



**Cambridge Isanti Youth Hockey Association**

**Operational Positions**

# Operational Administration

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## CIHA President

The President is the Chief Executive Officer of the Cambridge-Isanti Hockey Association (CIHA). His/Her main focus is, but not limited to, the overseeing of the Administration side of the CIHA Board and its functions. The President must have at least one year previous experience as a member of the CIHA Board of Directors and must be in good standing.

### Duties of President include the following:

- Preside at all meetings of the Board of Directors.
- General supervision over the business activities of the Association.
- Oversee all policies and resolutions set forth by the Board of Directors are put into effect.
- The President or the President's delegate shall represent CIHA at all District 10 functions.
- It is further the responsibility of the President to represent CIHA and build relationships with the community, other sports associations and any other groups that serve the interest of CIHA.
- Help oversee Charitable Gaming and work closely with the Gambling Manager.
- Attend Gambling Control Board Classes to become more knowledgeable about the gambling over site process. (Required by the State of Minnesota Gambling Control Board.)
- Review and lead disciplinary actions when necessary.

## CIHA Vice President

The Vice President's primary function is to oversee Hockey Operations of CIHA. He/She shall have one year previous experience as a member of the CIHA Board of Directors and must be in good standing.

### Duties of the Vice President include the following:

- Preside at all meetings in the absence of the President.
- Meet the same requirements and hold the same credentials as President.
- Work closely with all Directors under the Hockey Operations umbrella to secure a fundamental flow to the development of all CIHA players and coaches.

## **Treasurer**

### **Responsibilities:**

- All accounts payable, accounts receivable, record keeping, bank reconciliation, and submitting financial statements to the board.
- Budgeting/Forecasting for new season as a member of the executive team
- Bank reconciliations of CIHA checking account(s)
- Monthly reporting of Balance Sheet, P&L, and CF statements
- Issuing checks as necessary
- Work with outside CPA for audit/reviewed financial statements for CIHA
- Oversee Ice Bills and Collections
- Delegate duties to Assistant Treasurer as needed
- He/She should have a familiarity with bookkeeping or accounting practices and the application of these within a 501(c)3 operation.
- Experience with Quickbooks Online would be a plus.

## **Assistant Treasurer**

### **Responsibilities:**

- Assist Treasurer in conducting day to day finance related operations of CIHA. In addition, will also work closely with President and Vice President
- Will work with CIHA treasurer to assure all CIHA invoices are paid in a timely manner.
- Assist Treasurer and collection committee in collection process of any outstanding balance in accordance to payment expectations set by the association.
- He/She should have a familiarity with bookkeeping or accounting practices and the application of these within a 501(c)3 operation.
- Experience with Quickbooks Online would be a plus.

## **Secretary**

### **Responsibilities:**

#### **Monthly Meetings Duties:**

- Attend all meetings of the members and the Board of Directors and shall record minutes of the proceedings.
  - Such events and such minutes are to be distributed for board approval within 3 days of meeting.
- Take role call at all Board of Directors meetings to ensure attendance.
- Post previous months approved minutes on the Associations web page.
- Give all notices as required by CIHA By-Laws or resolutions.
- Be responsible for managing publicity for CIHA as defined by the CIHA Board of Directors.

#### **Annual Meeting Duties:**

- Submit notice of the annual meeting to the website 7 prior to set meeting date.
- Take attendance at Annual Meeting.
- Record Annual Meeting minutes.
- Record By-Law changes.

## **Communications Director**

### **Responsibilities:**

- Upkeep and modification to the CIHA website including but not limited to timely information posting and current association news.
- Work with team managers to upload team news (ex. Tourney performance, D10 performance, action pictures) to provide all membership with updates of association performance.
- Create and distribute to all membership a Pre-season newsletter outlining important dates, registration information, and general topics for the upcoming season.
- Work with other directors to distribute informational updates to our membership via website.

## **Registrar (Registration)**

### **Responsibilities:**

- This position is required to attend all board meetings, pre-tryout meetings, tryouts and any registration sessions.
- Attend D10 Registration meeting.
- Responsible for membership notification of upcoming registration as least (1) month in advance.
  - Place ad in local media
  - Place signs in approved community locations advertising registration
  - Coordinate registration information on CIHA website with communications director.
- Accept and return registration any/all registration calls and questions.
- Coordinate registration paperwork including:
  - Call all families that submit incomplete player information (to include birth certificate, waiver form, medical history, registration form, USA Hockey registration, and payment)
  - Check birth dates to ensure correct player level
  - Forward payment information to treasurer
  - Scan all USA hockey registration forms into Cyber Sport
  - Download player information to coordinate tryouts.
- After teams have been formed, assemble team books according to D10 requirements. Make stickers labels of team rosters for game sheets.
- Facilitate Roster Sign-off by providing each team with their original roster, give signing instructions and date to return to registrar.
- Attend team manager meeting and instruct team managers on roster sign-off and familiarize them with the team book.
- Work with level directors to obtain needed rosters, certification, and background check information for all team coaches and managers. Scan into Cyber Sport.
- Collect all team books at end of season

