



## HOCKEY STEERING COMMITTEE

### Position Roles and Responsibilities

#### **SUMMARY**

The Association members that are also members of USA Hockey shall elect this committee as outlined in the Skating Association of Maine's (SAM) bylaws. The Steering Committee members agree to abide by SAM policies and procedures.

Each member of the Hockey Steering Committee shall be a member in good standing of the Skating Association of Maine and USA Hockey.

The SAM Hockey Steering Committee members are required to have a background check every two years.

Fifty percent of the Hockey Steering Committee voting members filled positions must be present to take a vote. A vote can be taken by email with 100% of the Hockey Steering Committee voting members voting. Meetings and votes are to follow the same rules as presented in the SAM by-laws for the SAM Board.

#### **MEMBERSHIP**

All players and coaches must register with (SAM) and pay all applicable Association Dues to be a member of the Skating Association of Maine.

Membership for participation in the Moose Hockey Program is open to all players within the State of Maine.

#### **COMMITTEE STRUCTURE**

Since this formal creation of this document, positions that have a term of more than one (1) year will be considered as "one year already served" with any time remaining.

The Hockey Committee structure will be as follows:

**Chairperson** – It shall be the duty of the Chairperson to take charge of the Members. The Chairperson, shall, subject to the instructions of the Committee, oversee general management of the Moose, and shall preside over all meetings of the Committee. The Chairperson will have the authority to make necessary decisions on a day to day basis. Such decisions should be included in a monthly report to the Committee. Teams will request approval from the Chairperson for roster changes, coaching



changes and other special events, game and practice issues, etc. The Chairperson will work with the Vice Chair, Secretary, Treasurer, Scheduler, and Registrar in relation to Moose matters.

The first term, beginning July 1, 2012 will be appointed by the SAM Board and will thereafter be voted on by the SAM Membership, once the initial three (3) year term is due to expire (2015).

Term: Three (3) years

Vote: Yes

**Vice Chairperson of House Hockey** – The Vice Chairperson will hold all responsibilities of the Chairperson in his or her absence.

In addition, the Vice Chair will act as the Human Resource Director and oversee Committee Policies. This will include but not be limited to creating and updating all committee forms (i.e.; Registration, Voting, Contribution, Hockey Specific Policies).

This position will be determined by a membership vote after the first term of two (2) years, beginning in July 2012.

Term: Two (2) years

Vote: Yes

**Vice Chairperson of Travel Hockey** – The duties of this position will include overseeing and running Tier 2 and Tier 3 travel programs, which includes creating and maintaining budgets for these teams, selecting the coaching staff and out of state tournaments, administration of tryouts, including evaluators and selection process, administration of the teams, including player/parent contact information and payment collection working directly with scheduler to ensure all games, practices, referees and clock are properly scheduled as well as with the Registrar to ensure all paperwork, books and transfer forms are adequate for MEAHA/USA Hockey as well as developing player guidelines (dress codes) and serving as the initial contact person for any player, coach or parent issues that arise for those designated travel teams, reporting of all travel games in a timely manner to MEAHA to avoid any fines, developing players and coaches to maintain growth in travel program as well as informing the Hockey Steering Committee monthly with travel-related updates.

Position determination: Nominated by Chair, Approved by Committee

Term: Reviewed every two (2) years

Vote: Yes

**Secretary** – It shall be the duty of the Secretary to keep the Minutes of the Committee and to supervise all reports and documents connected with the business of the Group. Notify Committee 10 days prior to the meeting of date and time of meeting and ask for agenda items. Documents will be prepared timely and sent to the SAM Board within seven days of approval of any documents that result from the meeting, including Meeting Minutes. The Secretary shall be responsible for giving notice of all regular and special meetings. The Secretary shall supervise the correspondence of the Committee, prepare and issue timely notices of all meetings of the Hockey Steering Committee. The Secretary shall distribute any membership-wide announcements, notifications, etc. through the best possible medium (web based email distribution, etc.)

