



OFFICIAL NOTICE OF THE WOODSTOCK WILDCATS ANNUAL GENERAL MEETING, Tuesday April 9, 2019

All members of the Woodstock Wildcats Association are invited to attend our Annual General Meeting (AGM). The agenda will include reports from our directors as well as a recap of the past year.

Location: Community Complex, Goff Hall

Time: 6:15 pm – 7:15 pm
(Banquet to follow)

Board of Directors Vacancies

If you are passionate about hockey and want to be instrumental in moving the Wildcats forward as a leading association, please consider running for one of our Board positions.

The following Board positions are up for election according to the terms of our Constitution. Details of the responsibilities for each position and criteria for being nominated are outlined in the WWGHA Constitution which can be accessed on the Woodstock Wildcats website in the Documents section. Position details are also attached below.

Positions up for elections are:

- President
- Coaching & Development Director
- Sponsorship Director
- Treasurer*
- Western Ontario Girls Hockey League (WOGHL) Director & Local League Director
- Ice-Time Director
- Equipment Director
- Tournament Director

*This is a paid position. Interested individuals please send resume to president@woodstockwildcats.com

PRESIDENT:

The President shall preside at all meetings of the Executive and at all General Meetings. He/She will schedule monthly meetings as needed, call emergency meetings when needed, and be responsible to notify the Executive of meetings and/or changes to meetings or locations.

He/She will oversee the operation of all rules and regulations as listed in the current Constitution and The Wildcats Handbook. He/She may exercise the powers of the Executive in an emergency, and may suspend teams, or any appointed official, subject to a 2/3 ratification vote by the Executive within seven (7) days.

The president will be the liaison for the OWHA, LLFHL, WOGHL and any other league the association has teams registered to play in and shall attend the General Meetings of said leagues. The President is responsible for the registration of all the teams to the OWHA, LLFHL, WOGHL and any other league, which a team from the association will play in with the information provided by the Vice President. The registration of teams must be done in accordance with the deadlines set out by the aforementioned leagues.

The President is a signing officer for the Association.

The President shall assist other directors with their duties.

COACHING AND DEVELOPMENT DIRECTOR:

The Coaching Director shall be responsible for the selection of all coaching staff as follows:

- a) To accept coaching applications.
- b) To interview prospective volunteers for Head Coach positions with the aid of a board approved Coach Selection Committee.
- c) To assist the Head Coach in selecting Assistant Coaches, Trainers and Managers.
- d) To ensure every coaching and team staff volunteer has completed the necessary Police Check Form. Responsible to have the Police check forms reviewed and accepted by a lawyer designated by the Executive.
- e) To appoint, with board approval, Head Coach, Assistant Coach, Trainers, Managers and Parent Representatives.
- f) To provide information about available coaches' clinics, trainers' clinics and speak out clinics.
- g) To keep an accurate record of coaches' and trainers' certification numbers and expiry dates.
- h) To monitor and to act as a liaison between the executive and the coaching staff in disciplinary matters.

i) To assist and educate coaches and staff as to the rules and regulations of the Association and to provide information to the coaches to assist them in their duties. To ensure all coaching staff receives a copy of the Wildcats rules and regulations and/or provide them with the website to find this information.

j) To assist the coaching staff in understanding the rules and regulations of our governing bodies, the WOGHL, the LLFHL and any competitive or local league the association has teams playing in, and the OWHA. Providing the coaches with a handbook and/or educating the coaches as to the appropriate websites to find this information.

k) To co-ordinate, with assistance from the equipment manager, try-out sessions for coaches. This includes the collection of player information, collection of fees, and providing coaches with player lists.

l) To oversee the development of all hockey players; to work in conjunction with the Ice time Scheduler to provide opportunities for power skating, skills training, shooting instruction.

m) To agree not to hold a head coach or other on-ice staff position due to the possible conflict of interest this could cause and also recommend immediate family members do not apply for a head coach or assistant coach position for the same reason unless the executive approves in emergencies.

The Coaching and Development Director shall assist other directions with their duties when necessary.

Coaches of competitive teams, in which try-outs are held, wanting their daughters to play on the team must be willing to have their daughter(s) evaluated by unbiased executive appointed parties prior to their selection as a coach.

SPONSORSHIP DIRECTOR:

The Sponsorship Director shall be responsible for any sponsorship activities to be carried out by the Association as follows:

(a) Responsible to oversee the sponsorship program for the Association, including promoting the sponsorship program and acquiring appropriate sponsors. Oversee the program during season ensuring that there is appropriate promotion.

(b) Inform Equipment Director of sponsorship names to be printed on team sweaters.

(c) Assist the Vice-President with the promotion of the Association.

(d) Assist the Tournament with the development of the tournament program, secure ads and development for the tournament program as required.