## **S.K.A.T.E. Coordinator**

### **Responsibilities:**

- Promote S.K.A.T.E. program to CIHA players/families
- Coordinate a committee to help plan program and solicit prizes.
- Work with MN Hockey S.K.A.T.E. Director, attend all meetings.
- Receive report cards of student athletes.
- Determine eligibility of student athletes within the association
- After approving eligibility, shred all report cards.
- Organize year-end Rally in conjunction with CIHA Annual Party
- Create certificate with each participate name on it

# Hockey Operations

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## ACE Coordinator

**Position Specific Skills/Qualifications:** Candidate will either be a current member of the CIHA board or will be willing to attend monthly board meetings and provide updates regarding ACE/hockey operations to the board. This person should have extensive hockey experience, typically including head coaching experience, and should be able to lead hockey development within the CIHA association. This candidate should have excellent organizational, planning, communication, and teaching skills. It is highly suggested that any potential candidate be at least USA Hockey Level 3 or 4 certified. This person will interact directly with all coaching staff members and will oversee the development of all levels and players within the association.

### Responsibilities:

- Lead all HEP/ACE initiative for CIHA
  1. HEP training for parents and coaches
  2. Player skill development through HEP “Skill Challenge Program”, USAH skill development and cross-ice programs and local skill development sessions.
  3. CEP Training and certification requirements for CIHA coaching staff.
  4. Achieving HEP practice to game ratios
  5. CIHA coaching staff skill development training sessions
  6. Coach mentoring
  7. Coaching resource library
  8. Dissemination of MN Hockey training materials to coaches.
- Responsible for hockey operations relating to player/coach development.
- They are responsible for assuring all directors are completing responsibilities and necessary tasks within set timelines including coach evaluations
- Responsible for the recruiting of properly qualified coaches for all levels of the association.
- Responsible for leading all coaching candidate interviews and for presenting all candidates to the CIHA board for review and approval.
- Work directly with appropriate level director to address any coaching problems and work to provide solutions in a timely manner.
- Responsible for scheduling and conducting coach meetings during the current year season in order to promote open communication and team alignment within CIHA expectations.
- Work with high school level head coaches in order foster relationships and understand expectations of player development.

## **COED Director (Squirt-Bantam Levels)**

**Position Specific Skills/Qualifications:** This candidate should have hockey knowledge and should have excellent organizational, planning and communication skills. This person will work with the board (and ACE Director) as teams are formed and will work to ensure teams operate smoothly during the season. Conflict resolution can be expected.

### **Responsibilities:**

- Manage the Squirt, Peewee, and Bantam levels of CIHA including working within any current partnership or coop programs to ensure the best experience for all CIHA youth.
- Will be included in coach recruitment and selection which will include coaching interviews that are conducted with the ACE Coordinator.
- Work with tryout team to conduct pre-skate and tryout process.
- Once teams selections are completed work with the Registration Director to assure that all team rosters are signed for registration.
- Work with ACE Coordinator to ensure that all coach certification is complete and submitted to D10.
- Problems resolution for COED teams that may include:
  - Team Disputes
  - Tryout Questions
  - Coaching Complaints
- Participate in Managers Meeting
- Creating contact list for all manager and coaches that will be submitted to D10 and also used with intra-association communication.
- Safesport
  - Administer and Monitor USA Hockey Safesport Policy within CIHA
  - Record screening of staff and volunteers
  - Provide education and awareness training
  - Respond to and Report and concerns of abuse under the Safesport Policy
  - Must complete Safesport training module within required USA Hockey deadline

## **Girls Director (10U-14U Levels)**

**Position Specific Skills/Qualifications:** This candidate should have hockey knowledge and should have excellent organizational, planning and communication skills. This person will work with the board (and ACE Director) as teams are formed and will work to ensure teams operate smoothly during the season. Conflict resolution can be expected.

