

MAKING HOCKEY “FUN”



OSHAWA N.A.S.C. HOCKEY COMMITTEE

POLICIES AND PROCEDURES

Approved at:

N.A.S.C. Hockey Committee – March 27, 2019

N.A.S.C. Sports Committee – April 2, 2019

O.C.C.N.A - April 3, 2019

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1. Name

This Committee shall be known as the Oshawa N.A.S.C. Hockey Committee (the “Committee”), incorporated under the constitution and By-Laws of the Oshawa Central Council of Neighbourhood Associations (“O.C.C.N.A”) and the Neighbourhood Association Sports Committee (“N.A.S.C. Sports”).

2. Mission Statement

The purpose of this Committee is to promote a fun wholesome, house league and select recreational and competitive hockey environment not only for the players involved, but also for the coaches, managers, parents and league officials.

3. Goals

- a) To cultivate a spirit of fair play, sportsmanship and friendly competition for all participants.
- b) To govern the game of Hockey for players that reside (live) within the boundaries of the City of Oshawa as defined by the O.C.C.N.A.
- c) To manage, organize and operate Oshawa N.A.S.C. Hockey, in the City of Oshawa for all residents.
- d) To protect all participants in our association, to the best of our ability, from any form of abuse (e.g. verbal, physical, discrimination) in accordance with the rules and regulations as set out by the O.C.C.N.A. and its Screening Policy, Oshawa Minor Hockey Association, Ontario Minor Hockey Association and Hockey Canada.
- e) The Committee shall carry out all business without the purpose of personal gain for its members. Any profits that are derived by the Committee shall be returned to the hockey program for the purpose of promoting its goals as defined in this section.

4. Affiliations

- a) The Committee is affiliated with N.A.S.C. Sports as a Sub-Committee. N.A.S.C. Sports is a standing Committee of the O.C.C.N.A.
- b) Oshawa N.A.S.C. Hockey is also affiliated with Oshawa Minor Hockey Association as an affiliated house league under the Ontario Minor Hockey Association (O.M.H.A.), Ontario Hockey Federation (OHF) and Hockey Canada.

5. Hockey Association

- a) The hockey association is comprised of members and players. The hockey association is overseen by an elected or appointed Committee including the Hockey Executive in accordance with these Policies and Procedures.
- b) The Hockey Executive may establish ad-hoc committees to operate various activities of the organization.

6. Oshawa N.A.S.C. Hockey Committee Membership

- a) Membership is open to all residents of the City of Oshawa who are members of a Neighbourhood Association and must reside in the City of Oshawa as defined by the O.C.C.N.A. boundaries. (Hockey Executive reserves the right to allow for an exception to this policy)
- b) To be considered for membership, an individual must be a member in good standing with a local O.C.C.N.A. Neighbourhood Association or be a Life Member in good standing with the O.C.C.N.A.
- c) The Executive reserve the right to refuse membership to any individual who has demonstrated flagrant violation of these Policies and Procedures or by-laws, club policies and procedures, N.A.S.C. Hockey Code of Conduct or who has any outstanding monies owing.

- d) Any member of the Hockey Committee who wishes not to stand for elections are requested to provide their notice of intent by the March meeting of the current hockey season

7. Officers and Committee Structure

All members of the Committee are required to perform their duties within the guidelines of the Committee Position Duties (Appendix A – Committee Position Duties) and avoid conflict of interest in performance of those duties

- 1) The Officers and Committee structure will consist of the following:
 - a) Hockey Executive;
 - b) Operating Committee; and
 - c) the Hockey Committee.
- 2) All positions of the Oshawa N.A.S.C. Hockey Committee shall be for a one (1) year term, with the exception of the following:
 - a) Chairperson (2-year term alternate to treasurer)
 - b) Treasurer (2-year term alternate to Chairperson)
 - c) Registrar (2-year term alternate to Chairperson)
- 3) Hockey Executive shall consist of the following positions:
 - a) Past Chairperson
 - b) Chairperson
 - c) 1st Vice Chairperson
 - d) 2nd Vice-Chairperson
 - e) Secretary
 - f) Treasurer
 - g) Referee-in-Chief
 - h) Registrar; and
 - i) Head Convener
- 4) Operating Committee shall consist of the Hockey Executive including the elected or appointed members (see Section 11.0 - Elections, Table 1 Operating Committee Members, for details)
- 5) Hockey Committee shall consist of the, Hockey Executive, Operating Committee, including N.A.S.C. Hockey Chairpersons (neighbourhood association representatives).
- 6) The Hockey Executive shall oversee the operation of the Committee.
- 7) The Hockey Executive shall have the authority to suspend or dismiss any member of the Committee whose conduct is detrimental to the best interests of the N.A.S.C. Hockey Committee. (Minimum of 2/3 majority vote needed.)
- 8) All Volunteers of the N.A.S.C. Hockey Committee will be screened in accordance with the O.C.C.N.A. screening Policy.
- 9) The Hockey Executive has the authority to keep business moving.

