

DUTIES OF THE PAID ADMINISTRATOR OCEANSIDE MINOR HOCKEY

- Registrations – set up and maintain all aspects of the RAMP INTERACTIVE online registration system which includes updating the information before the start of each season. Keep the data base up to date and produce registration information including player names, guardian names, addresses and phone numbers at any point in the season to the OMHA executive.
- Check with the OMHA executive regarding registration fees as well as any discounts that may apply.
- Responsible for updating and maintaining the BC Hockey online registration system (HCR) and that all necessary online carding and affiliation protocols are being met. Be available to update HCR rosters as required and forward them to the necessary parties. These rosters should also be available as requested by the members of the OMHA executive.
- Attend all VIAHA and BC Hockey meetings regarding registration issues and working within the HCR.
- Coordinate all phases of player registration including collecting all paperwork required by VIAHA and/or BC Hockey.
- Responsible for verifying the payments of all registration fees including installments and provide monthly updates to the OMHA executive.
- Liaison with outside funding sources, i.e. KidSport, S.O.S. to ensure all players that need funding assistance receive it.
- Responsible for flagging registrants that are not paid in full or have arranged alternate payments plans and maintain accurate records for those individuals. The names of these individuals should be confidential, but payment status should be reported monthly.
- Create and maintain the list of players who have received a registration credit from their previous team and apply those monies to the next season registrations.
- Responsible for record keeping of all OMHA financial activities including team accounting.
- Responsible for paying all OMHA bills including referee fees as required in a timely fashion.
- Responsible for invoicing other association (as required) in a timely fashion.
- Keep accurate, organized and up to date files on OMHA financial activities.
- Responsible for preparing and submitting the annual application for Gaming Funds and completing the Summary report.
- Annually update the registration of OMHA with BC Societies.
- If OMHA secretary not available, take the minutes of any meetings of the OMHA executive and distribute them and any agendas to the executive.
- Responsible for picking up the mail at the post office and distributing to the appropriate executive member.

- With the assistance of the Risk Manager, coordinate certification requirements for all coaches and bench staff and follow up to make sure all certification is correct and up to date, including Criminal Record Checks.
- Annually register the association and maintain good standing with BC Hockey.
- In the absence of the secretary, book meeting rooms for all meetings as directed by the OMHA executive.
- Liaison with the Tournament Coordinator to ensure enough ice is booked to host any OMHA tournaments.
- Attend all association monthly meetings and any others including the BC Hockey AGM as requested by the OMHA executive.
- Schedule, book and advertise all clinics hosted by OMHA.
- Update and maintain the OMHA website, including posting up to date ice schedules, current notices as well as updating the Web Sponsors.
- Attend all ice meetings with the Regional District of Nanaimo, and provide VIAHA with all available ice to be used for regular season game schedules.
- Coordinate with VIAHA to allocate ice for the Female Regional Teams.
- Schedule all OMHA practice ice in conjunction with the Recreational Coordinator and Cross Ice Coordinator and provide VIAHA with practice ice for the Female Regional Teams.
- Ensure all ice is allocated to teams, if no team available – return to the RDN in a timely manner.
- Maintain an up to date weekly schedule and ensure it is posted on the website in a timely manner.
- Book the room for the OMHA AGM and ensure adequate notice is sent to all families in OMHA. Check families in at the AGM and ensure they have their voting card.
- Be responsible for the Jeff Nabseth Scholarship Committee. This includes chairing meetings, taking minutes, helping to select deserving students and issuing cheques to the educational institution when all criteria has been met.
- Assist any OMHA executive as required and be available 24/7 for emergencies.
- Other related duties as assigned by the OMHA executive.
- Update OMHA Policy and Procedures Manual and Manager's Handbook as required.
- Facilitate annual manager's meeting in September before the start of the season.
- Calculate Rep Fees for the U11 Development team and the U13/U15/U18 Competitive teams and invoice the teams before the end of the season.

It is mandatory that the applicant is familiar with Simply Accounting; as well as Word and Excel. General knowledge of Hockey Canada and the Hockey Canada Registry would be an asset as well as knowledge of the RAMP Interactive Registration program. Must be organized and proficient in meeting deadlines as well as the ability to prioritize and work well under pressure. Must be available to attend monthly evening meetings, as well as any VIAHA or BC Hockey meetings as required. Pay rate \$25-\$28/hour depending on experience. The work is all done remotely, and a laptop is provided. There is approximately 1550 hours annually with weekly number of hours varying throughout the year.

Preference will be given to applicants that do not have a child registered with OMHA. Deadline for applications is February 29, 2024. Apply with resume to secretary@oceansidehockey.com or to P.O. Box 1175, Parksville BC V9P 2H2. Only successful candidates as selected by the OMHA Executive Committee will be contacted for interviews. For a complete job description, please visit www.oceansidehockey.com