



# SPMHA EXECUTIVE MEETING

Date: November 13, 2017

Location: Chamber Office 6:30 PM

VOTING	NAME		NON-VOTING	NAME	
President	Mike Thomas	Y	Secretary	Pamela Sheriff	Y
Operations Director	Miranda Nibergall	Y	Webmaster	Heather Banks	Y
Past President	Jerry George	Y	Director of Events	Sarah Laschuk	N
Player Dev	Scott Longmuir	Y	Administrator	Glenna Wagner	Y
Coach Dev	Dean Radke	N	Equipment	Connie Harringa	N
Registrar	Shelley Kennedy	Y			
Policy and Procedures	Jeff Wilson	Y			
Director at Large	Scott Papineau	Y			
Referee in Chief	Darcy Carter	N			
Treasurer	Dion Getzinger	N			
Initiation Director	Kevin Struik	Y			
Novice Director	Craig Ross	Y			
Atom Director	Lee Lingdren	Y			
Peewee Director	Bob Flegg	Y			
Bantam director	Kim Babcook	N			

Call Meeting To Order:	Motion: Miranda	Second: Scott Longmuir
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- Operations Director
  - a) 2017 Evaluation discussion
    - 3 appeals, on evaluations. Players assessed and reports sent and no feedback since
  - b) Feedback to be gathered from divisions and have something to present at next meeting
    - **ACTION: Coach/overall survey feedback - Jeff, Miranda, Dean, Heather**
- Policy and Procedures
  - a) See complete policy changes at the end of the meeting minutes
    - Motion: Kevin Struik          Second: Lee Lingdren
  - b) Concussion Policy - reference to Hockey Canada website
    - **ACTION: Fundraising / Seed - per player budget – Miranda**
- All other reports to be reviewed at next meeting

<b>Adjourn Meeting: 9:20pm</b>	<b>Motion by:</b> Craig Ross	<b>Second:</b> Jerry George
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	<b>ORIGINAL</b>	<b>CHANGES</b>
7.1	Administrator	Delete Administrator add as a separate role in 14.4c
8.4a	Include a record of attendance, motions considered and their disposition, reports received – either explicitly or as attachments and shall be distributed to members as soon as possible and at the latest prior to the onset of the next regular meeting	Include a record of attendance, motions considered and their disposition, reports received – either explicitly or as attachments and shall be distributed to members of the executive as soon as possible and at the latest prior to the onset of the next regular meeting;
11.5	All directors are authorized to make purchases in an amount not to exceed \$500.00 or not to exceed \$100.00 per month for miscellaneous items required for the operations of their respective program not covered by the budget. Purchases in excess of that amount require approval of the Executive Board of Directors at a regular meeting	All directors are authorized to make purchases in an amount not to exceed \$500.00 or not to exceed \$100.00 per month for miscellaneous items required for the operations of their respective program not covered by the budget. The Treasurer and SPMHA Admin must be notified in the event purchases in excess of that amount will occur and require approval of the Executive Board of Directors at a regular meeting.
14.4c	Administrator	see below chart for complete admin duties
13.4c		add to administrator role
13.4d		add to administrator role

13.4e	Concession – responsibility for scheduling of workers in staffing the Centennial Arena concession; maintenance of a detailed record of hours worked in the concession by individuals; provision of an accounting of concession profits and disbursements; recommendation of product pricing and menu items to the Concession Manager; and submission of a report regarding the concession operation at the Annual General Meeting of the Association;	add to administrator role
13.4f	Referee-in Chief:-appointment of on-ice officials for all Hockey Alberta sanctioned games; arrange Arrange training programs for all on-ice officials; monitor supervision of all on-ice officials; ensure that all games are handled in accordance with Stony Plain Minor Hockey Association rules, Hockey Alberta rules, Hockey Canada rules; and North Zone Referee committee rules; responsible for conducting an annual Referee Clinic in conjunction with the Zone Referee Clinic; attendance at North zone Referee-in Chief meetings; suspend or discipline on-ice officials as required.; submit to the Executive Board of Directors written details of any disciplinary action taken regarding on-ice officials; and provide to the Executive Board of Directors the Rules and Regulations governing the on-ice officials	Referee-in Chief: Arrange training programs for all on-ice officials; monitor supervision of all on-ice officials; ensure that all games are handled in accordance with Hockey Canada rules; responsible for conducting an annual Referee Clinic in conjunction with the Zone Referee Clinic; attendance at North zone Referee-in Chief meetings; suspend or discipline on-ice officials as required
13.4h	Fundraising/Events:– Assist with fundraising and sponsorship programs; coordinate and team photographs; maintain and display team photographs; coordinate and schedule year end hockey banquet, if required; be the contact person regarding Special Event Sanctions issued by Hockey Alberta regarding both on-ice and off-ice activities and shall review all Special Event Sanction requests with the SPMHA Administrator;	Fundraising/Events: – Assist with fundraising and sponsorship programs; coordinate and schedule team photographs; maintain and display team photographs; coordinate and schedule year end hockey banquet