7.1 Officers and Committee Structure – Conflict of Interest

- a) If a member of the Hockey Committee is part of a coaching staff, they cannot vote in matters concerning their team.

- b) A Convener cannot be a member of any coaching staff or have a child playing in the division they are convening (including the Select program); however, Hockey Executive reserves the right to allow for an exception to this policy. In addition, Hockey Executive reserves the right overturn or revoke any exceptions allowed, with cause and provided in writing.

8. Meetings

- a) General Meetings of the Committee will be held the third Tuesday of each of the months of August, September, October, November, January, February, March, April and May. There is no general meeting in the month of December due to the annual tournament. Meetings may occur during the months of June or July (upon necessity and discretion of the Chairperson. Minimum of (1) one-week notice will be given.)
- b) The Annual General Meeting (“AGM”) will be held the 3rd Tuesday in the month of April. The new committee will take office the 3rd Tuesday in the following month.
- c) The agenda for the AGM should be prepared by the Chairperson and consist of the Chairperson’s annual report, Treasurer’s annual report, approval of annual reports, amendments to Policies and Procedures and Elections. All reports other than the Chairperson annual report and Treasurer’s annual report are to be provided in writing prior to the AGM taking place.
- d) Three (3) Executive and/or six (6) Members of the Hockey Committee may request a special or emergency meeting at any time. In such a case, the meeting must be held within a reasonable time not to exceed one (1) week. The members requesting the meeting must make themselves and their reasons known in writing to the Chairperson of the Hockey Committee. The Secretary / Chairperson will be responsible for contacting all members of the Hockey Committee. All members shall be given notice within 72 hours prior to the meeting.
- e) Minutes will be taken at all meetings by the Secretary and reviewed by the Chairperson within one (1) week of the meeting being held so they can be distributed to all members and other persons as determined necessary.
- f) All general meetings shall begin at 7:00 P.M. and adjourn no later than 9:00 P.M. unless motioned by a member of the Hockey Committee and passed otherwise.

9. Quorum

A quorum for any general meeting of N.A.S.C. Hockey Committee shall consist of three (3) Executive members, and Neighbourhood Park Association Representatives that represent a minimum of fifty (50) % of the parks that are participating in the current hockey season.

10. Voting – General Meeting

- a) Each Neighborhood Association shall be entitled to one (1) vote.
- b) Each Executive member of the Oshawa N.A.S.C. Hockey Committee shall be entitled to one (1) vote.
- c) Life Members of N.A.S.C. Hockey shall be entitled to one (1) vote providing they have attended two (2) of the four (4) previous hockey meetings. Attendance at Elections does not count towards the attendance requirement.
- d) Votes will not be given to anyone that is not in good standing with the O.C.C.N.A. and/or the N.A.S.C.
- e) Voting rights are not transferable between Neighborhood Associations, no proxy votes shall be allowed and no person shall vote twice (2).
- f) Each voting member/Neighborhood Association must have attended 2 of the 4 previous hockey meetings. Attendance at Elections does not count towards the attendance requirement.
- g) Attendees who have voting rights through multiple affiliations (e.g. a person who is both an Executive Member and an authorized representative from a Neighbourhood Association) must declare how they intend to have their vote counted prior to the commencement of any voting (e.g. as the Park representative or Executive Member, but not both)

11. Elections

- 1) To be an elected or appointed member of the Oshawa N.A.S.C. Hockey Executive (Chairperson, 1st Vice-Chair, 2nd Vice-Chairperson, Treasurer, Secretary, Head Convener, Referee-In-Chief, Registrar), a person:
 - a) Shall be 18 years of age or older and must be a current member in good standing with a Neighborhood Association or be a Life Member in good standing with the O.C.C.N.A., must have attended a minimum of two (2) of the previous four (4) consecutive meetings.
 - b) Must have served on the N.A.S.C. Hockey Operating Committee in either an elected or appointed capacity in the current fiscal year.
- 2) Any member of the Hockey Committee not fulfilling their obligations and/or not attending two (2) of the previous four (4) consecutive meetings without notice, may be removed with notice from their position.
- 3) The following N.A.S.C. Hockey Operating Committee Members will also be elected or appointed at the AGM.

