

**Bismarck Hockey Boosters Board Agenda**  
**Monday, April 8, 2013**  
**5:30 PM VFW Arena**

Present: Glenn Pladsen, Adam Hipp, Rob Deics, Jason Fetch, Steve Grom, Chris Burns, Laurie Schaffer, Bill Curl, Russ Smith, Joel Roloff, Todd Flicek, TJ Stewart, Scott Eide, Sam Foss

Guest: Jason Frank

President Glenn Pladsen called the meeting to order at 5:35 p.m.

- I. Old Business
  - a. Approval of previous meeting minutes – TJ made a motion to approve the previous minutes, second by Russ. All approved.
  
- II. New Business
  - a. On-ice program structure
    - i. Review proposed on-ice program structure - information following minutes.  
Joel made a motion to accept the on-ice structure, second by Russ. All Approved.
  - b. Recruitment of Scheduler and Level Coordinators – will begin ASAP. Will post position on BHB Website, bismanonline, Bismarck Tribune. Also will send an e-mail to BHB members. Salary will be \$5,000 for scheduler. Russ will coordinate.
  - c. Year-end survey - Glenn will send out last year's questions for board to review.
  
- III. Budget
  - a. Financial Report – Adam reviewed reports.  
\$50,000 income gun raffle  
\$5,000 income spring meltdown  
estimating \$50,000 in the black for the season
  - b. Coaches final payment – Will be made this week.
  - c. GF Classic gate fees – Will be collecting from the teams.
  - d. Process for paying refs – Overall went really well this year. Will explore process before next season. Bill made a motion to give Jeff Ball a \$100 gift card to Scheels second by TJ. All approved. Adam will purchase the card.
  
- IV. Fund Raising Committee
  - a. Spring Meltdown update – After all expenses were paid, made \$5356.25. Will explore date for next year to ensure that all teams are in town. Thank you cards will be written on Tuesday.
  
- V. Off-Ice
  - a. Squirt jerseys– Rob – talked to Clark at Duffy's. He said they will hem them free of charge to make them smaller. Before going that route, Russ will look at them to see if they will work for Bantams or PW.
  - b. Manager Coordinator/Team Manager Gifts– Laurie reported that fleece vests have been ordered.
  - c. New ice facility discussions– Bill updated that there is a committee that is exploring options for a new rink. They will keep BHB posted on any developments.

- d. Coaches recognition gift – Joel reported that gifts are at Dakota Awards; they will keep them on hand for us until we need them.

VI. Miscellaneous

- a. Board positions up for re-election in April
  - i. President Elect
  - ii. Treasurer
  - iii. Members at Large
    - i. Jason Fetch
    - ii. Steve Grom
    - iii. Rob Deics

FOR THE GOOD OF THE ORGANIZATION

Bill – need to come up with a list of what Tom did and when.

Russ – need to get things back from him; Russ will attend the Spring NDAHA meeting next month.

Adam – collect pucks from coaches

Steve – Need to keep the Tier 2 squirt league keep intact next in season.

Joel – KXMB/Around Town; Bismarck Tribune new business – expanding / opportunities for free advertising.

TJ recruited Stacy Irely to coordinate the schedules on the TV monitors in the rink. He will follow-up.

Sam – private 3 on 3; 60 kids in program. Board should look at doing something like this during the off-season.

Jason – need to look at price of guns, as may affect profits.

Rob – Echoes Steve's Tier 2 comments. Tier 1 needs to go to 1A and 2 B teams from the start. Ryan Johnson and Mike Walker are really good coordinators. Paul Kaiser did a good job as Tier 2 coordinator. Heading in the right direction. Website – links page – Alphabetize.

Adam – wants to add space for security code on tournament registration form.

Glenn – Still missing president elect. Need to find someone to fill the position. Must have served on the board for at least one year. Can be past board members.

Joel made a motion to adjourn, seconded by Chris. All approved. Meeting adjourned at 8:36 p.m.

