



Stipend Position Descriptions: Renewed Annually and effective May 1st

Contract Position: Equipment Manager

Stipend: \$3000/year with Breakdown Paid monthly (\$250 per month)

Breakdown: 15% holdback payable for delivery of Equipment Manager Manual

TSMHA Contact: President E-mail: trosa@cgeg.ca

Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors

Job Purpose:

To manage the inventory of all TSMHA hockey equipment including, but not limited to player equipment such as sticks, goalie equipment, and jerseys.

Duties:

- To act in the best interest of Tecumseh-Shoreline Minor Hockey
- Maintain an inventory list of all equipment including sizing
- Maintain an inventory list of all jerseys (including sizing) for both House League and Travel programs
- Identify shortages or replacements necessary in inventory and report to President for purchase approvals
- Facilitate and coordinate all Team Apparel purchases by:
 - Collecting orders
 - Placing orders with TSMHA approved suppliers
 - Coordinate stitching process with TSMHA approved supplier
 - Distributing team orders ☐ Work with approved vendors to acquire and purchase required equipment and jerseys as approved by the Board.
- Provide support during Tryout process with respect to jerseys
- Facilitate the distribution and collection of jerseys and equipment to and from House League and Travel teams
- Must have Internet access and cell phone capabilities at own expense and the ability to make daily contact at TSMHA arena as required.
- Must have alternate delegate in place in case of emergency contact or situation and provide mentorship training.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Problem Solving, Supply Management, Inventory Control, Verbal Communication

Contract Position: Finance (Bookkeeping)

Stipend: \$3000/year with Breakdown Paid monthly (\$250 per)

TSMHA Contact: President & VP Finance E-mail: trosa@cgeg.ca

Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors

Job Purpose: To manage the finances and bookkeeping of TSMHA and report back to the VP Finance

Duties:

- To act in the best interest of Tecumseh-Shoreline Minor Hockey Minor Hockey
- Non Profit Accounting an asset ☑ Must have knowledge and experience with Sage 50 (accounting software)
- All aspects of accounting required (A/P, A/R, journal entries, YE recs)
- Prepare monthly finance reports
- Ability to prepare annual budget projections
- Must be able to make deposits to bank (2-3 times per month)
- Year end preparations and reports for audit
- Attend meetings as needed
- Knowledge of Microsoft Excel

Skills/Qualifications:

Problem Solving, Finance Management, Verbal Communication

Contract Position: Master Ice Scheduler and Referee Assignor for Travel

Stipend: \$6000/year with Breakdown Paid monthly (\$500 per)

Travel Required: Yes

TSMHA Contact: President E-mail: trosa@cgeg.ca

Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors

Job Purpose: Maximizes return on ice scheduling events for TSMHA by controlling all on ice activities, including but not limited to scheduling of all events (clinics, ice times for both travel and house league).

Duties:

- To act in the best interest of Tecumseh-Shoreline Minor Hockey Minor Hockey
- To ensure that all TSMHA practices, games, tournaments and clinics requiring ice are scheduled in a timely fashion and without prejudice or bias

- To ensure all schedules are posted and updated via the online process on TSMHA.net in a timely manner
- Participate in the TSMHA budget planning process; review ice projections by level and special need and provide ice figures for the coming season
- Liaise with the Town of Tecumseh and TSMHA Board of Members to coordinate ice needs and availability for the upcoming hockey season
- Work with the TSMHA representatives to schedule development camps, schedule dates and ice time for tryout and placement skates, and all associated clinics
- Prepare and manage the master ice schedule for TSMHA; allocate practice and game slots for each team, ensuring that all levels and teams have equal opportunity to schedule budgeted ice allocation
- Identify and provide game dates and ice times to the Bluewater and OMHA league schedulers for each level as required
- Make adjustments to and reschedule all necessary ice time due to cancellation or schedule conflicts throughout the season to ensure that all teams are reasonably treated
- Supply updated weekly ice schedule to teams, Timekeeper Scheduler, Statistician and Tecumseh Arena Staff for posting.
- Schedules Referees according to the requirements set forth by the OMHA and TSMHA
- Facilitate the transfer, sale or return of any unused ice for which TSMHA has committed to pay, back to the Town of Tecumseh
- Allocate required ice for provincial/playoff games as required and adjust the TSMHA Ice Schedule as required in a fair and reasonable manner.
- Identify and report to the President any potential conflicts between community activities and ice scheduling.
- Review monthly ice invoices including usage for accounting purposes with the Treasurer and verification that returns are reflected in the invoices.
- Submits monthly to the President of TSMHA in advance of scheduled board meetings the following in prescribed form:
 - Ice usage hours by week broken down by House League division, Travel Team, and Clinics
 - Highlight any unused ice for which TSMHA was unable to transfer back to the town or Teams did not utilize
- Must have Internet access and cell phone capabilities at own expense and the ability to make contact at arenas or TSMHA on a daily basis.
- Must have alternate delegate in place in case of emergency contact or situation and provide mentorship training.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Managing Processes, Developing Standards, Audit, Accounting for ice time, Tracking Budget Expenses, Analyzing Information , Performance Management Problem Solving, Supply Management, Inventory Control, Verbal Communication