13.4i	Equipment: – submit Submit a list of required equipment for the upcoming season and meet with the Executive Board of Directors regarding same; arrange for handling, storage, repairing, cleaning and inventory of equipment; ensure that all equipment is returned to stock by June 30th.; and prepare a minimum of two tenders for equipment for the upcoming playing season by June 30th of each year.	Equipment: – Submit a list of required equipment for the upcoming season and meet with the Executive Board of Directors regarding same; arrange for handling, storage, repairing, cleaning and inventory of equipment; ensure that all equipment is returned to stock by June 30th
15.3	General registration fees, special program fees, and league surcharges will be established annually, including any late payment penalties.	General registration fees, special program fees, withdrawal fees and league surcharges will be established annually, including any late payment penalties.
15.5	The Registrar may, at their discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined	The Registrar may, at their discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined . Such a plan will require input from and consensus with the Treasurer and Director of Operations and be finalized in writing.
15.6	A family revoking payment plan shall have all registrations declared immediately null and void. Registration will then be viewed as a registration of new or past members of SPMHA. Late fees will be in effect, if applicable.	A family revoking a payment plan shall have all registrations declared immediately null and void. Late fees will be in effect, if applicable
15.7	SPMHA will only consider Hardship Applications from those applicants who have completed an application with Kid Sport. If Kid Sport determines an applicant has genuine financial hardship, SPMHA will contribute to 50% of the balance of registration fees not contributed to by Kid Sport. All Hardship Applications must be received by the Registrar of SPMHA prior to August 15 (Sept 1) of the current season. The maximum allocation of fees to be contributed by SPMHA in any season shall be \$2,000.00 which funds shall be distributed amongst all eligible applicants	change amount from \$2000 to \$3000

15.8a	Shall be approved by the Registrar	Shall be approved by the Registrar, Director of Operations and Treasurers
15.8b		Shall be in writing;
15.10c		A processing fee will be charged, even if the registrant is withdrawn prior to evaluations
15.12	Rep Fees: Rep teams playing in a league requiring longer game ice times than that of the house league will be required to pay an additional fee to cover the additional ice requirements. The amount of the rep fee will be calculated and distributed to the applicable teams as soon as possible during the applicable season. These fees are due and payable upon receipt. Any rep fees not paid within 30 days of the issuance of the rep fees will result in the immediate suspension of the player until the fees are paid in full.	deleted
15.13	In the event that any Player needs to be released due to division sizes, they will be done in reverse order of registration	In the event that any Player or Goalie needs to be released due to division sizes, they will be done in reverse order of registration
16.3	All major purchases (major purchases consist of items valued at \$500.00 and above) shall be authorized by vote (majority) of the Executive Board of Directors. In addition, the following restrictions apply	All major purchases (major purchases consist of items valued at \$500.00 and above) shall be authorized by vote (majority) of the Executive Board of Directors
16.3a	Items valued less than \$1,000.00 must be supported by two written quotations;	deleted
16.3b	Items valued between \$1,000.00 and \$5,000.00 must be supported by three written quotations;	deleted
16.3c	Items valued greater than \$5,000.00 must be supported by public tender.	deleted