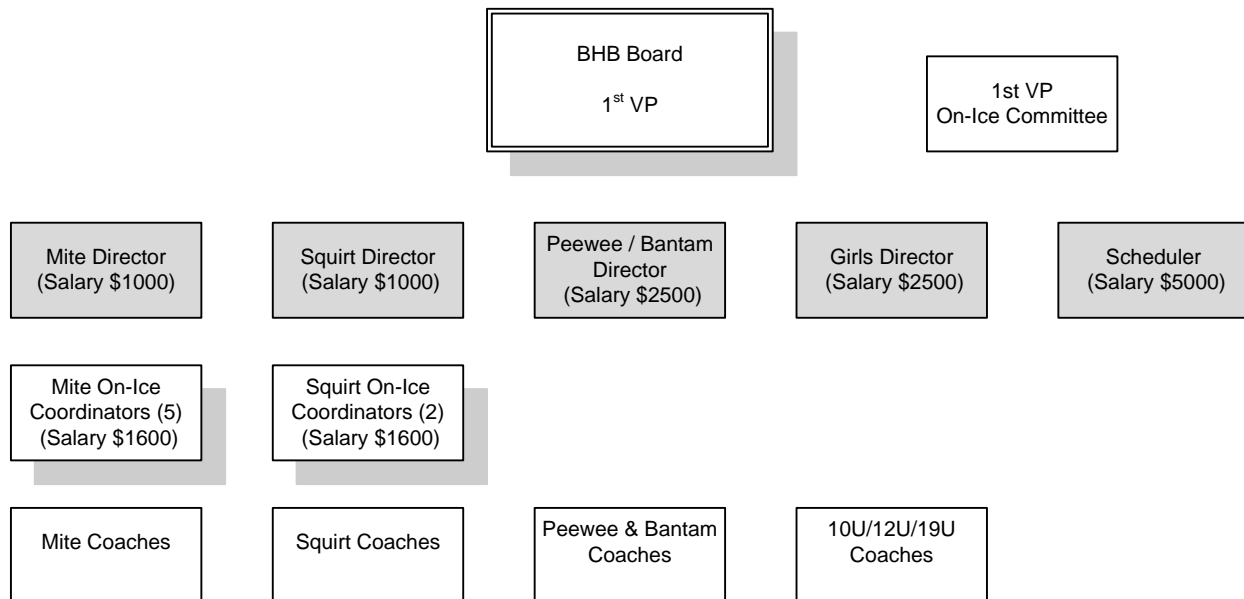
Respectfully submitted,  
Laurie Schaffer, Secretary

# Bismarck Hockey On-Ice Organization Structure - Proposed

The following is a description of the key roles that will provide guidance to the on-ice portion of the BHB program.

## Key Roles:

- 1<sup>st</sup> VP (interim Program Director)
- Mite Level Coordinator (not a coach)
- Squirt Level Coordinator (not a coach)
- Girls Level Coordinator (not a coach)
- Pee wee/Bantam Coordinator (not a coach)
- Scheduler
- On-Ice Committee
  - All of the above
  - HS Coaches
  - Select board members
  - Invited BHB members



## Duties of the 1<sup>st</sup> VP (Interim Program Director):

### **1. Coaching:**

- a. Hiring of Level Directors in conjunction with board members
- b. Education of Level Directors on ADM model
- c. Work with Level Directors to develop core drills and standards for coaches at all levels (ADM Implementation)
- d. Work with Level Directors to recruit and hire coaches
- e. Oversight of Level Directors and coaches to help them achieve program objectives
- f. Work with Scheduler to design and develop practice and game schedules
- g. Work with Scheduler to recruit teams and distribute info to member at large that is responsible for tournament at that level
- h. Enforce all game misconducts for coaches & players under USA/NDAHA guidelines
- i. Monitor program activities to ensure BHB guidelines are being followed
- j. Conduct Level Directors' evaluations

### **2. Tryouts**

- a. Facilitate and assist Level Directors and coaches in evaluating players and drafting of teams in Peewees, Bantams, Girls, and Squirts according to tryout structure outlined in the BHB Policy Handbook.
- b. Assist Mite Directors and coaches for division of players at Mite levels

### **3. Communication**

- a. Communicate program objectives and philosophies to membership
- b. Hold meetings with the Level Directors the first week of every month and be able to relay information to the board at the regularly scheduled board meetings