### **Responsibilities:**

- Manage the 10U, 12U, and 14U levels of CIHA including working within any current partnership or coop programs to ensure the best experience for all CIHA youth.
- Will be included in coach recruitment and selection which will include coaching interviews that are conducted with the ACE Coordinator.
- Work with tryout team to conduct pre-skate and tryout process.
- Once teams selections are completed work with the Registration Director to assure that all team rosters are signed for registration.
- Work with ACE Coordinator to ensure that all coach certification is complete and submitted to D10.
- Problems resolution for COED teams that may include:
  - Team Disputes
  - Tryout Questions
  - Coaching Complaints
- Participate in Managers Meeting
- Creating contact list for all manager and coaches that will be submitted to D10 and also used with intra-association communication.



## **Mite Director (Mite-8U)**

**Position Specific Skills/Qualifications:** This candidate should have extensive hockey knowledge and have excellent organizational, planning and communication skills. This person will be responsible for largest group of players and teams within CIHA and will need to be able to manage level of play for all players as well as ensuring proper coaching which may include training for newer coaches. The candidate must be comfortable working with parents and players who are new to hockey and may not understand the demands, deadline and commitments that are required.

### **Responsibilities:**

- Attend Mite Director D10 Meetings as scheduled.
- Work with registration to estimate the number of teams and estimate the number of ice hours needed.
- Communicate CEP training possibilities with all mite coaches.
- Identify head and assistant coaches for all teams. Expectations are (3) coaches per team with experience level distributed among teams to ensure proper player training. Organize and conduct early season coaches meeting.
- Communicate CEP training possibilities with all mite coaches and coordinate with registrar
- Organize and conduct Welcome to Hockey Parent/Coach meeting and disperse Welcome to hockey newsletter.
- Organize and conduct Mite evaluation process and use scoring results for team distribution.
- Organize team and Attend D10 Mite Scheduling Meeting.
- Enter Schedules, maintain, and modify CIHA Website Mite schedules, Dryland, and Outdoor practices (incl.weather notices)
- Enroll all eligible CIHA mite teams in one away Jamboree.
  - A Mite home+away, Annual Granstburg readiness tourney
  - B Mite home +away
  - C Mite Home +away
  - D Mite (1) away tournament plus any additional parent approved (paid)
- Initiate and organize CIHA Jamboree committee to be responsible for year-end Jamboree
- Communicate with all teams at the mite level during the year which includes organizing and conducting a mid-season mite meeting.
- Trouble shoot problems and provide problems resolution for Mite teams that may include:
  - Team Disputes
  - Tryout Questions
  - Coaching Complaints
- Supervise and assist In-house Mite Director

### **Misc**

- Work with equipment manager to secure required equipment for each team and goalies.
- Assist with recruiting efforts at LTS Learn to Skate Program and Try Hockey for Free Day
- Order, purchase, organize, and disperse end of year trophies and Mite Jamboree medals
- Retain, analyze and produce annual Mite Stats.

## **In-House Mite Director (Mite-8U)**

**Position Specific Skills/Qualifications:** This candidate should have extensive hockey knowledge and have excellent organizational, planning and communication skills. This person will be assisting the Mite Director and will be responsible for largest group of players and teams within CIHA. The candidate will need to be able to manage level of play for all new players as well as ensuring proper coaching which may include training for newer coaches. The candidate must be comfortable working with parents and players who are new to hockey and may not understand the demands, deadline and commitments that are required.

### **Responsibilities:**

- Works closely with and follows direction of the Mite Director in regards to CIHA philosophy, Development, game play direction, and USA Hockey principle for Mite Development
- Assists Mite Director with all duties listed in Mite Position description (coaches mtgs, Evals, player selection.)
- Leads In-house Mite portion Mtg...parents mtg. Welcome to hockey mtg.
- Fully involved in LTS an TryHockey for Free.
- Leads IN house Mite D mites practices. Ensures In house mites ar scheduled for tournaments.
- Ensures Inhouse coaches are properly educated and certified.
- Leads In house out door practices.
- Helps educate 1st time players and parents by conducting early mid and late season parent mtgs.

## **Ice Scheduling Director**

### **Job Description**

It is the responsibility of the Ice Director to purchase and distribute ice hours for the association during the winter hockey season (October through February), clinics, and recreational leagues. The Ice Director is responsible for allocating the association ice hours to all teams for the purposes of games and practices.

### **Responsibilities:**

- Secure ice time to satisfy the ice usage plan.
- Provide ice hours to the Tryout Director for tryout schedules.
- Provide ice hours to the Mite Director for the mite evaluation process.
- Work with the Board and Level Directors to determine total and ongoing ice needs.
- Schedule District 10 traveling league games with Ice Directors from other associations.
- Schedule District 10 mite games with personnel from other associations.
- Communicate mite game schedules to all refereeing personnel.
- Create practice schedules for all CIHA teams.
- Input team schedules into software package and publish team schedules to the CIHA website.
- Process all game change requests that may be generated internally or externally during the season and updating the board regarding these changes during regular board meetings.
- Provide regular scheduling and ice appropriation updates to the board during winter hockey season.

