



Saugerties Youth Hockey Association



President of SYHA

The President shall be responsible for overseeing all functions and responsibilities of the corporation and shall act as Chairman of the Board. He shall be directly responsible to the Board.

- Approve player releases from the SYHA program.
- Preside at and prepare the agenda for all Board meetings.
- In the absence of the Treasurer, the power to sign checks on SYHA's behalf.
- Retains the power to rule on questions not provided for in the By-Laws or Policies of the organization until the next regular or special meeting of the Board of Directors.
- The power to act and give a temporary ruling or suspension prior to the next regular or special meeting.
- Make final decisions in all disputes regarding player placements.
- To serve as the final decision in disputes regarding player tuition, player rosters and releases.
- Provide oversight of all SYHA partnerships including the relationship with the town of Saugerties.
- Responsible for receiving reports from Executive Board Members.



Saugerties Youth Hockey Association



Vice President of Off-Ice Operations

The Vice President of Operations shall be responsible for the management of non-hockey operations of SYHA.

- Attend monthly Board meetings.
- Responsible for all aspects of the overall operations for the SYHA
- Provide oversight of all financial responsibilities of the organization.
- Responsible for enforcement of no skate list as necessary.
- Ensure proper execution of fundraising and special events.
- Receive reports from the Treasurer, Registrar, Director of Strategic Planning, Director of Scheduling, and Director of Fundraising & Special Events.
- Responsible for all activities assigned below to the Treasurer, Registrar, Director of Strategic Planning, Director of Scheduling, and Director of Fundraising & Special Events.
- Provide regular reports to the President.
- Be an ambassador of the program to help promote growth and sustainability



Saugerties Youth Hockey Association



Vice President of On-Ice operations

The Vice President of On-Ice operations shall be responsible for the management of all on-ice operations of SYHA travel programs.

- Attend monthly Board meetings.
- Advise the President on any known violation of league affiliate rules, policies, or bylaws.
- Establish a working relationship and communication with coaches to monitor team status and assist with any and all concerns with rules, regulations, policies and guidelines.
- Act as the chairman of Tryout Committee and be responsible for coaching and player evaluations.
- Coordinate an annual coaches meeting for all Head Coaches, Assistant Coaches, & Team Managers.
- Responsible for and collect reports for all activities assigned to Divisional Director, Coaching Director, Equipment Director, & Recreational Director.
- Provide regular reports to the President.
- Be an ambassador of the program to help promote growth and sustainability.



Saugerties Youth Hockey Association



Treasurer

The Treasurer shall be responsible for maintaining and overseeing all monetary and investment accounts for the corporation as well as collecting all player tuitions.

- Attend monthly Board meetings.
- Maintain custody of all funds and securities of the corporation.
- Authorize the paying out of monies on such approvals and signatures as the Board may determine.
- Responsible for collecting all monies associated with player tuition and other funds due to the organization.
- Responsible for the maintenance of accurate financials.
- Present to the Board, at the close of each fiscal year, a financial report for the year, accompanied by a balance sheet and an income and expense statement.
- Responsible for managing the relationship with the Certified Public Accountant hired by the board to assist in maintaining the league accounts and preparing any required financial statements.
- Responsible for filing Federal and State tax returns, with the assistance of a certified public accountant, if necessary.
- Work in concert with the Registrar to maintain accurate and up-to-date player accounts.



Saugerties Youth Hockey Association



Director of Scheduling

The Director of Scheduling shall be responsible for scheduling all on ice events with SYHA.

- Attend monthly Board meetings.
- Manage ice time at Kiwanis Ice Arena as necessary.
- Manage relationship with Town of Saugerties & additional ice facilities as it relates to ice rental.
- Work directly with Referee in Chief to schedule referees for all games.
- Create practice schedule for all SYHA teams and recreational programs.
- Work with associated league schedulers and participating teams to create game schedule.
- Continually coordinate & update all locker room assignments at the KIA.
- Provide regular reports to the Vice President of Operations.
- Be an ambassador of the program to help promote growth and sustainability.



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Secretary

The Secretary shall be responsible for managing all documentation and files pertaining to the MRYHA program.

- Attend monthly Board meetings.
- Compile minutes of all SYHA meetings.
- Distribute minutes of all SYHA meetings to the Board of Directors within seven days of said meeting.
- To give all notices that may be required.
- To have charge of such documents and papers as the Board may determine.
- To keep a book containing job descriptions complete and up to date, and provide new Board members with a copy of same, or provide any existing Board members with a copy upon request.
- To organize, develop and maintain SYHA email database.
- To advise the President of any known violation of the By-Laws or SYHA policies within the Program.
- Verify that a quorum is present for each vote taken.
- Prepare a monthly board report to be presented at each meeting as well as sent to the appropriate Vice President.
- Provide regular reports to the President.