Contract Position: Referee in Chief

Stipend: \$1000/year Paid Quarterly

Breakdown: 15% hold back payable for delivery of Ref in Chief manual

TSMHA Contact: President E-mail: trosa@cgeg.ca

Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors

Job Purpose:

Provides direction and oversees all referees for the Tecumseh-Shoreline Minor Hockey Association

Duties:

- To act in the best interest of Tecumseh-Shoreline Minor Hockey
- In good standing with Tecumseh-Shoreline Minor Hockey and the OMHA
- Directly responsible to the Executive for formulating, coordinating and directing a referee and minor officials program
- Arranges a Referee Mentorship program for first year officials and those requiring supplemental training
- Arranges to do Evaluations on officials of TSMHA and provides report to Director of Development and Sports Chair on a monthly basis.
- Referee Assignor for all TSMHA House League games considering level, experience and age of the referee so that proper referees are assigned to each game.
- Responsible for updating, posting and providing master list of qualifications and contact information to VP House League, VP Travel and post in appropriate areas. (equipment room and referees room)
- Attends coaches meetings upon request to provide knowledge of upcoming changes with respect to referees and on ice policies
- Responsible to the all Board Members of Tecumseh-Shoreline Minor Hockey.
- Report to executive at monthly meetings o Referee attendance statistics o Monthly statement for amounts payable to Refs
- Must have Internet access and cell phone at own expense with the ability to be reached at any given time.
- Must have alternate delegate in place in case of emergency contact or situation and provide mentorship training.
- Contributes to team effort by accomplishing related results as needed.

Skills/qualifications: Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication Certified Referee with the OMHA, Supervisor Referee experience

Contract Position: Registrar

Stipend: \$6000/year with Breakdown Paid monthly (\$500 per), Breakdown: 15% holdback payable for delivery of Registrar Manual

TSMHA Contact: President E-mail: trosa@cgeg.ca

Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors

Job Purpose:

Provides certification services by administering the Registration and Certification process for TSMHA.

Duties:

- Coordinate online registration system availability and access to HCR for TSMHA workers as required.
- Manage and facilitate the registration process for TSMHA:
 - Yearly setup of Registration (Registration fees, # teams, etc)
 - Process registration requests (online and manual)
- Verify registration requirements
 - Adheres to TSMHA and OMHA rules, boundaries, etc
 - Parent Respect In Sport
 - Birth certificate copies verified and information stored as required (OMHA)
- Verify Registration payments are completed and reconcile with Registration database
- Monitor and follow up on unpaid registrations
- Monitor and track registration in each division and report as required to VP Travel and VP House
- Complete Team Rosters for both Travel and House League Teams including A/Ps by prescribed deadlines
- Verify and communicate Coaching certification requirements for Roster purposes
- Be present at all try-outs, clinics, and special programs as required to provide Registration information, facilitate the registration process and collect any unpaid fees and facilitate the Tryout Process including the NRP process.
- Report to executive at monthly meetings in prescribed form.
- Provides information to membership by answering or directing questions to appropriate TSMHA Board member and requests for registration purposes.
- Maintain database of Coaching and staff qualifications. Communicate as needed qualifications due for expiration or renewal.
- Maintain database of Coaching and staff clearances and declarations. Facilitate communication, collection and storage of documents on an annual basis.
- Ensure all Parent Respect qualifications are completed and verified against registrations. Ensure up to date compliance information is available to VP House, VP Travel and Board as requested.

Other Requirements:

- Act in the best interest of Tecumseh-Shoreline Minor Hockey
- Be in good standing with Tecumseh-Shoreline Minor Hockey and the OMHA

- Have Internet access and cell phone capability at own expense
- Have the ability to make daytime contact with arenas when required
- Ensure a backup will be available to fulfill the registrar duties if the Registrar is not available.
- Develop (with support of a Board member) a Registrar Manual. (re 15% hold back)
- Attend Office Hours at Tecumseh Arena at a minimum of 3 hours per week (schedule to be approved by President and posted on the TSMHA website)

Requirements: Skills/qualifications: Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication, Knowledge of HRC system