## **Northern Exposure Coordinator**

### **Responsibilities:**

- Coordinate Spring and Fall Northern Exposure Rec League early promotion and pricing as approved by the board of directors.
- Work with Ice Scheduling Director to secure ice required for league dates as well as required referee needs.
- Develop team rosters with an emphasis on promoting competitive play at each level.
- Coordinate team jerseys and equipment needs.
- Provide a season review to the board of directors to compile finances and general success.

## **Tryout Coordinator**

### **Responsibilities:**

- Responsible for the annual traveling tryout process for CIHA or within any COOP (team or association) that may be in place. (levels Squirt/U10-Bantam/U14)
- Hold pre- and post- tryout committee meetings.
- Revise Tryout process as recommended by tryout committee and approved by CIHA board
- Work with Ice Scheduler to determine tryout ice needs and secure needed ice.
- Review and revise as needed CIHA tryout packet.
- Provide Pre-tryout information (packet) to all members sufficiently ahead of time. Answer membership questions prior to tryout weekend.
- Contact and hire independent evaluators for tryout process.
- Organize and conduct Pre-skate process weekend prior to tryouts.
- Work with Equipment Manager to ensure that necessary tryout jerseys (numbered) are on hand.
- Define drill and scrimmages with the assistance of coaches/tryout committee.
- Post official player assignments at arena (website) in compliance with CIHA tryout process.
- Review tryout process and provide review to board with any recommended changes/improvements.

## **Dry-land Conditioning Coordinator**

### **Responsibilities:**

- Work with the CIHA ACE to plan and coordinate a conditioning program for all travel teams within CIHA.
- Work with travel team coaches and managers to communicate and implement approved plan within CIHA
- Utilize the Conditioning facilities located at the Isanti Arena within this conditioning program.
- Responsible for upkeep of all equipment located in the conditioning facility.
- Coordinate the S.W.E.A.T (Start with Exercise and Teamwork) program with faculty at Alina.

## **Goalie Coordinator**

### **Responsibilities:**

- Work with the CIHA ACE to plan and coordinate the Goalie training program.
- Recruit a qualified goalie training (Jr.) program for CIHA
- Work with the Indoor Ice Scheduler to obtain ice hours required for goalie training program.
- Communicate the goalie training program schedule to all participants.
- Work with the CIHA ACE to get coaches to attend and be trained in goalie techniques.

## **Equipment Manager**

### **Responsibilities:**

- Maintain a current inventory of all CIHA equipment, including where the inventory is, what condition it is in, etc. Equipment review should be provided as pre-season planning is conducted and following season completion.
- Provide any equipment needs to the board for consideration.
- Equipment responsibility includes: Goalie equipment, Pucks, and First Aid kits make sure there is sufficient inventory.
- Work with team managers to dispense equipment to CIHA teams and players as needed, documenting all team distributions.
- Replace and repair equipment as necessary.
- Work with team managers to collect all CIHA jerseys and any other association equipment that will not be used during the off season.

## **Recruitment Coordinator**

- **Learn To Skate**
  - Coordinate with Ice Scheduler to obtain needed hours for LTS Program
  - Schedule Program dates and secure sufficient coaches (Bantam/U14, High school, parents) with the intent of providing a low student to teacher ratio for better instruction sessions.
  - Advertise LTS program and general hockey program in schools (prior to year-end), on the CIHA website, and also in the Preseason newsletter.
  - Make sure LTS information is included in registration packet
  - Coordinate LTS representative (with program information) at walk-in registration.
  - Keep track of all registrants and program fee deposits.
  - Properly place students in age appropriate classes.
  - Provide hockey sign-up information and answer general hockey questions to new parents.
- **CIHA Jubilee Days Float**
  - Responsible for coordinating float ideas, construction, crowd giveaways, informational flyers and operation during the Jubilee Days Parade in Isanti.

# Fundraising

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## Fundraising Director

**Position Specific Skills/Qualifications:** This candidate should have excellent organizational, planning and communication skills. This person should also be able to lead and coordinate groups/committees that may be needed for any association fundraising programs or opportunities. The fundraising director should maintain proper communication with association membership to ensure that they are aware of all opportunities that are available to reduce player cost. Finally, the candidate will be responsible for creatively coming up with new ideas for fundraising for both the association as whole and individual families.