Saugerties Youth Hockey Association



Director of Fundraising

The Director of Fundraising & Special Events shall be responsible for managing all SYHA fundraising initiatives and special events for the organization.

- Attend monthly Board meetings.
- President of the Booster club.
- Work closely with the Treasurer to develop and help meet budgets for all events.
- Engage a company, subject to Board approval, to take individual and team photographs on an annual basis;
- Implement and operate at a minimum one (1) league-wide fund-raiser during each season
- Coordinate the Annual Welcome Back BBQ.
- Coordinate the Annual Golf Tournament
- Coordinate the Annual Albany Devils game
- Coordinate the Annual Jack Rose Scholarship and Awards Dinner
- Other duties as directed by the Board of Directors.
- Provide regular reports to the Vice President of Operations.
- Be an ambassador of the program to help promote growth and sustainability.
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Saugerties Youth Hockey Association



Director of Coaching/ACE Coordinator

The Director of Coaching or ACE Coordinator shall be responsible for implementing, monitoring, and evaluating coaches within in the program.

- Attend monthly Board meetings.
- Supervise all SYHA program coaches
- Ensure locker room policies are followed
- Ensures that coaches are implementing the program's respective philosophies.
- Monitor coaches certification per USA Hockey rules and guidelines
- Encourage coaches to achieve higher certification
- Participate in the selection of coaches and evaluate eligibility for the upcoming season.
- Periodically visit teams, practice, games, team meetings and mentor coaches as neccesary.
- Provide coaching reference materials as needed.
- Report monthly to Board on coach's credentials, suspensions, or any relevant incident reports.
- Ensure that all coaches, team manager and locker room monitors have completed the SafeSport program.
- Ensure coaching evaluations are completed midway through the season (December 1st) as well as at the end of the season, prior to tryouts.



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Registrar

The Registrar shall be responsible for rosters and player releases.

- Attend monthly Board meetings.
- Responsible for all files pertaining to players and coaches.
- Responsible for working closely with SYHA league affiliations, program Vice-Presidents and the Treasurer.
- Create and file all team rosters with appropriate league affiliates according to league rules.
- Work in concert with the Treasurer on maintaining player accounts including roster changes and updates.
- Ensure all new players have the completed the NHAHA Release Form.
- Communicate team rosters to coaches in a timely fashion.
- Enter all required information for players, coaches, personnel to the USA Hockey Portal.
- Attend Annual NYSAHA Meeting for Registrars
- Ensure alternate players have fulfilled program requirements prior to being rostered.
- Provide participants with the Incident Report & Insurance Claim form upon request following an incident.



Saugerties Youth Hockey Association



Director of Retention & Growth for Girls and In-House Programs

The Director of Recreation shall be responsible to establish a working order for the proper execution of all ice activities of the Learn to Skate, Learn to Play, & Development Programs.

- Attend Monthly Board Meetings.
- Meet with the LTS/LTP Coordinator and U8,U12 Development Coordinator on a Monthly Basis
- Attend the first few session of each program to meet with parents, check-in new players, and support each coordinator.
- He shall be responsible for working with the coordinators to support the coaching staff needed to properly operate each program.
- Make contact with parents (by face or electronically) to see if all needs are being met, and be ambassador of program
- Help with marketing of SYHA programs
- Meet with the Fundraising Director to communicate program events within the program.
- Make sure coordinators are fulfilling their duties
- Ensure that parents are informed about progression option to travel/future hockey.



Saugerties Youth Hockey Association



Player Parent Liaison Director

The Divisional Director shall be responsible for the day to day operations of all Flames Teams Mites through Midgets/Women's.

- Attend monthly Board meetings
- Report to the Board monthly concerning injuries, suspensions and any other concerns.
- Assist in enforcing all rules required in all USA Hockey
- Act as first level of management any player discipline issues to the Board of Directors.
- Ensure game sheets are available in the rink office for all leagues.
- Management of all player policies including but not limited to the Player/Coach Code of Conduct, Fair Ice Policy, Alternate Policy, etc.
- Direct Liaison to Executive Board.
- Responsible that league meetings are attended
- Responsible for providing all league reports
- Provide regular reports to the Vice President of Mustangs.
- Responsible for making sure coordinators manage all supplies needed for programs (training aids, jerseys, equipment, etc)