



Okotoks Minor Hockey Association

OMHA Hockey Mission Statement:

To promote RESPECT, SPORTSMANSHIP, and SKILL DEVELOPMENT through a collective obligation with parents, players, coaches and volunteers. We are committed to creating a positive hockey experience in an enjoyable and safe environment.

Vision

Okotoks Minor Hockey wants to be the leader in fostering an environment where anyone can enjoy the game of hockey in a SAFE, FUN, and SPORTSMANLIKE manner.

OMHA NOMINATIONS 2025-2026 SEASON

Do you know someone who would be a great volunteer for your organization? If so, please use the following nomination form to nominate them for the 2025-2026 season. The following roles are available:

Vice President of Coach Development (3 Year Term)

Director of Programs (2 Year Term)

Divisional Directors 1 Year term (potential to change based on registration/ team numbers)

U7 Director U11 House Director U13 House Director U15 Travel Director U18 Travel Director

U9 Director U11 Travel Director U13 Travel Director U15 RHL Director U18 RHL Director

Female Jr and Sr

Role Description and Recommended Skills

Vice President of Coach Development

The Vice President of Coach Development is responsible and accountable for organizing, directing, coordination and monitoring all coach related activities. The Vice President of Coach Development is an Executive Member. Here's an outline of the key duties:

- Assessing and determining the need, and lobbying the Executive Board, for changes in the Minor Hockey Policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Policies and Programs
- Assuming the duties of the President in the event the President is unable to carry out their duties.
- Developing and implementing Coach Development programs by looking at the development and long-term growth of the association, including initiatives to improve coach development, coach training and overall program quality.
- Providing leadership, on-going support and resources to coaches, including mentorship, coaching clinics, and access to relevant information.
- Acting as a liaison between coaches and the associations, ensuring effective communication and information sharing.
- Helping coaches stay up to date on coaching guidelines, rules and regulations, as well as ensuring they are following Hockey Alberta and Hockey Canada standards.
- Oversee and manage the Coach Selection process, at all levels, leading the coach recruitment and interviews for the upcoming season and lead the exit interview process at the end of the season.
- Facilitate and participate in evaluations.
- Attend all board meetings and attend special meetings when needed.

Director of Programs

The Director of Programs is responsible and accountable for the Program Development for OMHA Players and coaches in our association. The Director of Programs is an Executive Member. Here's an outline of the key duties:

- Assessing and determining the need, and lobbying the Executive Board, for changes in the Minor Hockey Policies and programs that will benefit program participants.
- Participating in the development and approval of Minor Hockey Policies and Programs
- Assuming the duties of the President in the event the President is unable to carry out their duties.
- Develop and implement the long-term vision and objectives for OMHA's programs (House and Travel).



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- Facilitate and participate in evaluations, team selection, recruitment/ process of coaches, coach development and player development.
- Ensure that Okotoks Minor Hockey's Programs are promoting age-appropriate skill development at all levels.
- Direct, manage, implement, and develop ongoing policies and procedures for all hockey related programming, with the emphasis on risk management and safety for all patrons and staff.
- Works closely with the VP of Coach Development and the VP of Player Development to execute OMHA's hockey programs, develop strategies, assess team and player equipment needs, solicit bids, make purchasing recommendations to the board, oversee the acquisition of equipment with the equipment manager.
- Oversee evaluations for all OMHA teams.
- Ensures that any policies of insurance required by the board are maintained in full force.
- Assist in the responsibility of the orientation, education and assignment of all elected directors to their various responsibilities on the board.
- Assist VP of Coach Development with Coach and Manager interviews as required.
- Attend all board meetings and attend special meetings when needed.

Directors

- Must be able to attend a mandatory Directors meeting in mid- August.
- Must attend board meetings (monthly)
- Should be computer literate.
- Must have flexibility in their employment in the beginning of the season for ranking sessions and coach interviews (mid- September to mid- October)
- Responsible for communicating to the membership correspondence received from OMHA.
- Some divisions are responsible for scheduling their teams' games and communicating those games to all applicable teams.
- In collaboration with the Executive, create teams/ coach skates and select coaches.
- Division Directors, or their respective spouses, shall not hold a position of head coach or team manager in that division during his or her tenure as a Division Director.

Nomination Process

1. Read the available roles and their descriptions.
2. Discuss the volunteer role with the potential candidate.
3. Complete the following Nomination Form (any incomplete forms received will be declared null and void)
4. Email, drop off, or mail the nomination form to OMHA by 7:30PM on May 19, 2025, (10 Days before the AGM). If dropping off, please place it in an envelope sealed and labeled "Nomination Form 2024-2025."

Email form to jgauthier@okotokshockey.com

OMHA Office- Mail Drop Off

Viking Rentals Centre (outside the Gold arena entrance on the main level)
204 Community Way, Okotoks, AB T1S 2N3

OMHA Mailing Address

Okotoks Minor Hockey Association
ATTN: Admin, Nomination Form 2025-2026
Box 1152, Okotoks, AB T1S 1B2



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5. Nominations and information will be shared with the membership 9 days before the AGM.
6. If the number of nominees in an election for one of the available roles exceeds the number of roles to be elected at the election, the election must be by secret ballot.
7. If the number of candidates nominated for a specific role is equal to the number of roles to be elected for that role, those nominated are declared elected and no election is required.
8. Nominations from the floor will only be accepted where a nomination to fill a particular vacancy has not been received in advance of the Annual General Meeting.
9. Please read OMHA's Bylaws for further detail regarding the nomination process.



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OMHA NOMINATION FORM

All nomination forms can be emailed, dropped off or mailed to OMHA. Nomination forms will be accepted up until 7:30PM, 10 days before the AGM. Please allow time for delivery if you choose to mail the nomination form. If a signature is not provided, we will contact the candidate to confirm their acceptance.

NOMINATOR INFORMATION

NAME: _____

PHONE: _____

EMAIL: _____

NOMINEE/ CANDIDATE INFORMATION

NAME: _____

PHONE: _____

EMAIL: _____

NOMINATED ROLE: _____

Why do you think the above Nominee/ Candidate would be good for the role mentioned above?

Signature of Nominee

Date

____ I accept the aforementioned nomination for the nominated role.

____ I do not accept the aforementioned nomination for the nominated role but would like to accept the following role

_____.

Signature of Candidate

Date