Table 1 - Operating Committee Members

Minibits 3/4 Convener	Screening Chair
"Flying Five/Super Six" Convener	Statistician
7 Convener	Tournament Chair
8 Convener	O.M.H.A. Rep (1 + 1 Alt.)
Under 10 Convener	
Under 12 Convener	
Under 14 Convener	Appointed Positions
Under 17 Convener	Asst. Treasurer (Appointed by Exec.)
Under 19 Convener	Select Convener (Appointed by Exec.)
N.A.S.C. Player Rep (1 + 1 Alt.)	Web Master (Appointed by Exec.)
Timekeeper Co-ordinator	Discipline Chair (Appointed by Exec.)
Schedule Co-ordinator	

- * The Executive shall have the right to appoint and/or fill any open positions upon completion of the elections and at any time throughout the hockey season as approved by the voting members. All positions for consideration will be brought back to the Hockey Committee by the Executive for approval and endorsement of the Hockey Committee.

12. Finance

- a) The N.A.S.C. Hockey Executive under the oversight of the Hockey Committee manages the assets, debts, liabilities, contracts, leases, insurance policies, bank accounts and all undertakings of any nature entered into by the Committee that best serves the interests of the hockey program.
- b) All financial transactions involving the Oshawa N.A.S.C. Hockey Committee shall be carried out in the name of "Oshawa N.A.S.C. Hockey". All Oshawa N.A.S.C. Hockey funds shall be deposited in the name of Oshawa N.A.S.C. Hockey in a current account by the Treasurer in a designated financial institution.
- c) Disbursement of Committee funds shall be made by cheque by the Treasurer. All cheques shall carry the signature of the Treasurer and one (1) of the two (2) Executive positions;
 - i. Chairperson or
 - ii. 1st Vice-Chairperson
- d) For accounting purposes, the fiscal year shall run from September to August.
- e) Park Payments for ice fees are based on (2) two installments as invoiced by the Treasurer.

- f) Payments are to be received by the Treasurer according to the following payment schedule during the current hockey season: (November, December)
- g) Upon Oshawa N.A.S.C. Hockey Committee's approval, should monies accumulate beyond the requirements foreseen for reasonably immediate disbursement, any amount in excess of such requirement may be deposited in fully registered securities, which have a guaranteed parity feature as well as a liquidity feature.
- h) All purchases over \$1,000.00 (league, tournament or otherwise) made by the N.A.S.C. Hockey Committee must be submitted to the N.A.S.C. Hockey Treasurer for review and approval by the Hockey Committee by general vote.

13. Player Eligibility

- a) Player eligibility is governed by OMHA which clearly states that there are no residential restrictions for house league hockey. However, priority is given to permanent residents of the City of Oshawa, who are members in good standing, of a Neighborhood Association.
- b) Player and/or Parent or Guardian must have completed the required approved Registration forms (whether physical or on-line through Hockey Canada) including compliance with the N.A.S.C. Hockey Code of Conduct. All players must have one (1) family member complete the mandatory Parent Respect-In-Sport (RIS) course as governed by OMHA or any future mandatory governing body requirements. Parent RIS course must be completed prior to the player being permitted to take the ice.
- c) Players are only permitted to participate/play on one (1) team. No player is permitted to participate in N.A.S.C. Hockey and any other league or team at the same time whether it is sanctioned or non-sanctioned by Hockey Canada, Alliance Hockey, OHF, OHF member partners, OMHA or otherwise.

Only exceptions to this eligibility are as follows:

High-School hockey programs, N.A.S.C. Select Hockey (Rostered Select), Girls hockey (OGHA) or as an "Affiliated player" to Oshawa Minor Hockey. Any violation of this policy will result in immediate removal of the player(s) from the N.A.S.C. Hockey program.

