

SEEKING NOMINATIONS FOR THE DISTRICT 14 EXECUTIVE COMMITTEE

Hockey Eastern Ontario (HEO) is seeking nominations for individuals interested in volunteering for a position on the District 14 Executive Committee. District 14 has jurisdiction to govern and operate all AAA designated minor hockey Associations, Leagues, Operators and Teams within HEO.

The District 14 Executive Committee consists of seven (7) members:

- District Chairperson'
- Vice-Chairperson
- Secretary
- Treasurer
- Registrar
- Director of Discipline & Appeals
- Member at Large

Appointments to the D14 Executive Committee shall be made by the HEO Board of Directors based on recommendations from the AAA Board of Governors for an initial period of two (2) years.

To be considered for a position, candidates must meet the following eligibility criteria:

1. Be at least eighteen (18) years of age;
2. Not be an undischarged bankrupt nor be deemed a mentally incompetent person;
3. Have previously completed a minimum two (2) year term on an HEO Board, HEO District executive, League executive, or Association executive.

Interested candidates shall submit written expressions of interest to Debbie Rambeau, HEO Executive Director, describing their background and how they meet the above noted eligibility criteria **no later than 11:59pm EST on August 11, 2023.**

DESCRIPTION OF DUTIES:

1. The District 14 Chairperson shall:
 - a. Perform all duties usual to the position, including being the official spokesperson for District 14 and fulfilling all duties assigned to the position by HEO.
 - b. Shall preside at all District 14 Executive meetings, where they shall vote only in the event of a tie.
 - c. Be the District 14 representative to the AAA HEO Board of Governors, the HEO Minor Council Committee, and the HEO Annual Meeting and Special Meetings.

- d. Possess signing authority for District 14. The District 14 Chairperson will co-sign all cheques, financial instruments, and documents on behalf of District 14.
 - e. Be responsible for complaints arising within District 14.
 - f. Be responsible for all District 14 discipline in accordance with the District 14, HEO Code of Discipline and HEO Discipline and Appeals Policies and Procedures.
 - g. Be responsible for signing and verifying all travel permits.
 - h. Be responsible for signing and submitting all District 14 tournament sanctions to HEO.
 - i. Appoint all District 14 committees or task teams.
 - j. Appoint a delegate to oversee any District 14 Chairperson responsibilities as required.
2. The Vice-Chairperson shall:
- a. Represent District 14 at all HEO Risk and Safety meetings.
 - b. Be responsible for the District 14 Risk and Safety portfolio, including Risk and Safety investigations, ensuring all Risk and Safety information is disseminated to Participants.
 - c. Recommend to the District 14 Executive, courses or training that should be offered or mandated to Participants, players, team officials, volunteers, parents and/or guardians which may educate and aid to mitigate risks.
 - d. In coordination with the AAA Technical Director ensure that Participants remain compliant with all mandated programming, statutory requirements and governing documents of HEO AAA, District 14, HEO and Hockey Canada.
 - e. Undertake other duties and activities as assigned by the District 14 Chairperson or the District 14 Executive.
 - f. Perform the duties of the District 14 Chairperson in their absence or at their request and they shall then have all the rights and powers of the District 14 Chairperson.
 - g. When acting as District 14 Chairperson, they shall cast the deciding one (1) vote only in the case of a tie vote.
3. The Secretary shall:
- a. May possess co-signing authority for District 14 on cheques and financial instruments, from time to time, as needed, at the discretion of the District 14 Executive.
 - b. Issue notices of all meetings and provide a copy of the minutes of all Board meetings to all Board Members. Issue special notices or announcements as required.

- c. Maintain records of all proceedings and meetings.
 - d. Have custody of all documents and records pertaining to the affairs of District 14.
 - e. Prepare all documentation for the Annual Meeting. Accept notices of proposed amendments no less than fourteen days (14) prior to the Annual Meeting. Provide copies of all amendments to the District 14 Executive no less than five days (5) prior to the Annual Meeting.
4. Treasurer shall:
- a. Possess signing authority for District 14 as co-signatory on cheques and financial instruments.
 - b. Prepare all cheques and electronic payments with proper documentation to be co- signed by the District 14 Chairperson or Secretary.
 - c. Ensure the proper maintenance of all financial records and accounts, process payments to District 14, pay all bills, process reimbursements, and maintain custody of all monies and other evidence of assets, credits, and debits of District 14.
 - d. Provide financial statements as well as a bank statement at each regular District 14 Executive meeting and Annual Meeting.
 - e. Submit a final District 14 budget at the end of the season to the District 14 Executive.
 - f. Provide by May 15th of each year, a year-end financial statement to the District 14 Executive, Participants as necessary, and HEO which summarizes on a comparative basis all District 14 financial transactions for the season.
 - g. Prepare a draft District t 14 budget for the coming season.
 - h. Prepare a final budget at the beginning of each playing season, to determine player fees and operating costs, and present to the District 14 Executive for approval.
5. The Registrar is responsible for maintaining a current and accurate database of all players, teams, and team officials within District 14:
- a. Attend HEO Registrar meetings.
 - b. Validate all recorded players and team officials.
 - c. Ensure all team officials have the appropriate qualifications.
 - d. Generate and approve team lists provided by the appropriate Participant registrar, as applicable. Advise League and/or Association President and their associated registrars if the team lists are not up to date prior to the first League game of each season.

- e. Send reminder to all Participant representatives and their associated registrars, 48 hours prior to the HEO team list submission deadline to ensure all players, team officials, on-ice assistants, District 14 Executive Members and other persons or groups that are to be insured is submitted with the applicable insurance fee paid.
 - f. Prepare a list of District 14 Executive Members and other persons or groups that District 14 may wish to insure and submit to the Secretary and HEO.
 - g. Maintain a record of all Specially Affiliated Players, as required by HEO.
 - h. Make changes to team lists or team categories when advised of such an occurrence.
6. The Director of Discipline and Appeals as delegated by the District 14 Chairperson will:
- a. Apply the District 14 and HEO Codes of Discipline, Policies and Procedures, as required.
 - b. Conduct investigations, chair all hearings in accordance with HEO Discipline and Appeals Policies and Procedures.
 - c. Work with the relevant Referee-in-Chief to resolve any officiating matters.
 - d. Review all Game Incident Reports that incur suspensions in accordance with the District 14 and HEO Codes of Discipline.
 - e. Ensure suspensions are entered and served in the approved HEO Data Base.
 - f. Review time/game suspensions in accordance with the HEO Code of Discipline.
 - g. Conduct post game reviews and assess any penalties or suspensions as warranted in accordance with the District 14 and HEO Codes of Discipline.
7. The Member at Large, will:
- a. Work with HEO and Participants to coordinate District 14 special events, tournaments and projects which may include assisting with Telus Cup, U13, U14, U15, U16 and U18 Regional, Provincial, National, or Ontario Winter Games as the case may be, and any other HEO AAA activities as determined by the District 14 Executive.
 - b. Carry out other duties as assigned from time to time by the District 14 Executive.