### **4. Miscellaneous**

- a. Coordinate purchase of equipment and coaches apparel with Level Directors
- b. Define on ice structure for each levels and keep language consistent throughout all levels and teams
- c. Head of On Ice Committee which provides input to the structure and skill development at each level
- d. NDAHA Representative who attends all local and out-of-town meetings
- e. Other duties as assigned by the BHB Board

## Duties of the individual Level Directors will include:

### **1. Coaching:**

- Work with 1<sup>st</sup> VP and on-ice committee to recruit of coaches for pre-season, regular season, and summer sessions
- Conduct coaches meetings and education sessions (target a minimum of 4 meetings per year)
- Ensure coaches have appropriate USA Hockey certifications
- Ensure coaches turn in appropriate paper work (background check, waivers, W2's, Code Of Conduct, etc...)
- Oversight of coaches to help them achieve program objectives

- Identify number of players at each level and number/level of teams
  - Spend time with each team and coaches evaluating skill development
    - i. This will include on-ice and off-ice involvement
  - Promote, educate and implement ADM model
  - Work with coaches to develop practice plans that maximize ice time and follow the ADM model.
  - Develop core drills and standards for coaches at all levels
  - Conduct coaches evaluations
  - Enforce all game misconducts for coaches & players under USA/NDAHA guidelines
  - Work with scheduler and off-ice coordinator (At-Large Board Member) to review practice and game schedules as well as scheduling jamborees or exhibition games.
  - Monitor and approve player movement between teams and / or levels in accordance with BHB policies
- 2. Tryouts**
- Facilitate and assist coaches in evaluating players and drafting of teams in Peewees, Bantams, Girls, and Squirts according to tryout structure outlined in the BHB Policy Handbook.
  - Assist coaches for division of players at Mite levels
- 3. Communication**
- Communicate program objectives and philosophies to members at the their level
  - Provide formal updates to 1<sup>st</sup> VP on level progress and issues each month
  - Hold pre-season parent meeting in conjunction with member at large for that level
  - Deal with on ice issues regarding players and coaches according to BHB policy
- 4. Miscellaneous**
- Recommend purchase of equipment
  - Other duties as assigned by the BHB Board
- 5. Time Commitments**
- Average of 4-5 hours per week during the season
    - i. Additional time will be required during initial level organization and team tryouts

Duties of the Scheduler will include:

1. Work with Level Directors to develop practice and game schedules
  - All pre-season and regular season practices
  - All regular season games
  - All regular season tournaments
  - Summer practices/scrimmages
  - Goalie practices
2. Review final schedules with Level Directors
3. Work with Level Directors to accommodate any requested schedule changes if possible
4. Attend annual NDAHA scheduling meeting
5. Coordinate with other ice users and rink managers to maximize ice utilization
6. Maintains on-line BHB calendar

7. Attend monthly coaches committee meetings
8. Attend monthly BHB board meetings if requested
9. Notification of any schedule changes to effected teams

**Proposed pay structure:**

On-ice coordinators at the mite and squirt levels are currently paid \$1,600 per year. There are five mite coordinators and two squirt coordinators. Going forward, one of these coordinators at each level will take on the role of Level Director with the duties shown above. For this increased responsibility, they will be compensated an additional \$1,000 per year. The Level Directors for the peewee/bantam and girls levels will receive a salary of \$2,500 per year. The scheduling position will be offered a salary of \$5,000.

The matrix below represents the current and proposed pay structure:

	Current	Proposed
Mite	\$ 1,600	\$ 1,600
Mite	\$ 1,600	\$ 1,600
Mite	\$ 1,600	\$ 1,600
Mite	\$ 1,600	\$ 1,600
Mite	\$ 1,600	\$ 2,600
Squirt	\$ 1,600	\$ 1,600
Squirt	\$ 1,600	\$ 2,600
Peewee / Bantam	\$ -	\$ 2,500
Girls	\$ -	\$ 2,500
Scheduler	\$ -	\$ 5,000
Program Director	\$ 15,000	\$ -
Total	\$ 26,200	\$ 23,200