- d) All participants are required to provide a registration fee. All players, both returning from years previous and new to the league, must register with the league by completing a signed N.A.S.C. registration form and paying the necessary fee in full. Upon completion of thirty (30) calendar days membership, (as determined by the league start date, and/or player start date – for late registrants) absolutely NO registration fees are refundable. (Exemption – If a player provides registration payment and successfully competes for a spot on a rep team, the registration fee will be refunded (less \$25 administrative costs) upon confirmation in writing from Oshawa Minor Hockey).
- e) Any Neighborhood Association who fails to pay their monthly ice bills within 30 calendar days after invoices have been issued, will have their teams suspended from play.
- f) Any person or player who is in arrears of 30 calendar days will be removed from the team and become ineligible to play in N.A.S.C. Hockey or N.A.S.C. Select Hockey. In the event that the N.A.S.C. Hockey Committee is informed of a player not fulfilling the obligation of paying their monthly ice fees, they can and will be removed from the hockey program until those fees are paid.
- g) Player assignment to teams will be facilitated by the Registrar in accordance with N.A.S.C. Hockey Rules

14. Amendments to the Policies and Procedures

- a) Any proposed amendments to the Policies and Procedures shall be presented as a notice of motion during the hockey season to be discussed and voted on at the AGM in April.

- b) The Policies and Procedures of the committee can only be amended at the AGM or a special meeting convened specifically for that purpose. Notice of the amendment will be handed to the Secretary in writing at least 30 calendar days prior to the date of the meeting and will be available to interested parties at least 15 calendar days prior to the meeting.
- c) All proposed amendments to the Policies and Procedures will require a two-thirds (2/3) majority of those eligible to vote. Sub-amendments to such amendments may be made and voted upon at said meeting, provided the sub-amendments will not alter the original intent of the proposed motion.
- d) N.A.S.C. Sports and O.C.C.N.A are required to ratify all Policy and Procedure amendments before they are effective.

15. Disciplinary Procedures

- a) All Disciplinary Procedures will be governed by the process established in the N.A.S.C. Hockey Discipline Rules
- b) All disciplinary measures shall be the responsibility of the Disciplinary Chair and discipline committee under the supervision and guidance of the 1st Vice-Chairperson of the Hockey Executive.
- c) Upon presentation in writing, the Discipline Chair will notify the 1st Vice Chairperson of the pending hearing and form a discipline committee. The purpose of the hearing is to conduct a hearing with all parties in attendance.
- d) The Discipline Chair will inform N.A.S.C Player Rep(s) (if necessary) of the pending hearing. In the event the accused cannot attend, a decision will be rendered in their absence.
- e) The Discipline Committee shall have the authority to suspend or dismiss any person, player, coach, manager, trainer, or any other member of N.A.S.C. Hockey whose conduct is detrimental to the N.A.S.C. Hockey program (Refer to Disciplinary Procedures guidelines)
- f) In fairness to all players, no recording and/or digital evidence will be allowed at any suspension, protest or appeal hearing without notice.

16. SPECIAL PROVISIONS

- a) All eligible N.A.S.C. hockey teams shall be entered into the N.A.S.C. Christmas tournament.
- b) Any policy or procedure not provided for shall be covered by the O.C.C.N.A. Policies and Procedures
- c) Contact with any other Committee Affiliation (Oshawa Minor Hockey, Ontario Minor Hockey, Oshawa Church Hockey, Ontario Hockey Federation, Hockey Canada) is strictly forbidden.

Contact via phone, e-mail, verbal, written or otherwise is permitted only by the following persons:

- i. Chairperson
- ii. 1st Vice-Chairperson
- iii. 2nd Vice-Chairperson
- iv. Treasurer
- v. Head Convener
- vi. Registrar
- vii. N.A.S.C./OMHA Rep.

Any person(s) failing to comply with this policy will be subject to disciplinary action and immediate removal from the N.A.S.C. Hockey program. In addition, offending persons will be brought forth to their Neighbourhood Park Association.

Booking of exhibition games/tournaments are not restricted by the above guidelines in section c) above) However, approval to participate in such events must be received in writing by the Operating Committee members responsible for such events.

Appendix A – Committee Position Duties

Past Chairperson (Executive Member)

Qualifications:	Is the most recent previous Chairperson of the N.A.S.C. Hockey Committee.
Role:	Act in an advisory capacity to the N.A.S.C. Hockey Committee.
Duties:	<ul style="list-style-type: none">• Attend Executive and special meetings to act as an advisor to the Executive.• To avoid conflicts of interest in the performance of their duties

Chairperson (Executive Member)

