

Clinton Youth Hockey Committees and Duties

Duties of the Officers

The Officers of the Clinton Youth Hockey Board of Directors shall be appointed by the Board prior to the June Board of Director's Meeting. The term of the Officer positions shall be from the time of appointment to the end of the operating year. These positions may NOT be compensated by any monetary means, but may be reimbursed for CYH business related expenses.

The President:

1. The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Board of Directors and general membership.
2. The President shall appoint Board Members or Association members in good standing to fill the Chair positions of the Standing and Ad Hoc Committees, and shall supervise the functions of, and be member ex-officio of all committees.
3. All appointments and decisions by the President are subject to the approval of the Board of Directors.
4. The President shall have such other powers, authorities, and duties as conferred upon him by the Board of Directors, or as otherwise set forth in the Association's By-Laws.
5. Should the President of the Association not be able to attend an Association meeting, he/she shall designate the Association Executive Vice President to chair that meeting or any other Officer or Board of Director within the Association.
6. The President shall attend any USA Hockey, Central Section, House League(s) meetings as required.
7. The President shall have been on the Board of Directors a minimum of two (2) years prior to being nominated for President.

Executive Vice President:

1. The Executive Vice President shall occupy the office of the President, perform the duties of the office, and act with full authority if the President for any reason is absent or temporarily unable to perform his/her responsibilities.
2. Should the President of the Association not be able to attend an Association, USA Hockey, Central Section, House League(s) meeting as required, he/she shall designate the Executive Vice President to attend and chair that meeting if required.
3. The Executive Vice President shall oversee the House and Mite Team(s) selection process. Any players, parent or coach issues regarding the selection will be resolved by said position with Board empowerment. At such time as when these teams are formed, the players must be divided in a manner that shall provide for the formation of teams of equal competitive standing with respect to each other.

The Treasurer:

1. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association, and shall deposit all monies in the name of the Association in an account(s) for such purposes in such bank(s) or financial institution(s) as may be designated by the Board of Directors.
2. The Treasurer shall disburse funds of the Association pursuant to the direction of the Board of Directors and shall render to said Board an account of the transactions of the Treasurer, and of the financial position of the Association on a regular basis at the Board meetings and at the request of the Board.
3. The Treasurer shall submit a monthly statement to the Board of Directors and the membership, and be prepared to report to same at all regular or special Board or general membership meetings.

4. At such times as the Board of Directors may require or direct, the Treasurer shall present for examination all books, accounts, or other instruments that may be necessary for the proper auditing of the Association accounts.
5. The Treasurer shall prepare checks for all Association financial disbursements for signature by the Officer(s) designated as signatory(ies) by the Board of Directors.
6. The Treasurer shall keep account records for Federal and State tax filing requirements and ensure filing is completed by the required date(s).

The Secretary:

1. The Secretary shall keep the minutes of the Association meetings, and shall be the designated Officer for receipt of the correspondence of the Association.
2. All minutes shall be kept current in a book kept for that purpose. The minutes shall record all motions made at any meeting of the Board of Directors or of the general membership, and the results thereof.
3. The minutes shall record all financial transactions approved by the Board of Directors.
4. The Secretary shall keep a record of all members in good standing attending Association General and Board Meetings.
5. The Secretary shall be the Custodian of the Association's books, contracts, records, legal instruments and other documents belonging to the Association. The Secretary shall also be the Historian of the Association and shall organize and maintain items, documents, and information relevant to the history of the Association.
6. The Secretary shall carry on the correspondence requested by the Board of Directors and keep on file all copies of correspondence sent or received by the Association for a minimum of five (5) years. The past two (2) years must be available at all Board of Director meetings.
7. The Secretary of the Association shall cause to keep a separate listing, from the minutes of the Board meetings, of all Board approved actions which govern Association Policy or Procedure. These Policies or Procedures shall be appropriately indexed according to topic for proper reference (i.e., Player Movement, Registration, Team Selection, etc.).

