



PORT COLBORNE MINOR HOCKEY ASSOCIATION INC.

**As per PCMHA Powers and Duties May 2010, PCMHA Committee List.
Duties of the chair include scheduling meetings and setting agenda.
The president will sit on all committees. The chair may delegate his duties.**

DISCIPLINE COMMITTEE	
This committee aims to maintain harmony within the organization. It is a final recourse when conflicts have been difficult to resolve between members.	
All members must have PRS – no less than 3 executive members present.	
Meets when needed	
President (chair)	
2 nd Vice President	
2 nd Director at Large	
Travel or/and House convenor	

REP. COACHES / CONVENOR SELECTION COMMITTEE	
This committee interviews and appoints travel team coaches and house league convenors once applications have been submitted - no less than 3 executive members	
Travel Team Convenor (chair for Rep coach selection)	
House League Director (chair for convenor positions)	
2 nd Vice President	
2 nd Director at large	

HOCKEY PROGRAMS	
This committee will make recommendations to the executive as to the hockey programs that will be offered in PC- and must review after final registration numbers. (ex. Midget minor, juvenile program, alternate programs, yearly ice schedule)	
Minimum of 3 executive members - meets in August.	
Ice Scheduler (chair)	
2 nd Vice President (operations)	
Travel Team Director	
House League Director	
2 nd Director at Large	

BUDGET	
This committee reviews the financial report of the year ending and sets the budget for the upcoming year. Makes recommendations to the ex. regarding registration fee increases. minimum of 5 executive members Meets in April.	
Treasurer (chair)	
1 st Vice President (administration)	
Ice Scheduler	
Secretary	
1 st Director at large	

EQUIPMENT AND PURCHASING	
This committee gathers information and reviews needs in each division. Meets with the equipment manager and reports to Budget Committee. Minimum of 3 executive members Meets in late March to organize the return of PCMHA equipment and in late August to do full inventory and outline needs for the upcoming season.	
1 st Vice President (chair)	
2 nd Vice President	
Travel team director	
House league director	
2 nd director at Large	

PLAYER EVALUATION AND DEVELOPMENT / COACHES DEVELOPMENT	
This committee is responsible for providing manuals, educational video, DVD's and player evaluation tools to the volunteer coaches in PCMHA to aid and assist coaches and conveners fulfill their duties. Work closely with equipment committee to purchase necessary player development teaching aids. Liaison with OMHA to provide dates and location of certification programs for all Team Staff and may be asked to organize clinics in our home center. minimum of 3 executive members- meets when needed	
President (chair)	
2 nd Vice President	
House League Director	
Travel Team Director	
2 nd Director at Large	

FACILITY AND SAFETY ISSUES (rules, regulations and policies)	
This committee maintains communication with Gary Makins, Mike Audit, rink attendants, and OMHA as to rules, policies and assesses risk. Approve yearly ice rental contract with the city. Keeps on file copies of City of Port Colborne rules, regulations and policies minimum of 3 executive members- meets when needed	
1 st Vice President (chair)	
Ice Scheduler	
Treasurer	
Secretary	

BANQUET AND PLAYER RECOGNITION	
This committee recommends and prepares all aspects of the end of year banquet. Meets in January – minimum of 3 executive members	
2 nd Vice President (chair)	
House League Director	
1 st Director at large	
2 nd Director at large	
Volunteers	

REGISTRATION COMMITTEE	
This committee organizes all aspects of the registration: dates, location, documents etc. Meets in May or June- minimum of 3 members	
Secretary (chair)	
Treasurer	
1 st Vice President	
1 st Director at large	

CONSTITUTION AND BY-LAWS REVIEW COMMITTEE	
This committee ensures all documents that govern PCMHA are reviewed and updated as needed to reflect current practices and ensures that policy is followed. Meets when needed – minimum of 3 executive members.	
President (chair)	
1 st Vice President	
Secretary	

SPONSORSHIP & FUNDRAISING	
This committee solicits and collects sponsorship funds from local businesses. Make recommendations regarding fundraising projects proposed by PCMHA, its members and individual teams and divisions. Meets as needed.	
1 st Vice President (chair)	
1 st Director at large	
Treasurer	

THE PUBLICITY AND COMMUNICATION	
This committee ensures comprehensive communication with its members and the general public as to registration, events, etc. Meets as needed.	
Secretary (chair)	
1 st Vice President	
1 st Director at Large	

AGM- NOMINATIONS AND ELECTIONS COMMITTEE	
This committee will prepare necessary documents and review procedures to plan and conduct the AGM and Elections.	
President (chair)	
Secretary	
City of Port Colborne	

TOURNAMENT COMMITTEE	
To organize and run the National Hockey Week in-house tournament and examine the possibility of other tournaments. Coordinate the OMHA tournament style playdowns as per requested by NDHL. Keep convenors/coaches informed of out-of-town tournaments.	
President (chair)	
1 st Vice President	
House league convenor	
Travel Team Convenor	
Ice Scheduler	