Qualifications:	Must have served on the N.A.S.C. Hockey Operating Committee for a minimum of a two (2) years in either an elected or appointed capacity
Role:	To co-ordinate the activities of the all Hockey, (including any adhoc) committees according to the Policies and Procedures
Duties:	<ul style="list-style-type: none">• To chair all General, Executive and Special Meetings and any other meetings that might arise during the course of the hockey season.• To sit on and oversee all Hockey Committees.• To act as one of the signing officers along with the Treasurer. Have the authority to exercise the powers of the Executive in the event of an emergency• To attend monthly N.A.S.C. Sports meeting and provide a report to the members• Act as the League representative before the City of Oshawa• Act as the League representative before Oshawa Minor Hockey and Ontario Minor Hockey• To avoid conflicts of interest in the performance of their duties

1st Vice-Chairperson (Executive Member)

Qualifications:	Must have served on the N.A.S.C. Hockey Operating Committee in either an elected or appointed capacity for a minimum of one (1) year.
Role:	To assume all responsibilities of the Chairperson in the Chairperson's absence, or when required.
Duties:	<ul style="list-style-type: none">• To help the Chairperson co-ordinate all the Hockey Committees as required by the Chairperson.• Oversees the Discipline Committee.• To oversee team formation and player placement with the Registrar.• To act as one of the signing officers along with the Chairperson and Treasurer.• Has the authority to engage an assistant in the performance of their duties upon approval of the Hockey Executive• To avoid conflicts of interest in the performance of their duties

2nd Vice Chairperson (Executive Member)

Qualifications:	Must have excellent organization skills and scheduling abilities. Must have ability to facilitate financial transactions with full accountability. Must have served on the N.A.S.C. Hockey Operating Committee in an elected or appointed capacity.
Role:	To facilitate coordination, scheduling and creation of N.A.S.C. Hockey league functions.
Duties:	<ul style="list-style-type: none">• Establish events for the upcoming season and inform the Hockey Executive• Collect funds for approved events and provide said payments to League Treasurer• Communicate with league parents, coaches, Committee, Webmaster to provide event information• Design and communicate all advertising through the Hockey Executive and provide approved materials to the Webmaster or other media outlets as required• To participate in hockey committee meetings as an active participant• To avoid conflicts of interest in the performance of their duties

Treasurer (Executive Member)

- Qualifications: Must have served on the N.A.S.C. Hockey Operating Committee for a minimum of two (2) years in either an elected or appointed capacity, and have a working knowledge of financial undertakings of the Hockey Committee.
- Role: To handle all financial business of the Hockey Committee.
- Duties:
- Keep full and accurate accounts of all receipts and disbursements in books belonging to the Committee
 - Deposit all receipts, and disburse funds of the Committee by cheque only
 - Report in writing to each monthly hockey meeting the financial status of the League and the results of daily business operations for the current fiscal year
 - To be identified as one of the primary signing officers and in charge of all bank accounts.
 - Prepare annual budget for upcoming season
 - Prepare invoices to the Neighbourhood Associations
 - Prepare financial statements for all Select teams
 - Oversee all N.A.S.C. Select team finances.
 - To make financial records available to the Hockey Committee upon request
 - To keep records updated and reviewed each year by O.C.C.N.A. by February 1st of the current season(for the year previous) and to provide an annual formal Financial Statement after the books have been reviewed
 - To avoid conflicts of interest in the performance of their duties

Assistant Treasurer (Appointed)

- Qualifications: To be recommended by the Treasurer and appointed by the N.A.S.C. Hockey Executive
- Role: To assist the Treasurer and handle all financial issues of the N.A.S.C. Hockey Program as required.
- Duties:
- To collect all ice fees and monthly statements from the Select team managers and turn them over to the Treasurer.
 - To avoid conflicts of interest in the performance of their duties

Head Convener (Executive Member)

Qualifications:	Must have served on the N.A.S.C. Hockey Operating Committee in either an elected or appointed capacity.
Role:	To coordinate the activities of all league Conveners.
Duties:	<ul style="list-style-type: none">• To oversee the House League and Select Programs.• To direct people with problems to follow the proper channels.• To work with the Referee-in-Chief regarding any referee concerns.• To oversee teams entering tournaments and ensure travel permits have been acquired and copies of such permits have been provided to the league.• Execute and implement all ideals, policies, and rules set by the N.A.S.C. Hockey Committee• To work with the league convenors and oversee/coordinate the player evaluation process.• To consult with all league convenors to gather consensus on matters that require voting at meetings and to vote reflecting such consensus and report such results• To oversee / assist Divisional Conveners with any problems they may be experiencing in running their divisions.• To assist the divisional convener in enforcing player/team suspensions and penalties as delivered according to OMHA including the guidelines of N.A.S.C. Hockey Rules & Policies. Ensuring that all player/team suspension are served “behind the glass” and away from the ice surface when required.• To fill in and provide coverage in the event a divisional convener is unavailable.• To ensure all game sheets must be provided by divisional convenors and handed in to the league statistician (green copy) and the white copy to the League Registrar on a regular basis.• To perform other duties as required by the Hockey Executive• To avoid conflicts of interest in the performance of their duties