16.4	Exceptions to the above restrictions shall be the purchase of ice time, but such ice requirements shall be approved in the current budget. Coach Development Programs shall be the Exception .	deleted
16.5	Items which must be supported by public tender shall be governed as follows:	deleted
16.5a	Preparation of the "Notice to Tender" is the responsibility of the Member under whose budget the purchase will be made (i.e. purchase of jerseys is the Equipment Delegate). Notice to Tender shall be complete and detailed and must contain a deadline date for submission of bids	deleted
16.5b	Notices to Tender will be approved by the Executive Board of Directors prior to publication and shall be placed in a minimum of two consecutive issues of the local newspaper.	deleted
18.4d	SPMHA teams are encouraged to avail themselves of the standard clothing, however, should a team elect to purchase supplementary clothing which does not meet the specifications, the only penalty is that it may not bear the Association logo	deleted
19.1	SPMHA will provide equipment including game jerseys SPMHA will provide team equipment including game jerseys and game socks within set guidelines. All game jerseys shall bear the SPMHA logo and all game jerseys and game socks shall be of Association colors namely black, gold and white. The game socks will be charged to each team, unless sponsorship covers these, at SPMHA's cost.	SPMHA will provide team equipment including game jerseys and game socks within set guidelines. All game jerseys shall bear the SPMHA logo and all game jerseys and game socks shall be of Association colors namely black, gold and white, excepting Initiation (Timbits) and Atom (McDonalds)..



19.4		deleted
19.6	Sewn-on name bars are not permitted on jerseys. Damage to the jerseys are the expense of player/team to which they are issued	Sewn-on name bars and letters are not permitted on jerseys. Damage to the jerseys are the expense of player/team to which they are issued , as determined by the Equipment Director
21.4	Any refunds to parent/guardians or players are not to exceed the amount of cash contributed to the team by the individual parent/guardian or player. In other words, there is to be absolutely no fundraising for individual gain.	Any refunds to parent/guardians or players are not to exceed the amount of cash contributed to the team by the individual parent/guardian or player. In other words, there is to be absolutely no fundraising for individual gain. Refunding of seed money from excess fundraising will only go to those who participated in the fundraising, unless otherwise agreed to by the team.

22.1a	<p>The parent/guardian of a player registered with SPMHA shall be required to work two mandatory Concession shifts. At the time of registration, the parent/guardian of a player must provide two post datedpostdated cheques (January 1 and March 1) of \$300.00 per shift regarding the mandatory concession shifts. A concession shift shall be deemed to be a minimum of four (4) hours. One weeknight shift and one weekend shift. No registration credit shall be given for the mandatory concession shift.</p>	<p>The parent/guardian of a player registered with SPMHA shall be required to work two mandatory Concession shifts. At the time of registration, the parent/guardian of a player must provide two post datedpostdated cheques (January 1 and January 1) of \$300.00 per shift regarding the mandatory concession shifts. A concession shift shall be deemed to be a minimum of four (4) hours. One weeknight shift and one weekend shift. No registration credit shall be given for the mandatory concession shift.</p>
22.1c	<p>The SPMHA Admin shall maintain a listing of names and phone numbers of those parents/guardians who wish to work additional concession shifts (the "Spares List") at the arena concession. The SPMHA Admin or other such person to work additional concession shifts may contact those persons listed on the Spares List. However, those persons listed on the Spares list shall be at liberty to accept or decline additional concession shifts at their discretion</p>	<p>The SPMHA Admin shall maintain a listing of names and phone numbers of those parents/guardians who wish to work additional concession shifts (the "Spares List") at the arena concession. However, those persons listed on the Spares list shall be at liberty to accept or decline additional concession shifts at their discretion.</p>
23.1b	<p>Individual Credit -The parent/guardian of a player registered with SPMHA may volunteer to work a bingo or bingos and shall receive a credit towards registration fees for the following hockey season. To qualify for a full bingo credit, a parent/guardian working a bingo must work from open to close, such hours to be determined by Spruce Grove Bingo, unless released by the Bingo Chairperson. Further, SPMHA shall allow bingo credits to be transferred to another hockey association. Bingo credits may be transferred to the credit of another player registered with SPMHA. Such credits shall be drawn from general revenues of SPMHA;</p>	<p>Individual Credit -The parent/guardian of a player registered with SPMHA may volunteer to work a bingo or bingos and shall receive a credit towards registration fees for the following hockey season. To qualify for a full bingo credit, a parent/guardian working a bingo must work from open to close, such hours to be determined by Spruce Grove Bingo, unless released by the Bingo Chairperson. Further, SPMHA shall allow bingo credits to be transferred to another sport association. Bingo credits may be transferred to the credit of another player registered with SPMHA. Such credits shall be drawn from general revenues of SPMHA;</p>
23.1c		<p>Maximum number of Bingo shift per player will be determine by the Executive annually.</p>

