

MAHA Operations

I. Hockey Operation's Manager

A. Objectives of the O. M. position

1. Select and oversee the Hockey Operation's Committee (HOC)
2. With HOC, oversee all coaches hiring and education practices
3. With HOC, ensure proper on ice programs and player development
4. Serve as MAHA ice scheduler and facilitator
5. To oversee any/all programs that directly effect the Winter MAHA season.

B. Reporting Relationship

1. Though accountable to all members of MAHA, the Operations Manager will report directly to the Executive Board, and carry out the directions of the MAHA Board of Directors.
2. O.M. will provide E-board with a monthly written report of accomplishments and status of ongoing programs.
 - a. To be used by E-board as an accountability tool
 - b. To be used by E-board, MAHA board, and O.M. as a reference
 - c. To be used as a guideline from year to year
3. Any new expectations of the O.M. to be approved by the MAHA Board of Directors in advance.
4. Evaluation process
 - a. E-board will perform an annual review of the O.M. position.
 - E-board will seek input from a variety of sources to include, but not limited to, the following: high school coaches, MAHA coaches, MSU coaches, various Operations Committee members, and any necessary MAHA sources.
 - In conjunction with any/all "base touching" sessions which may be called throughout the year
 - b. Any new, or unmet, expectations of the O.M. to be documented in the form of a performance improvement plan.

D. Hiring/Removal process

1. The Operations Manager will be recommended by the President of MAHA
 - a. Appointment is done by a 2/3 majority approval of the entire MAHA board
 - b. Operations Manager position will be a salaried, exempt, position recommended by the President and appointed by said 2/3 approval by the board.
 - c. The Operation's Manager is an "at will" employee, but written notice is requested in advance for any non-fraudulent removal from the position.
2. Removal of O.M. will be done by a 2/3 majority vote of the MAHA board with or without cause
 - a. Process to begin with motion by MAHA Executive board with just cause
 - b. Removal will be voted on after both the Executive board and acting O.M. are able to present their views to the entire MAHA board

E. Compensation

1. Base salary and pay raise to be approved by a 2/3 majority of the MAHA Board of Directors
 - a. Pay raise based on yearly review and consideration to standard/cost of living rates
 - Pay raise to be approved by a 2/3 majority of the MAHA Board Of Directors
2. MAHA provides the following benefits:
 - a. Vacation

- One week (five days) for years 1 and 2
 - Two weeks (ten days) for years 3-5
 - Three weeks (15 days) from year 6 and on
 - b. 8 Paid Holidays (Memorial Day, Labor Day, Independence Day, Thanksgiving (2), Christmas (2), and New Years Day)
 - c. MAHA does not provide benefits other than Workman's Compensation Insurance.
- G. Workload expectations
1. O.M. expected to work a full time schedule (2080 hours) with a heavier concentration in the Winter months and a lesser load in the Summer months.
 2. MAHA allows the O.M. to pursue additional income opportunities over the Summer months provided it does not interfere with his/her ability to effectively run the MAHA program.

II. Hockey Operation's Manager Duties

Operation's Manager duties include, but are not limited to, the following (*denotes in cooperation with the Hockey Operations Committee):

1. Ice Scheduling
 - Forecast necessary ice for the upcoming season and book accordingly
 - Create team schedules for all MAHA in house and traveling teams
 - Facilitate any additional facility/ice as necessary
 - Book game officials for all traveling team home games and tournaments
 - Book all home tournament ice time as well as partial traveling tournaments for all teams.

2. Coaches Selection/Education
 - Recruit coaches, interview, and hire coaches*
 - Prepare coaches book/manual as well as various coaches materials and resources*
 - Coordinate individual as well as association wide coaches meetings*
 - Provide coaching assessments to each coach during the year
 - Coordinate a preseason and post season coaches gathering/meeting*
 - Serve as MAHA ACE Coordinator
 - Provide a MAHA on ice model*
 - Ensure proper certification for all MAHA coaches
 - Provide an expectation model for all MAHA coaches*
 - Provide the MAHA Board of Directors with coaches compensation recommendations*

3. Player Development
 - Ensure proper facilities and training methods are available*
 - Ensure proper on ice programs are being maintained*
 - Provide player evaluations
 - Monitor Game/Practice ratios*
 - Implement HEP within MAHA*
 - Provide an accurate skills model for MAHA coaches and players*
 - Provide proper player conduct and standards policies for MAHA*

4. On Ice Programs (Winter Season)
 - Decide on number of teams and nature of the teams per age level yearly*
 - Coordinate and oversee player placements*
 - Coordinate Monday Night Small Area Games as well as Advanced programs*
 - Coordinate Girls Initiation Program*