Referee-in-Chief (Executive Member)

- Qualifications: Must have served on the N.A.S.C. Hockey Operating Committee in either an elected or appointed capacity.
- Role: To work in co-operation with the Hockey Executive and Referees as provided by OMHA.
To co-ordinate the referee's assignments for game play (House League and Select).
Must be able to present a firm, unbiased appearance in all facets of performing the role
- Duties:
- To ensure referees have been assigned for every game (exhibition, league, playoff and tournaments) to ensure that all game assignments are filled
 - To ensure properly certified officials are provided for all exhibition, league, playoff and/or tournament games against teams from other carded leagues, in accordance with Hockey Canada and Ontario Minor Hockey Rules and Regulations
 - To act in the best interest of N.A.S.C. Hockey as liaison on behalf of the Committee with OMHA referee Supervisors
 - To report back to the Hockey Executive on any and all interactions with OMHA referee Supervisors
 - To inform referees of all N.A.S.C. Hockey League Rules, any special rule interpretations and any rule changes that may occur during the course of the season
 - To observe all referees on a regular basis and offer constructive criticism of referees and to work with OMHA Referee Supervisors regarding their observations/recommendations
 - To appoint an assistant as needed and present appointments to be approved by the N.A.S.C. Hockey Committee.
 - To avoid conflicts of interest in the performance of their duties

Secretary (Executive Member)

- Qualifications: A general working knowledge of the Hockey Operating Committee, and must have served on the N.A.S.C. Hockey Operating Committee in either an elected or appointed capacity.
- Role: To keep accurate records of the proceedings and decisions of the Hockey Committee
- Duties:
- To receive all correspondence and report it to the General Meetings and to prepare all correspondence as requested by the Hockey Committee.
 - To record minutes of all meetings. Meeting minutes are to be documented and provided to the Chairperson within one week following the meeting that was held.
 - Said minutes are to be distributed to all Committee members and O.C.C.N.A at least one (1) week prior to the next scheduled meeting.
 - To appoint a committee member in the Secretary's absence to record minutes for any meetings required
 - To compile an updated, accurate list of all Hockey Chairpersons
 - To compile meeting agendas and provide to the Chairperson for approval.
 - To assemble annual voting eligibility lists for Elections.
 - To assist the Chairperson as required.
 - To avoid conflicts of interest in the performance of their duties

Registrar (Executive Member)

Qualifications:	Must possess a general working knowledge of the Hockey Operating Committee Must have served on the N.A.S.C. Hockey Operating Committee for a minimum of two (2) years in either an elected or appointed capacity. Knowledge of N.A.S.C. and Hockey registration procedures as well as O.M.H.A./ Hockey Canada player and team rostering procedures and approval process.
Role:	To facilitate player registration and carding of all players including rostering of all teams
Duties:	<ul style="list-style-type: none">• To oversee the annual N.A.S.C. Hockey registration and to organize their own player movement committee to facilitate player placement.• To organize the rostering of all teams and work with the player movement committee to ensure that all players are placed onto their appropriate teams based on player ratings and that the proper number of teams are established.• To enter all registrants into the OMHA/HCR On-Line database.• To setup, configure and administer On-Line Registration through OMHA/HCR On-Line portal• To work directly with OMHA Regional directors to facilitate rostering of all teams (House league and Select)• Act as a League representative before Oshawa Minor Hockey and Ontario Minor Hockey• To assemble an adhoc player rating committee to assess all player ratings taken during the previous hockey season to evaluate and reassess ratings as necessary• Has authority to appoint assistants as needed and they must be approved by the N.A.S.C. Hockey Committee.• To collect all game sheets from the Divisional Conveners including Select hockey for filing purposes on a regular basis• To avoid conflicts of interest in the performance of their duties