Duties of the Committees

Chairman of all Standing Committees shall be appointed by the Board prior to the June Board of Directors Meeting. The term of Standing Committees shall be from the time of appointment to the end of the operating year. These positions may NOT be compensated by any monetary means, but may be reimbursed for CYH business related expenses.

Vice President - Travel and House(Snowbelt):

1. Vice President - Travel League and Vice President - House League shall have equal standing within the overall organization, and be responsible for programs within their respective leagues.
2. The Vice Presidents shall act as Association Program Director for their respective leagues for all teams other than Learn-To-Skate and the Mite Program, unless so empowered by the Board of Directors for a specific operating year.
3. The Vice President - Travel shall oversee the selection of the Travel Teams.
4. The Vice President - House shall oversee the equal dividing and assignment of players to house teams within an age division should there be two or more teams at that level.
 - a. It is the intention of the House League that when two house teams are formed within any age division (i.e. Squirt, Pee Wee, Bantam, etc.) that at such time as when these teams are formed, the players be divided in a manner that shall provide for the formation of teams of equal competitive standing with respect to each other.

5. The Vice Presidents, of the respective leagues, along with the Registrar shall determine within a reasonable time after registration the number of teams to be established in each age division, and report the information in a timely manner to the Board of Directors.
6. The Vice President of the respective leagues shall facilitate the making of the ice schedule with the Master Ice Scheduler of the Association. The Travel and House Schedulers shall be responsible for scheduling the Association's game sessions, home and away games, and will communicate with all other hockey organizations as shall be necessary to schedule the same.
7. The Vice Presidents of the respective leagues shall provide to the President copies of all game schedules.
8. The Vice Presidents, within their respective leagues, shall supervise the proper certification of the Association's Coaches to ensure each team's eligibility for sectional tournament play and/or to comply with USA Hockey rules and regulations so as to promote proper education and safe instruction of the Association's players.
9. The Vice Presidents, within their respective leagues, shall supervise the Association's Assistant Coaches and ensure that the Association's objectives are properly advanced through the coaching process.
10. The Vice Presidents, within their respective leagues, shall attend any USA Hockey, Central Section, House League(s) meetings as required (i.e. Snowbelt).
11. With the approval of the Board of Directors, in any given operating year, one individual may assume the positions of Travel, House and Practice Scheduler.

Ice Schedulers:

1. The Travel and House Schedulers, reporting to the respective Vice Presidents, and the President shall be responsible for scheduling the Association's practice sessions, home and away games, and will communicate with all other hockey organizations as shall be necessary to schedule the same.
2. The Schedulers shall post the schedule of the Association's games and practice schedules at the Clinton Arena and on Clinton Hockey's website for public notice.
3. The Schedulers shall provide to the President and Vice Presidents copies of all game and practice schedules.
4. With the approval of the Board of Directors, in any given operating year, one individual may assume the positions of Travel, House and Practice Scheduler.
5. The Scheduler shall report weekly to the Referee-In-Chief for upcoming game schedule for referee assignments to be completed.

Referee-In-Chief:

1. The Referee-In-Chief shall be responsible for selection, supervision, and scheduling for all on-ice Officials for the Association games played at the Clinton Arena or any alternate "home ice" facility.
2. The Referee-In-Chief shall coordinate an instructional clinic each season for players and adults who are interested in learning the rules of ice hockey and becoming certified as a referee.
3. The Referee-In-Chief shall be responsible for developing and conducting OJT for all referees.

Registrar:

1. The Registrar shall conduct the Registration of the Membership at the beginning of the season.
2. The Registrar shall enter all player and coaches information into the USA Hockey provided program in order to register them with USA Hockey and be insured by USA Hockey.
3. The Registrar shall prepare all Team Rosters and make sure all registered players and coaches have properly signed the team rosters to be mailed to the Central Section Registrar for his/her signature by the required date(s).
4. The Registrar shall provide the Treasurer with a list of names to be billed for current year membership unpaid registration fees.