(e) Communicate with the executive, coaches and managers any promotional activities and agreements between sponsors and the organization

The Sponsorship Director shall assist other directors with their duties.

TREASURER:

The Treasurer shall assume all responsibilities for the Associations finances as follows:

- a) Handle all monies of the Association. The Treasurer shall keep an accurate record of all monies, received and disbursed, and shall report all such matters at all meetings.
- b) The Treasurer shall arrange for an independent financial review of the Associations finances by an external individual knowledgeable in accounting principles and as approved by the Executive. The Treasurer then will present to the Executive a written report on the financial state of the Association as provided by Said individual.
- c) Payment of all accounts of the Association will be done by cheque. The cheques will be signed by the Treasurer as well as one of the following: President, Vice-President or alternative member as approved by the board of directors.
- d) Reimburse approved out-of-pocket expenses to members of the Association. Receipts must be provided.
- e) Collect all monies from other members which have been collected on behalf of the Association.
- f) The Treasurer will be a signing officer of the Association.
- g) Establish and maintain a reserve account for the Association for the purpose of maintaining reserve funds. The Treasurer may, on the advice of

the Executive, invest funds held in reserve for the benefit of the Association.

The Treasurer shall assist other directors with their duties.

WESTERN ONTARIO GIRLS HOCKEY LEAGUE (WOGHL) and LOCAL LEAGUE DIRECTOR

- a) To be the designated liaison between the Wildcat President, Executive and the coaching staff regarding matters between the association and WOGHL or any Local Leagues the Association is part of.
- b) To provide teams registered in WOGHL assistance and guidance for coaches in deciding each team's category for level of play for the season.
- c) Provide feedback to the executive on each team.
- d) Attend mandatory coaches' meetings.
- e) Oversee WOGHL and Local League playoffs and provide all parties in (a) with playoff information as required.
- f) To attend WOGHL and Local League meetings as required.

- g) Assist coaches and staff in finding, understanding and following rules, regulations and timelines set forth by the WOGHL or applicable Local Leagues.

The WOGHL and Local League Director shall assist other directors with their duties when necessary.

ICETIME DIRECTOR

The Ice Time Director shall be responsible for scheduling all needed ice time for the association as follows:

- a) Responsible to lobby city to acquire necessary ice time to run our program.
- b) Responsible to allot said ice time to all teams for all practices and games.
- c) Responsible to check accuracy of the ice bill before submitting to the Treasurer for payment.
- d) Shall apply for next years ice time in January. Shall schedule ice for the summer hockey school and the annual tournament.

The Ice Time Director shall assist other directors with their duties when necessary.

EQUIPMENT DIRECTOR:

The Equipment Director shall assume all responsibilities for equipment owned by the Association as follows:

- a) Keep an inventory of all equipment. Submit an inventory list of all equipment to the Secretary, Treasurer and President prior to year end April 30.
- b) Responsible for signing out equipment to coaches and other members deemed responsible.
- c) Responsible for ensuring all signed out equipment is returned at the end of the playing season.
- d) Obtain approval from the board for any necessary purchases. Purchase equipment from appropriate sources and submit invoices to the Treasurer for payment. The Equipment Director must report to the board any expenditures which are over the budget and proceed only after approval.

The Equipment Director shall be responsible for making equipment available for other Association events, such as providing and assigning jerseys during try-outs and hockey school.

The Equipment Director shall assist other directors with their duties.

TOURNAMENT DIRECTOR:

The Tournament Director shall be responsible for organizing the Annual Tournament as follows:

- a) Ensuring there is sufficient ice time scheduled for the dates pre-determined by the Executive.
- b) Responsible to determine the divisions and classifications.

- c) Advertising the tournament, notifying other centers and the OWHA.
- d) Apply to the OWHA for permission to run a sanctioned tournament.
- e) Oversee the application process: receiving applications, accepting participation and notifying teams.
- f) Contact person for the tournament: responsible for contacting teams with tournament information, schedules, rules, directions and any other information required.
- g) Oversee, in conjunction with the Fundraising director, the production of the tournament program, promoting the tournament and selling ads for the program.
- h) Oversee the scheduling of vendors to be present at the tournament.
- i) Responsible for arranging gifts, awards, banners, and/or medallions and/or trophies with direction from the Executive.
- j) Responsible for day to day operation of the tournament ensuring results are posted, teams are kept notified, rules for the tournament are followed and disputes are dealt with in a positive manner.
- k) All Wildcat Directors will assist the Tournament Director the weekend of the tournament.

The Tournament Director shall assist other directors with their duties when necessary.

If you are interested in any of the above positions, please join us at the AGM, or if you can't attend, submit your interest to president@woodstockwildcats.com