N.A.S.C. Hockey Operating Committee Members

Divisional Convener

Qualifications:	Common knowledge of the workings of the Hockey Committee
Role:	To work in co-operation with the Operating Committee and the Hockey Committee. To look after the day-to-day operation of the division in which they convene.
Duties:	<ul style="list-style-type: none">• To report any problems arising within their division to the Head Convener. Execute and implement all ideals, policies, and rules set by the N.A.S.C. Hockey Committee to their division• To participate in hockey committee meetings as an active participant• Advise the 1st Vice-Chairperson, Discipline Chair and Head Convener of any off-ice incidents which requires a hearing for disciplinary action• To enforce player/team suspensions and penalties as delivered according to OMHA including the guidelines of N.A.S.C. Hockey Rules & Policies.• To ensure that all player/team suspension and penalties are served and that those player/team suspensions are served “behind the glass” and away from the ice surface.• To support player/team suspensions and penalties as applied by coaches providing the suspension/penalty delivered is within the guidelines of N.A.S.C. Hockey Rules & Policies• Must arrive at the arena at least thirty (30) minutes before the 1st. game time to organize the dressing rooms, team roster/game sheets• Act as the secondary contact to the park hockey chair between the parents and the N.A.S.C. Hockey Committee and to promote regular positive communication between all parties, participants/players, parents, coaches and the N.A.S.C. Hockey Committee• To forward a list of any suspensions to the Head Convener, 1st Vice-Chairperson, Discipline Chair and Chairperson• Upon direction from the League Registrar, oversee and control the interchange of affiliated players in accordance with Oshawa Minor Hockey Association. Such movement opportunities will be executed in compliance with the O.M.H.A. Player Affiliation Rules and Regulations• All game sheets must be handed in to the Head Convener on a regular basis• To avoid conflicts of interest in the performance of their duties

Tournament Chair

Qualifications:	A knowledge of all O.M.H.A. regulations pertaining to tournaments.
Role:	To organize and oversee the operation of all N.A.S.C. approved tournaments
Duties:	<ul style="list-style-type: none">• In conjunction with the O.M.H.A. Rep, complete applications to the O.M.H.A. and governing bodies so N.A.S.C. Hockey can host the tournaments.• To distribute all applications to all eligible O.M.H.A. rostered teams.• To participate in hockey committee meetings as an active participant• To work with the Webmaster and Hockey Executive to advertise the tournaments.• To organize and run the Tournament Committee.• To work with the N.A.S.C. Hockey Chairperson to obtain tournament sponsorships.• To collect registration forms, permits, fees.• To organize tournament trophies/handouts.• To work with the league scheduler and distribute tournament scheduling to all participants.• Provision of the tournament suspension report to the 1st Vice Chairperson• To avoid conflicts of interest in the performance of their duties• Authority to appoint assistants as needed and they must be approved by the N.A.S.C. Hockey Committee.

Webmaster (Appointed)

Qualifications:	To be appointed by the N.A.S.C. Hockey Executive. Computer literate and must own a computer.
Role:	To maintain and publish a web and social media presence. (Facebook, Instagram, twitter, etc.)
Duties:	<ul style="list-style-type: none">• Develop and publish web pages as directed by the Hockey Committee.• To participate in hockey committee meetings as an active participant• Authority to appoint assistants as needed and they must be approved by the N.A.S.C. Hockey Committee.• To avoid conflicts of interest in the performance of their duties

Timekeeper Co-ordinator

- Qualifications: A knowledge of the workings of the Hockey Committee.
- Role: To schedule timekeepers for all league, tournament and Select games.
- Duties:
- To provide timekeepers for all league, Select, exhibition, tournament and play-off games.
 - To provide the Hockey Executive with a list of all timekeepers and to submit to the Hockey Executive any new timekeepers wishing to work with the N.A.S.C. Hockey program
 - To participate in hockey committee meetings as an active participant
 - To provide information on all timekeepers eligible to be screened to the N.A.S.C. Hockey Screening Chair.
 - To provide a record of timekeeper assignments to the Treasurer.
 - To be able to train timekeepers on the clock operations at all arenas.
 - Authority to appoint assistants as needed and they must be approved by the N.A.S.C. Hockey Committee.
 - To avoid conflicts of interest in the performance of their duties

Schedule Co-Ordinator

- Qualifications: Must have good organizational skills and scheduling abilities.
- Role: To schedule all (house league and select) practice and games including playoffs and the annual hockey tournament
- Duties:
- To disburse ice time to the league (house league and select) and provide all conveners, league officials, arenas and Hockey Chairperson with practice, league and playoff game schedules.
 - To participate in hockey committee meetings as an active participant
 - To insure the efficient and economic use of all ice time made available to the League.
 - Must produce an electronic, Internet friendly schedule to the Webmaster.
 - To sign bonding contracts on behalf of N.A.S.C. Hockey as one of three signing authorities (Chairperson, Treasurer, Schedule Coordinator)
 - Provide a monthly report at Committee meetings
 - To avoid conflicts of interest in the performance of their duties