Position determination: Voted on by the Membership

Term: Two (2) years

Vote: Yes

**Finance Director** – The Finance Director presents the annual budget for hockey. The Finance Director shall have charge of all funds of the Committee for the purpose of making payments as the Committee may authorize and collecting/depositing all money due and received by the players. The Finance Director shall see that records are made and kept in accordance with all regulatory tax and generally accepted accounting practices. The Finance Director shall render the following monthly reports to the Chairperson and Vice Chairperson of House; Balance Sheet, Profit & Loss Statement, Accounts Receivable Report and Accounts Payable Report. The Finance Director must be an active member of the Association. Funds shall be maintained in the same account as the Figure Skating Committee. The SAM Treasurer will oversee all actions of the Committee Finance Director. All actions of the Treasurer in connection with the finances of the Hockey Committee shall be subject to the supervision and overview from time-to-time of the Committee. The Finance Director will follow all SAM financial policies.

Position determination: Nominated by Chair, Approved by Committee

Term: Reviewed every two (2) years

Vote: Yes

**Past Chair** – The Immediate Past Chair shall serve as advisor to the Steering Committee, but more specifically the current Chair. If the Immediate Past Chair is not able to serve, any Past Chair can fill the position. The Past Chair would hold the tying vote.

Term: None

Vote: Only in a tie

**Scheduler** – The Scheduler will be responsible for scheduling games and practices for all SAM hockey teams. The Scheduler will work closely with the Treasurer, Chair/Vice Chair to utilize practice and game ice purchased. The Scheduler must notify the Chair/Vice Chair if open ice is available. Once the Ice Contract is finalized, the Scheduler may not at any time cancel purchased ice. It is the responsibility of the Chair/Vice Chair to cancel ice at the request of the Scheduler.

The Scheduler must have strong organizational skills. The Scheduler should have between 5 to 20 hours per week to dedicate to this position, depending on how many changes occur. Duties include scheduling appropriate teams for the travel (in and out of state) teams beginning in August, scheduling all conference games for Mites, Squirts, Peewees and Bantams at the house level while adding additional games with non-conference teams until the team schedules are completed as well as scheduling girls games, which are very unique from house and travel. As there are no real house leagues for girls, Schedulers all work together to match up opponents by age and ability.

In addition, the Scheduler must consider the overlap of those players who may play on a co-ed team as well as a Girls team. The scheduler is responsible for adding all games into the MeAHA website and managing that site throughout the season with and changes and/or cancellations.

The Scheduler is responsible for notifying the Referee in Chief of all SAM games scheduled so he can schedule officials, for communicating all game schedules and game changes with the Coaches and Team Representatives, confirming all games with other associations and officials for the upcoming weekend and must be available on snow days in case of any cancellation.

Position determination: Nominated by Chair, Approved by Committee  
Term: Reviewed every two (2) years  
Vote: Yes

**Registrar/Membership Chair** – The Registrar/Membership Chair will properly register teams according to MeAHA and USA Hockey timelines and guideline as well as process registrations for players and coaches. Additional responsibilities include assurance that teams have proper credentials prior to events. The Registrar/Membership Chair will provide the Committee with current and projected numbers of players for upcoming season planning purposes as requested.

Position determination: Nominated by Chair, Approved by Committee  
Term: Three (3) years  
Vote: No

**Hockey Representative** – The Hockey Representative is sent to the SAM Board of Directors by the Hockey Steering Committee. The duty of the Hockey Representative is to be a liaison between the Board of Directors and the Hockey Steering Committee.

Position determination: Nominated by Chair, Approved by Committee  
Term: Three (3) years  
Vote: Yes

**IT/PR Chair** – It shall be the duty of the Committee IT/PR Chair to update the website with information provided by the Steering Committee. To oversee all information promoting the affiliated programs and to submit sanctions as requested. The Committee Chair is to be a liaison between the Board IT/PR Chair and the Hockey Steering Committee.

Position determination: Voted on by the Membership  
Term: One (1) year  
Vote: No

**State Representative 1**– It is the duty of the MeAHA/SAM State Rep to attend the MeAHA monthly meetings and the annual meeting that is held in May. The State Rep is to report back to the SAM Hockey Steering Committee each month on any and all discussion that happen during the MeAHA meetings and any email correspondence. It is up to the SAM State Rep to vote on state level issues and guidelines, and to represent SAM to the best of their ability.

Position determination: Nominated by Chair, Approved by Committee

Term: Two (2) years

Vote: Yes

**State Representative 2**– The State Representative will hold all responsibilities of the State Representative 1 in his or her absence.