5. The Registrar shall determine within a reasonable time after registration the number of teams to be established in each age division, and report the information in a timely manner to the Board of Directors.
6. The Registrar shall attend any USA Hockey, Central Section, House League(s) meetings as required.
7. The Registrar may receive one non-paid registration with Board approval.

Fund Raising Committee Chairman:

1. A Fund Raising Committee shall be responsible for fund raising programs in order to achieve the objectives of the Association.
2. The Fund Raising Chairman will organize and oversee all Fund Raising projects throughout the season, which includes the following:
 - a. Order the candy (August) to have available for the membership at Registration.
 - b. Bottle and Can Drive (October) – responsible to assign and supply teams with routes. Make arrangements for trucks from McCraith Beverage. Keep track on the day of the drive the routes that have been completed.
 - c. Sponsorships – must order, obtain and hang Board and Stairway Sponsors at the Clinton Arena.
 - c. Ad Book (September) – must organize and have the Ad Book printed so it is available at Registration.
 - d. Must organize and distribute packets to all participants for any other CYH approved Fund Raisers (i.e. Pampered Chef).
3. The Fund Raising Chairman is responsible to have copies of Sponsorship and Ad Book forms available at Registration.
4. The Fund Raising Chairman shall provide the Treasurer with an accurate record of what the participant's took as a fundraiser so that the Treasurer can mail monthly billing to unpaid participants.

Coaching Committee Chairman:

1. The Coaching Committee Chairman shall mail a letter to all of the past seasons Head and Assistant Coaches to inform them when Letters of Intent to Coach are due for the upcoming season.
2. The Coaching Committee Chairman will form a five (5) person committee for evaluating all potential Coaching Candidate's for appointment to the Board of Directors for approval.
3. The Coaching Committee Chairman will work closely with the ACE coordinator to ensure all coaching requirements are met with USA Hockey by December 15th of each season.

Adult Coaching Education (ACE) Coordinator:

1. The ACE Coordinator shall supervise the proper coaching certification of the Association's Head Coaches and Assistant Coaches is obtained to ensure each team's eligibility for play and/or to comply with USA Hockey rules and regulations so as to promote proper education and safe instruction of the Association's players.
2. The ACE Coordinator shall oversee that all of the Association's Head and Assistant Coaches have gone online and completed their Screening Application and turned in their receipts as proof.
3. The ACE Coordinator shall provide all of the Association's Head and Assistant Coaches with information on Coaching clinics, certification requirements, rule changes and the latest coaching techniques, etc.
4. The ACE Coordinator shall supervise the Association's Coaches throughout the season and ensure that the Association's objectives are properly advanced through the coaching process in regard to player skill development.

5. The ACE Coordinator shall supervise all the Association's Coaches to ensure the players are receiving the best instruction possible. Teaching fundamental skills is the most important part of the Coaches responsibility.
6. The ACE Coordinator shall complete an Evaluation Form on all Head and Assistant Coaches at the end of each season and give to the President to keep on file for future reference as needed.
7. The ACE Coordinator, along with the AEP Coordinator, shall ensure all of the Association's parents and/or legal guardians have attended the Adult Education Program and are aware of the USA Hockey and NYSAHA Zero Tolerance Policy.
8. The ACE Coordinator shall attend any USA Hockey, Central Section, House League(s) meetings as required.

Player/Coaching Development Coordinator:

1. The Player/Coaching Development Coordinator, along with the ACE Coordinator, shall supervise the Association's Coaches throughout the season and ensure that the Association's objectives are properly advanced through the coaching process in regard to player skill development.
2. The Player/Coaching Development Coordinator, along with the ACE Coordinator, shall supervise all the Association's Coaches to ensure the players are receiving the best instruction possible. Teaching fundamental skills is the most important part of the Coaches responsibility and the Player/Coaching Development Coordinator will ensure that all players are receiving this instruction.
3. The Player/Coaching Development Coordinator will oversee the selection of the Mite teams and Learn-to-Skate program to ensure that the Association's objectives are properly advanced through the coaching process.
4. The Player/Coaching Development Coordinator shall seek outside local experienced professionals to assist with all coach and player development issues (i.e. Gary Heenan, Phil Grady, Dave Litz, Ian Anderson, etc.).
5. The Player/Coaching Development Coordinator shall attend any USA Hockey, Central Section, House League(s) meetings as required.

