



HWI Vice-President Single Letter Duties

Job Title: Vice-President, Single Letters – Hockey West Island Inc.

Position type: Volunteer / Leadership Role

Required hours per week: 5-6

About Us: Hockey West Island is a community-based organization dedicated to providing a safe, inclusive, and competitive environment for hockey players of all skill levels who are between the ages of 4 and 27 and residents of Pointe-Claire and Dorval. Our mission is to promote the values of sportsmanship, teamwork, and athleticism while fostering a love of the game.

We are currently seeking a dedicated and passionate individual to take on the role of Vice-President, Single Letters to help lead our organization and continue to build upon its success.

Position Overview: The Vice-President, Single Letters [VP-SL] of Hockey West Island [HWI] plays a central leadership role in the Association's governance, strategic direction, and overall management. The VP-SL is a member of the HWI Executive and works closely with other members of the Executive, the Board of Directors, coaches, parents, volunteers, and community partners to ensure the continued growth and success of the program. The VP-SL represents the Association internally and externally, ensuring its alignment with the needs of the players, families, and the broader hockey community.

The following is a breakdown of the VP-Single Letter duties (subject to change):

Be available to assist any member of the Executive who may require assistance in the completion of his or her responsibilities.

In coordination with the HWI Technical Team, the VP-SL should ensure that all division convenor roles are filled well before the season starts.

Help the HWI Technical Team recruit coaches and managers.

VP-SL should be familiar with the Hockey Quebec, Lac St Louis, and CHL rule books.

VP-SL should be familiar with all important dates surrounding the start of pre-season warmup camp(s), tryouts/evaluations, team formation deadlines, U7 and U9 start dates, and coordination of the season for all SL divisions.

VP-SL helps Convenors and HWI Tech Team with coordinating evaluations and team drafts.

VP-SL should be familiar with the process and deadlines for adding affiliated players/callups to team rosters (T-112) and coordinate with Convenors to make sure that all teams are completed



and forms are sent into the appropriate HWI member.

VP-SL coordinates the Regionals for Single Letters (volunteers, distribution of banners, etc).

VP-SL should be able to answer questions from coaches, managers, and HWI members (parents).

VP-SL should step in if there are disagreements that a Convenor cannot handle on their own.

HWI is part of the Coaching Association of Canada's "Responsible Coaching Movement" and the VP-SL should be aware of the rules surrounding the movement, specifically the "Rule of Two", "Background Screening" and "Ethics Training". All of this also falls under the Respect in Sport module all coaches and managers need to have taken.

<https://coach.ca/sport-safety/responsible-coaching-movement>

Attend HWI Executive and Board meetings throughout the year and issue reports as needed.

Represent HWI at Hockey Lac St-Louis and CHL meetings as necessary.

Time Commitment:

The VP-SL will be expected to dedicate a significant amount of time to the role, including attending Executive and Board meetings, liaising regularly with the HWI Director of Operations, various hockey events, community meetings, and other organizational activities. The time commitment will vary depending on the season and specific needs of the Association but is generally estimated at 20-25 hours per month.

Compensation:

This is a volunteer position. However, the VP-SL will receive free season registration for any children registered with HWI (up to four (4) children) and will have the opportunity to develop valuable leadership skills and a lasting impact on the community.

Prerequisites:

- All Executive members must be residents of the municipalities of Dorval or Pointe-Claire, or have a child in the program during the current season.
- The Executive is elected at the Annual General Meeting. The length of term of the elected members is two (2) years and begins at the end of the Annual General Meeting.
- To be eligible to run for the position of VP-SL, candidates must be a resident of Dorval or Pointe-Claire or have been an active member participating in HWI Inc. activities for a minimum of one (1) year. Nominations for elected positions must be made in writing to the President of Elections, care of the Secretary of HWI, at least ten (10) days prior to the AGM. Any person who is eligible for a position but is unable to be present can submit their candidature by written proxy.

We welcome applicants from all backgrounds and encourage diversity in our leadership team.