- Facilitate and maintain on ice policies*
- Coordinate the MAHA in house program*
- View and assess game and practice content

5. Miscellaneous

- Serve as MAHA's District 4 representative
- Report monthly to the MAHA Board of Directors
- Work with the MAHA Board to produce an effective Handbook/Policy book
- Maintain the Board dictated Operation's budget
- Oversee the equipment rental program

III. Hockey Operation's Committee

Objective: To serve as an information resource, support staff, and working unit for the Operations Manager and MAHA

Membership: will consist of a selected "Steering Committee", a hand full of "at large" members, as well as ALL coaches in MAHA in the given year, as comprised by the O.M. A sampling of college, high school, and MAHA coaches will comprise the committee as well as various hockey "minds" from the area.

- A. Committee Chair (1): The MAHA Operation's Manager will serve as the chair of this committee. Attendance required at all HOC meetings.
- Will lead all meetings
 - Will have ultimate final say on decisions, based on the recommendations of the committee
 - Will serve as the voice to the board at all meetings
 - Will serve as the guide to all issues which need to be tended to on the committee
 - Will incorporate the Operation's Manager job description duties into the committee's duties as He/she sees fit
- B. Steering committee (4): Will consist of four qualified members who have vested interest in the Success of MAHA. Attendance is required at all HOC meetings.
- Will work closely with the Chair on all issues
 - Will determine what/how to bring issues, programs, etc. to the entire committee
 - Will serve as a functional committee on making decisions
 - Will meet at least once a month, year round
 - Will serve their term until a change is seen as needed by the Committee Chair
 - Each will serve as a Sub Committee chair on one of the four major functions of the Operation's Committee (Player development, Coaches development, Facilities, etc.)
- C. At Large Members (3-5): Will be Mankato hockey resources, who are not necessarily MAHA Coaches or board members, that will be invited to serve on the committee by the Steering Committee. Attendance is optional at all HOC meetings.
- Will serve as a resource of the Steering Committee.
 - Will be asked to assist with input and/or physical assistance in matters necessary
 - Will serve as long as the Steering Committee desires, or until they opt out
 - Should be, A) past committee members, B) Hockey knowledgeable parent's in the program, or C) Hockey knowledgeable non-parent's in the program
- D. MAHA Coaches (TBD): Will serve as at large members of the committee as a resource. Attendance at HOC meetings by invite only.
- Will serve as a resource for the Steering Committee

- Will have voting power on issues deemed necessary by the Steering Committee
- Not mandated to be at meetings, but rather on a volunteer basis when desired

Meeting Sessions

1. Steering Committee meetings will take place at least once a month, all year around. All five S.C. members' attendance will be mandatory.

At large members have the option of attending these meetings, and may be asked to attend by invitation if necessary.

Meetings to be made known to the Eboard in case any Eboard members would like to attend.

2. At large members/coaches will be asked to attend three meetings a year. These will be the "general" meetings in the Summer, Fall, and Winter. At large members can show up at any/all S.C. meetings, but will not have a vote on issues raised at these meetings.

Core Responsibilities

- A. Aid O.M. in hiring and educating coaches
- B. Aid O.M. in ensuring coaches are properly certified
- C. Aid O.M. in maintaining a functional coaches library/resource center
- D. Aid O.M. in coaches accountability
- E. Aid O.M. in providing coaches with a functional coaches manual
- F. Aid O.M. in maintaining a skills model for the association and it's coaches to follow

Team Responsibilities

- A. Schedule away tournaments
- B. Assist O.M. in monitoring practice to game ratios
- C. Assist O.M. in running tryouts
- D. Assist O.M. in developing the number and level of MAHA teams
- E. Assist Mite coordinator
- F. Assist O.M. in coordinating goalie nights

Administration

- A. Assist O.M. on written protocol for special circumstances
- B. Assist Expansion committee in building the numbers in the program
- C. Assist O.M. and Mite Coordinator in instituting Parent orientation programs
 1. Emphasis being on Mite and Squirt levels
- D. Assist O.M. in District 4 duties when appropriate
- E. Assist O.M. in securing proper coaches certification meetings in Mankato
- F. Develop agenda to secure home district and region tournaments
- G. Assist O.M. in his/her ACE duties
- H. Assist O.M. in MSU liasions
- I. Assist O.M. in coaches evaluations and assessments
- J. Investigate all/any complaints within MAHA in regards to Operations issues
- K. Investigate all/any complaints issued by other associations about MAHA
- L. Notify E-board when complaints of a serious nature are under investigation
 1. All complaints are to be provided to an Operations Member in WRITTEN format
 2. All complaints will be responded to with a written response
 3. No Operations member is expected to meet in a one on one basis with any complaint
- M. Enforce the Zero Tolerance policy