Position determination: Nominated by Chair, Approved by Committee

Term: One (1) year

Vote: No

**Fundraising Chair** – Fundraising chair shall be the point person for and help coordinate (including gathering information, distributing information and collecting orders/proceeds that result and coordinating with the Figure Skating side of the organization) fundraising efforts and also serve as the representative to the Steering Committee. Shall also work directly with the Team Rep. Coordinator to ensure all fundraising is communicated to the hockey members in a timely manner. The duty of the Fundraising Chair is to be a liaison between the Board Fundraiser and the Hockey Steering Committee.

Position determination: Voted on by the Membership

Term: One (1) year

Vote: No

**Coaching/Ace Director/Risk Manager** – The Association Coaching Director is an experienced individual with a coaching background who serves as an administrative link to USA Hockey and it's Coaching Education Program (CEP). The Association Coaching Director will organize and manage CEP requirements, assist the association in the development of a well-trained coaching staff, and promote parent education. Also, provide assistance to members of the hockey steering committee in establishing goals and objectives for player development. Responsibilities include establishing and maintaining a resource center for coaches on the website, communicating certification requirements to local association coaches and ensuring compliance with USA Hockey and MeAHA certification levels, communicating with the District ACE Director, MeAHA ACE Coordinator and USA Hockey on all issues related to coaching at the local association level. Also, Chairing the Coaches Advisory committee formed for the purpose of weighing in on issues related to coaching at the association level.

Position determination: Voted on by the Membership  
Term: Three (3) years  
Vote: Yes

**Girls Director** – The Girls Director is responsible for communicating all scheduling and association news with the players and parents, selecting a Team Representative, advocating for girls tournaments, clinics, travel levels and the overall promoting the growth of the Girls program. Additional responsibilities may include assisting the Scheduler in finding other girls teams to compete against as needed.

Position determination: Nominated by Chair, Approved by Committee  
Term: Two (2) years  
Vote: Yes

**Grow The Game** – The Grow the Game representative shall promote hockey whenever possible. Grow The Game will hold at least 2 events, dedicated to growing hockey, annually. The Grow the Game Representative shall seek additional volunteers to assist with these events. This position shall keep current with the USA Hockey Grow the Game initiatives.

Position determination: Voted on by the Membership  
Term: One (1) year  
Vote: No

**Player Representative** – The roles and responsibilities are to provide members/players a resource to assist in representing the interests of the players/members and resolve concerns around players. (ie: player to player behavior, player safety, player ice time, player development). The Player Representative is to act as an intermediary between the parties involved (ie: coaching staff and the player/members). Provide guidance and assistance in player development opportunities via the facilitation of additional/outside training to round out player skills development (summer camps, power skating, All Stars/Extended Play, etc.). Additionally, this position requires good communication (written and verbal), organizational and planning skills, the ability to remain calm when dealing with upset people and to dedicate time to the SAM Hockey Committee, the ability to conduct meetings as well as prepare and follow agendas.

Position determination: Voted on by the Membership  
Term: One (1) year  
Vote: Yes

**Tournament Director** – Responsible for securing tournaments for all house teams per SAM Tournament policy. This includes MEAHA divisional, MEAHA State if qualified, and additional tournaments preferable with a mix out in state and out of state teams. Duties include contacting Tournament Directors to inquire about tournament levels, entry procedures, and cost, submitting recommended tournaments to the SAM hockey steering Committee for approval, communicating with membership regarding tournament sites, dates, and procedures, coordinating with SAM scheduler for MEAHA Tournament dates and times, coordinating/assisting in the volunteers and operation of SAM Hosted tournaments, coordinating with SAM IT/Webmaster to post tournament information to web site, potentially securing group hotel rates as needed. Good communication, organizational, personal, computer and phone skills are helpful.

Position determination: Voted on by the Membership

Term: One (1) year

Vote: No

**Equipment Director** – Responsible for accounting for and distributing existing jerseys, shells, water bottles, pucks and other equipment, as needed, to each team prior to the season as well as collecting, accounting for, assessing, making arrangements for preparations as needed and storing of such items during the off-season. Other duties include ordering and distributing score sheets to each team as needed and communicating to the Hockey Steering Committee equipments needs of the hockey side of the organization.

Position determination: Voted on by the Membership

Term: One (1) year

Vote: No