitted to the General Manager of ESPCC;
- Creates, establishes, maintains, and reconciles uniform and equipment inventories and oversees the maintenances of inventory records for ESPCC;
- Oversees uniform and equipment distribution and retrieval;
- Works with coaching staff to ensure that all uniforms and related apparel and equipment are maintained and returned in a clean and serviceable condition;
- Collect all deposit cheques for all equipment borrowed out and destroy cheques once the season is complete and all equipment has been inspected upon return;
- Communication, organization and coordination skills are an asset
- There may be moderate physical activity required in the organizing of the equipment area.

### 7&8 House League Hockey Convenor

- All convenors work together with the ESPCC Hockey Director who oversees the program. There will be a meeting at the beginning of each hockey season where all the Convenors and the Hockey Director get together to plan and prepare for the upcoming season for ESPCC.
- The 6 & under Convenor and the 7&8 Convenor run their programs from September 1<sup>st</sup> to April 1<sup>st</sup>. ESPCC falls under the umbrella of the REMHA district and planning for the hockey program takes place from September to May. These meetings are attended by the Hockey Director. The General Manager attends in the absence of the Hockey Director. All pertinent information shall be passed on to the Convenors.
- The Hockey Director and Convenors shall have a Coaches meeting, which will be an information and recruitment meeting for the upcoming season and what is expected from possible coaches.
- Ensuring there is a personal understanding of the program and specific age group format, rules, etc.
- Reviewing player registration lists in order to place players and coaching staff to form teams. Form ***balanced*** teams according to age group guidelines.
- Communicating with coaching staff to distribute team rosters, game and practice schedules, etc., as well as, working with coaching staff to ensure teams all coaching requirements are met in a timely manner.
- Communicating with coaching staff and parents to address concerns, resolve issues, and when necessary, discussing these items with the ESPCC Hockey Director. Regular communication and updates are required with the Hockey Director as well. This is often achieved by being copied in on emails.
- Communicate with ESPCC Equipment Manager/General Manager to ensure teams receive equipment and jerseys. The handing out/receiving of team jerseys will be done with the Equipment Manager.

## **Tournament of Aces Director**

- Oversees the Tournament of Aces and guides the tournament committee in all aspects;
- Attend all 8 and under tryouts to recruit for the tournament committee;
- Meetings commence once committee members are on board;

## **U6 & under Hockey Coaches**

## **7&8 House League Hockey Coaches**

# EXECUTIVE VACANT POSITIONS

To be filled at the ESPCC AGM as of September 14, 2016

## **President Duties**

- Schedules and presides at the monthly meeting of the Board and of the Executive Committee and Sport Directors;
- Call Special Meetings as required;
- Be an ex-officio member of all committees;
- Appoint special committees as not normally provided for;
- Act as signing authority on behalf of the Corporation;
- Cast a deciding vote in the event of a tie in any voting, except in election of Officers;
- Delegate power to the Vice-President in his/her absence Delegate or assign duties to members of the board as required
- Attend all sport association meetings if the Sport Director or General Manager is unable to attend;
- The President may veto any decision of the Board and/or the Executive Committee whenever he/she feels such a decision is not in keeping with the Constitution, in particular, where it would result in, what he/she deems to be, too much financial or other risk to the Corporation and/or its Officers. Having exercised such veto power, the President must call a Special Meeting of the Corporation, to be held within twenty (20) days of the veto and in which the will of the Membership shall determine the issue.

## **Vice President**

- Attend all monthly meetings of the Board and of the Executive Committee and Sport Directors;
- assisting the President in all matters related to the corporation. The Vice-President shall sit on the committees Tournament of Aces and Soccer Classic committees to provide guidance and direction.

## **Secretary**

- Attend all monthly meetings of the Board and of the Executive Committee and Sport Directors;
- Document, create and make any corrections, if any of all Minutes from all meetings of the Board and of the Executive Committee and Sport Directors;

## **Director of Sponsorship and Marketing**

- Responsible for overseeing the sponsorship and marketing for the corporation. This includes but not limited to: Arena advertising, Social Media, Tournament of Aces, and Soccer Classic.

## Soccer Director

- Attend all monthly meeting of the Executive Board and Sport Directors and report on the soccer program;
- Manage both the Indoor and Outdoor Soccer Programs;
- Oversee the program, to ensure that the club is represented in a professional manner and that all club and district policies are implemented efficiently;
- Works toward improvement and change by lending input and creating new guidelines and procedures required;
- To be respectful towards others and should have an enthusiastic and positive attitude;
- To have a sincere desire to create a safe and fun environment for the youth soccer programs, while wanting to provide skillful learning opportunities for players;
- Attend 2 meetings each calendar year where all the soccer conveners, equipment manager and Soccer Director get together to plan and prepare for the outdoor and indoor soccer programs for ESPCC;
- Give direction to all conveners for the Soccer Programs;
- Ensure that the ESPCC is operated on a non-political, non-sectarian basis and the objectives of the Corporation are carried on without pecuniary gain to its members and that any profits or other considerations are used in promoting its projects.
- Whenever formal complaints in the form of correspondence alleging misconduct on the part of any coach, manger or any other person appointed to a position organizing activities come to the attention of the Executive Board, the Secretary/Treasurer shall call such meeting as are required to deal with the matter within a period of thirty (30) days.