23.1c	Team Travel-The parent/guardians of a team shall be eligible to work a bingo to earn bingo credits to assist in covering bussing costs provided the bussing is for league play travel. A team shall not be eligible to work a bingo to earn bingo credits if the bussing is for exhibition or tournament travel	deleted
23.1d	League Play Distance -In the event a team is required to travel more than 2 hours one way for league play, such team shall be eligible for a bingo to earn bingo credits towards bussing costs. The number of bingo credits earned by a team, based on the number of parent/guardian workers per bingo, will be matched by 50% by SPMHA (i.e. \$750.00 earned SPMHA shall donate \$375.00) to a maximum of \$2,000.00 per season for team bussing costs.	deleted
23.1e	Any request for bingos for bussing purposes shall be submitted to the Team Manager who in turn shall submit the request to the Bingo Delegate of the Association.	deleted
24.1		The SPMHA Admin shall be responsible for the SPMHA website and coordinating/delegating tasks to the SPMHA Webmaster
26.7	With respect to players in the Peewee Division, SPMHA will make every effort to provide a checking clinic for Peewee players prior to the commencement of the hockey season. Participation in the checking clinic is strongly recommended. Alternatively, SPMHA recognizes Hockey Alberta's mandate that all first year Peewee players participate in a checking clinic, whether it is a clinic offered by SPMHA or some other organization	deleted

27.1	Representative Teams ( are commonly referred to as “Rep” teams, or “AA and “AAA”). SPMHA Rep Teams carry “AA” and “A” designations, and are identified annually by the Executive Board of Directors. Representative teams participate in leagues in which the teams are competitive. Historical precedence has established current participation levels, and shall be under annual review by the Association, and any change in league participation requires the endorsement of the Executive Board of Directors.	deleted
27.4d	Rosters on all teams – Atom through Bantam-are to a maximum of 19 players	Rosters on all teams – Atom Novice through Bantam-are to a maximum of 19 players in accordance with Hockey Canada Bylaws
27.4e	Player movement is only permitted through affiliation. Head Coaches shall inform the Head Coach of the player they wish to move, who will then make the appropriate contact with the parent /guardian and the player;	Player movement is only permitted through affiliation. Head Coaches shall inform the Head Coach of the player they wish to move, preferably through the use of the managers, who will then make the appropriate contact with the parent /guardian and the player;
29.2d	Initiation teams will share ice beginning with the first slot of the day on Saturday and Sunday. First year teams will share and second year teams will share. Additional Initiation ice slots late in the day will be made available on an equitable basis. Initiation teams will not be allocated ice Monday to Friday;	Initiation teams will share ice beginning with the first slot of the day on Saturday and/or Sunday. Additional Initiation ice slots late in the day will be made available on an equitable basis. Initiation teams will not be allocated ice Monday to Friday;
29.9f		Teams may request and be assigned extra ice at the discretion of the ice scheduler to ensure the Association does not have Dark ice
31.3	With respect to out-of-town tournaments and exhibition games, competition is only permitted with Hockey Alberta recognized teams for divisions Atom through Bantam. Novice teams and below should only compete with teams belonging to Associations	With respect to out-of-town tournaments and exhibition games, competition is only permitted with Hockey Alberta recognized teams for divisions Novice through Bantam

	with Hockey Alberta recognition	
32.1		Processing and issuing of Travel Permits is the responsibility of the SPMHA Administrator.
32.2d	SPMHA Travel Permits will only be available through the SPMHA website	SPMHA Travel Permits will only be available through the SPMHA Admin
32.3	SPMHA teams wishing to play exhibition and tournament games (this rule does not apply to regular league games) outside of Zone 3 must have an authorized travel permit before participating in these games. The process to request and secure a travel permit is as follows	SPMHA teams wishing to play exhibition and tournament games (this rule does not apply to regular league games) outside of Zone 3 must have an authorized travel permit before participating in these games. The process to request and secure a travel permit is to email Admin
32.3a	Complete all the information on the Travel Permit Request Form and submit the request to the Travel Permit Coordinator at the email address provided for on the SPMHA website. Please note, Travel Permit Requests must be submitted a minimum of seventy-two (72) hours prior to the team departing for an event; and	deleted
33.2g	Select players to the team, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program;	deleted
33.3		Underage On-Ice Assistants As defined in separate policy
37.4b		Excessively loud cheering as well as parent coaching will not be tolerated