Screening Chairperson

- Qualifications: Knowledge of the O.C.C.N.A. screening policy.
- Role: To ensure that all members of the N.A.S.C. Hockey Committee are screened.
- Duties:
- To ensure that all N.A.S.C. Hockey Committee members who do not represent a neighbourhood association are screened in accordance to the O.C.C.N.A. screening policy.
 - To ensure that all eligible timekeepers and league officials are recorded and screened in accordance to the O.C.C.N.A. screening policy
 - To participate in hockey committee meetings as an active participant
 - To provide a monthly report at Committee meetings
 - To attend O.C.C.N.A. Screening meetings as required
 - To coordinate and communicate this information to the O.C.C.N.A. Screening Chairperson.
 - To avoid conflicts of interest in the performance of their duties

Statistician

- Qualifications: A knowledge of the workings of the Hockey Committee.
- Role: To work with league conveners and 1st Vice Chairperson to maintain league statistics.
- Duties:
- To provide the stats to the Webmaster for publication to the website.
 - Provide notice of players and/or coaches who reach 30 and/or 60 minutes or more in penalty minutes to the 1st Vice Chairperson and Discipline Chair
 - Provide divisional standings to Webmaster and divisional conveners through the season, round robin and playoffs.
 - Track individual player statistics on all teams
 - Provide annual players statistics to the Registrar
 - To participate in hockey committee meetings as an active participant
 - To avoid conflicts of interest in performing their duties

Clinic Co-ordinator(s)

- Qualifications: Must have excellent organization skills and scheduling abilities.
- Role: To coordinate and schedule clinics with OMHA as required by the N.A.S.C. Hockey volunteers (PRS, Coach, Trainer)
- Duties:
- Coordinate facilities and media required to facilitate all OMHA clinics.
 - To receive and process all clinic registrations via varied methods (fax, email, phone, etc)
 - Provide all funds received to the league treasurer.
 - Keep full and accurate accounts of all receipts and disbursements and produce a detailed
 - financial statement itemizing all transactions.
 - To participate in hockey committee meetings as an active participant
 - To avoid conflicts of interest in the performance of their duties

OMHA Representatives

- Qualifications: Good understanding of O.M.H.A. rules and guidelines. Must be a good listener and note taker.
- Role: To attend Oshawa Minor Hockey monthly meetings
- Duties:
- To act in the best interest of N.A.S.C. Hockey as liaison between Oshawa Minor Hockey and N.A.S.C. Hockey.
 - To act as signing authority in conjunction with the Divisional Convener and N.A.S.C. Chairperson for N.A.S.C. Team Exhibition and Tournament Permission requests.
 - To participate in hockey committee meetings as an active participant
 - To provide a monthly report at Committee meetings
 - To avoid conflicts of interest in the performance of their duties

N.A.S.C. Player Representatives

- Qualifications: Must have a good understanding of N.A.S.C. Hockey & O.M.H.A. Rules and Guidelines.
- Role: To represent players to ensure their rights are not violated under O.M.H.A.
- Duties:
- As requested, attend discipline hearings and to work with both the player and Hockey Committee to ensure the player(s) are treated fairly.
 - To participate in hockey committee meetings as an active participant
 - To avoid conflicts of interest in the performance of their duties

Discipline Chair (Appointed)

- Qualifications: Must have a good understanding of N.A.S.C. Hockey & O.M.H.A. Rules, Policies and Procedures. Must have a good understanding of how to facilitate meetings.
- Role: Work with Hockey Executive to coordinate all league discipline hearings (meetings)
- Duties:
- Must be able to present a firm, unbiased appearance in all facets of performing the role
 - Upon presentation in writing to the 1st Vice-Chairperson, will form an ad-hoc committee and convene a hearing with all parties in attendance
 - To participate in hockey committee meetings as an active participant
 - Depending on the level of discipline, may be required to engage O.M.H.A.
 - Contact N.A.S.C. Player Rep to inform of pending discipline hearing (when required)
 - Communicate all discipline meeting minutes and inform of all results to Hockey Executive through the 1st Vice-Chairperson
 - To avoid conflicts of interest in the performance of their duties