### Responsibilities:

- Fundraising Director is responsible for revenue generating opportunities for CIHA families and to assist the association in making the program more affordable for individuals as well as adding revenue to the general fund.
- Association Fundraising:
  - Responsible for coordinating the CIHA annual Calendar raffle.
  - Brainstorming and proposing ideas for new fundraising.
  - Reporting performance of current year fundraising programs and recommending any changes for following years.
- Individual Fundraising:
  - Select programs that allow for opportunities for families to participate and use proceeds to offset their association account balance.
  - Plan and coordinate programs (ex. Heggies) including vendor contact, sales dates, distribution and collection. Utilize subcommittee if needed.
  - Provide fundraising opportunity information to members during registration and post information to CIHA website.
  - Track and provide to treasurer, all fundraising sales and respective credits and ensure the all order proceeds are collected.

## Sponsorship Coordinator

- Coordinate traveling team sponsors for upcoming year.
- Coordinate Jersey sponsors for upcoming year.
- Work with communications director to include sponsorship information in the pre-season information newsletter.
- Sponsorship level funding in accordance with CIHA policy.
- Honor team requests when possible (parents may not want to sponsor just any team, just their players)
- Only one sponsor per team unless every team has a sponsor.
- Teams may identify their own sponsors but they must communicate said sponsorship to the coordinator.
- Collect sponsorship forms, donation checks and deliver to CIHA treasurer.

# Gambling Operations

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## CIHA Gambling Manager

The gambling manager will be appointed by the CIHA Board of Directors. The Gambling manager must be an active member of CIHA for a minimum of two (2) years and meet all eligibility requirements set forth by the Minnesota Gambling Control Board.

### Responsibilities:

- Must be a Minnesota License Gambling Manager.
- Manager is required to continue to keep license current by attending accredited continuing education classes.
- Gambling Manager is wholly responsible for all operations on a daily, weekly, Monthly, Quarterly and annual basis. This includes, but is not limited to, all purchasing of gambling and office supplies, deposits, payroll, accounting and daily game auditing.
- He/She shall attend all monthly board meetings and present a monthly gambling managers' report, to be included as part of the Approve Monthly Board Meeting Minutes. This report shall include all state mandated reports, as outlined by Minnesota Gambling Control Board.
- It is the responsibility of the Gambling Manager to comply with the internal controls and appropriate State Statutes and City Ordinances established for the operation of a Minnesota Licensed Gambling operation.
- He/She is responsible for hiring and training all personnel for CIHA's gambling operation.
- The Gambling Manager shall be a voting member of the CIHA Board of Directors for business related to gambling operations.
- He/She shall look for future gambling opportunities for CIHA to further their ability to underwrite the program.
- Because of CIHA's internal controls Gambling Manager is not permitted to be part of the Gambling Audit Committee or Charitable Gambling Proceeds Gifting Committee.

This job description is not limited to the above responsibilities and is subject to review by the CIHA Board of Directors or by recommendations by the Minnesota Gambling Control Board through compliance reviews.

## **CIHA Assistant Gambling Manager**

The assistant gambling manager will be appointed by the CIHA Board of Directors. The Gambling manager must be an active member of CIHA for a minimum of two (1) years and meet all eligibility requirements set forth by the Minnesota Gambling Control Board.

### **Responsibilities:**

- Assistant Gambling Manager will assist the gambling manager in conducting all operations on a daily, weekly, Monthly, Quarterly and annual basis. This includes, but is not limited to, all purchasing of gambling and office supplies, deposits, payroll, accounting and daily game auditing.
- He/She shall attend all monthly board meetings and present a monthly gambling managers' report, to be included as part of the Approved Monthly Board Meeting Minutes, if the gambling manager cannot attend. This report shall include all state mandated reports, as outlined by Minnesota Gambling Control Board.
- It is also the responsibility of the Assistant Gambling Manager to assist in compliance all internal controls and appropriate State Statutes and City Ordinances established for the operation of a Minnesota Licensed Gambling operation.
- He/She may be responsible for hiring and training all personnel for CIHA's gambling operation, completing license and permit application requirements, negotiating leases, and determining product to be purchased.
- The Assistant Gambling Manager shall be a voting member of the CIHA Board of Directors for business related to gambling operations.
- He/She shall look for future gambling opportunities for CIHA to further their ability to underwrite the program.
- Because of CIHA's internal controls Assistant Gambling Manager is not permitted to be part of the Gambling Audit Committee or Charitable Gambling Proceeds Gifting Committee.