38.1b		Devices taking photographs or video in dressing rooms may result in criminal charges if utilized inappropriately
39.6		deleted
39.7	<p>Females and males will change in separate rooms -Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff. -The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.</p> <p>-The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser-represented gender.</p> <p>-When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser-represented gender may use the shower facilities.</p> <p>It is the belief of SPMHA that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.</p>	deleted
41.2	As per Hockey Alberta regulations, no player shall play more than five (5) games for the affiliated team after January 10th of any season	As per Hockey Alberta regulations, no player shall play more than ten (10) games for the affiliated team of any season

41.4	Affiliated players should be encouraged to attend all of the practices of the affiliated team, which do not conflict with their own team's practices. This allows the affiliated player to become more familiar with the players and coaching style of the team to which they are affiliated and builds confidence in the affiliated player playing at a higher level.	Affiliated players should be encouraged to attend practices of the affiliated team at the request of the affiliating team's coach, which do not conflict with their own team's practices. This allows the affiliated player to become more familiar with the players and coaching style of the team to which they are affiliated and builds confidence in the affiliated player playing at a higher level
41.5	Only teams Atom and above may affiliate.	Only teams Novice and above may affiliate
42.1	Players may request a "Permission To Try Out Form" from SPMHA in effort to play Bantam AAA for another Association.	Players may request a "Permission To Try Out Form" from SPMHA in effort to play Peewee/Bantam AA/AAA for another Association.
42.2	The sole intent of releasing players to other Associations is to allow Bantam AAA players to play at the AAA level if they are capable. All efforts must be made to keep Stony Plain resident players playing in Stony Plain	The sole intent of moving players to other Associations is to allow Peewee/Bantam AA/AAA players to play at the AA/AAA level if they are capable. All efforts must be made to keep Stony Plain resident players playing in Stony Plain
42.3	Only Bantam age players may apply for releases	Only Bantam age players may apply for player movement forms.
42.4	Players will only be given permission to tryout at the AAA level. Players must make the designated Bantam AAA team indicated on the "Permission to Try Out Form" before the Player Release will be completed . The Release will be forwarded by SPMHA to the new minor hockey association on the player's behalf once it has been confirmed between associations that the player has made the team for which they were trying out	Players will only be given permission to tryout at the AA/AAA level. Players must make the designated Peewee/Bantam AA/AAA team indicated on the "Permission to Try Out Form" before the Player Movement Form will be completed . The Movement Form will be forwarded by SPMHA to the new minor hockey association on the player's behalf once it has been confirmed between associations that the player has made the team for which they were trying out
42.5	Should the player not make the designated teams, they must immediately report back to SPMHA	Should the player exhaust all opportunities to make the designated teams, they must immediately report back to SPMHA

42.7	Any Players trying out at an “AAA” camp are encouraged to participate in at least one (1) evaluation skate to be eligible to be placed on one of the Rep Teams. The SPMHA recognizes that releases from the “AAA” camps may affect the final team registration. Therefore the SPMHA reserves the right to hold positions on the “AA” and “A” teams.	deleted
42.9	Player Releases other than for Permission to Try Out (i.e. player is moving outside of SPMHA boundaries) are to be requested by the player’s new minor hockey association along with the completed Hockey Alberta Parent Declaration form	Player Movement Forms other than for Permission to Try Out (i.e. player is moving outside of SPMHA boundaries) are to be requested by the player’s new minor hockey association along with the completed Hockey Alberta Parent Declaration form
43.3b	The affiliation document shall be signed by the Registrar	The affiliation document shall be signed by either the President or SPMHA Administrator
44.6.6	At no time, can the movement of a player, either up or down, affect the minimum number of players required to form a team	At no time, can the movement of a player, either up or down, affect the minimum or maximum number of players required to form a team
45.2	Bantam Rep, Peewee Rep and Atom Rep: players will be given fair playing opportunities. At the first parent meeting, coaches will outline and receive consensus from the team parent/guardians what constitutes “fair playing opportunities	deleted
45.5b	Rep Level – it is accepted that these teams play in extremely competitive leagues and ice times for players are determined by the Head Coach	deleted
49.3h	Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive, or physically harmful. Types of behavior which constitute harassment include, but are not limited to the following:	Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive, or physically harmful, regardless of how it is delivered, e.g., directly or indirectly, verbally, in writing, physical or through social media. Types of behavior which constitute harassment include, but are not limited to the following:



51.9		<p>Any player, parent, or spectator found to be participating in harassment or abuse of any kind (including, but not limited to cyber-bullying, emails, social-media chatter or, texting) will be dealt with immediately and will face disciplinary action as follows:</p> <p>a) First Offence: automatic 3 game suspension  b) Second Offence: (minimum) suspension to be determined by an in-person hearing.</p>
54.4c	<p>Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the complainant feel that the issue is still not resolved, the issue will be forwarded onto the President for future action. At no time shall a player be re-assessed or re-evaluated regarding any on-ice evaluation in response to an evaluation issue, concern or grievance</p>	<p>Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the complainant feel that the issue is still not resolved, the issue will be forwarded onto the President for future action.</p>
57.5g		<p>Communication with a member and/ or Executive member that does not follow the code of conduct, e.g., 24-hour rule, use of profanity, bullying, harassment, abuse, etc</p>

Administrator: Duties include the following:

- a) Set up and maintain online registration system which includes, activating registration system, reconciling registration payments, and processing registration (including verifying all necessary requirements of registrants are completed before evaluations commence).
- b) Request Suspension Deferrals in August.
- c) Administer Player Movement Form requests.
- d) Communicate and coordinate with the ice scheduler, and referee assigner to ensure ice and game referees are allocated to teams monthly
- e) Compile and maintain a directory of players, coaches, managers, and trainers with name, address and phone numbers in conjunction with SPMHA Registrar.
- f) Input all player/coach/manager/trainer data and maintain the data system as per Hockey Alberta criteria in conjunction of SPMHA Registrar by November 15. Confirm all affiliations are registered by December 15.
- g) Confirm SPMHA team(s) Provincial Play down entry and their registration with Hockey Alberta.
- h) Determine evaluation process schedule with Operations Director, and coordinate times with ice scheduler.
- i) Assist Directors in inputting evaluation scores from evaluators.
- j) Provide team lists to Division Directors and Operations Committee once evaluations are completed.
- k) Maintain player/coach/manager/trainer (hard copy) files in the office.
- l) Organizing Coach/Manager meetings and providing necessary information for those meetings.
- m) Maintain registration records and management.
- n) Handle all liability and insurance claims.
- o) Obtain all travel permits, through Hockey Alberta. Obtain Tournament Sanction Permits.
- p) Submit game sheets with permit numbers to Hockey Alberta, and tracking of any suspensions.
- q) Manage all accounts payable and receivable; inputting and record management, in conjunction with SPMHA Treasurer. Propose following season budget based on projections of league requirements, costs, and player registrations.
- r) Attend Executive meetings, submitting a written report.
- s) Maintain and manage the SPMHA website.
- t) Attend along with Designated Director all Hockey Alberta Zone Meetings, Leagues Meetings, and Annual Hockey Alberta AGM.
- u) Be the liaison for promotional activities in the Community for the Association as required; as directed by the President.
- v) Maintain online system for concession and bingo shifts, as well as attending Bingo meeting.

- w) Process applications for Casino's and coordinating volunteers.
- x) The Administrator will forward information to the following individuals:
- President and Treasurer: Monthly financial statements
  - Coach Director: Coach applications, updates on bench staff registered and bench staff requirements that are still outstanding
  - Division Directors: Coach applications, evaluation scores, initial team lists with coaches, and final HCR team Rosters
  - Secretary: Any issues regarding concessions, bingo's, and end of season summary
- y) Bingo – attendance at all Parkland bingo Association meetings on behalf of the Association; collection of revenues and pay out of expenses at all Association bingos; provision of detailed accounting of bingo profits and disbursements to the Treasurer;
- z) Ice Allocation – responsibility for the scheduling of ice times for all practices and for all league, provincial, playoff and tournament play for all teams in the Association; attendance at all ice user meetings; and submission of a report regarding the allocation of ice at the Annual General Meeting;
- aa) Concession – responsibility for scheduling of workers in staffing the Centennial Arena concession; maintenance of a detailed record of hours worked in the concession by individuals; provision of an accounting of concession profits and disbursements; recommendation of product pricing and menu items to the Concession Manager; and submission of a report regarding the concession operation at the Annual General Meeting of the Association