Adult Education Program (AEP) Coordinator:

1. The AEP Coordinator shall ensure that all of the Association's parents and/or legal guardians have attended the Adult Education Program and are aware of the USA Hockey and NYSAHA Zero Tolerance Policy.
2. The AEP Coordinator shall keep a record of all the parents and legal guardians that have attended the Adult Education Program. This record shall be given to the Association President to be kept on file.
3. The AEP Coordinator shall attend any USA Hockey, Central Section, House League(s) meetings as required.

Disciplinary Committee Chairman:

1. A Disciplinary Committee shall be responsible for reviewing complaints against Association Members, Coaches, Assistant Coaches, Officials, and disciplinary actions against any players on House or Travel Teams. The Disciplinary Committee shall make its recommendation on disciplinary action to be taken to the Board of Directors for approval.
2. The Disciplinary Committee shall meet and act on appropriate player misconduct penalties, and report their recommendations to the Board in a timely manner.
3. The Disciplinary Committee Chairman shall, within a reasonable period of time, provide a written report of the Committee's decision and recommendations to the President of the Association for his/her review and presentation to the Board for approval.

4. The Disciplinary Committee Chairman may suspend a player, coach or parent until a hearing can be conducted not to exceed 14 days. The suspension may apply to games, practices and team functions with the Head Coaches consent.

Equipment/Jersey Chairman:

1. The Equipment Chairman shall be responsible for Association owned equipment.
2. The Equipment Chairman will purchase and obtain needed equipment i.e.: pucks, water bottles, necessary supplies to replenish the Medical Kits, etc.
3. The Equipment Chairman is responsible for handing out and collecting the Anthony F. Gurdo practice jerseys for each team at the start and finish of each season.
4. The Equipment Chairman shall inventory and print an order to replenish the jerseys sold during the prior season. This order must be Board approved prior to ordering.
5. The Equipment Chairman, along with team managers, will obtain a list of jerseys, home and away, needed for every player and goalie on all teams at the beginning of the season.
6. The Equipment Chairman will deliver to the Board approved vendor all individual/team jersey orders and arrange for return of such orders to individual teams when complete.
7. The Equipment Chairman shall assist in collecting payment of said jerseys and forward payments to the Association Treasurer.
8. The Equipment Chairman will coordinate handing out and collecting the pucks, water bottles and Medical Kits each season.
9. The Equipment Chairman will be responsible for handing out and collecting all Learn to Play Equipment.

Public Relations Committee Chairman:

1. The Public Relations Committee Chairman shall arrange and prepare a float for any community parades i.e. July 4th, Homecoming weekend, etc. Should coordinate with all teams to have CYH participants to either ride or walk in the parade wearing CYH apparel.
2. The Public Relations Committee Chairman shall attend any community events to support Clinton Youth Hockey.

Tournament Director:

1. The Tournament Director shall oversee all Tournaments conducted by the Association.
2. The Tournament Director shall appoint a team representative(s) to host a Tournament awarded to the Association.
3. The Tournament Director will work with the Master Ice Scheduler in regards to available ice times, dates and levels.
4. The Tournament Director shall obtain an award vendor and recommend awards/prizes that will be used (i.e. patches, trophies, medals, etc.) for Board approval of all in-house tournaments.
5. The Tournament Director will work with the Central Section and New York State Tournament Director when the Association is awarded Tournaments.
6. The Tournament Director may form any needed committee's (i.e. Food, Raffles, Admissions, Credentials, etc.) to help run a successful tournament.