

Hopkins Youth Hockey Association

Board Position Descriptions

Position: President

Position Description: Two (2) year term. Ensure that all activity required for HYHA to successfully run each hockey season is completed in an effective, appropriate, and timely manner.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> • Set agenda and facilitate board meetings • Member of all Board committees and special subcommittees 	<ul style="list-style-type: none"> • Respond to parent / coach / player issues as appropriate • Responsible for strategic planning for organization as a whole • Preside over Executive Committee meetings
May	<ul style="list-style-type: none"> • Transition new Board members 	
June		<ul style="list-style-type: none"> • Coach's Selection Committee meetings
July		<ul style="list-style-type: none"> • Coach's Selection Committee meetings
August		<ul style="list-style-type: none"> • Coach's Selection Committee meetings • Scholarship Committee meeting
September		<ul style="list-style-type: none"> • Coach's Selection Committee meetings • Approve waiver requests in / out
October		<ul style="list-style-type: none"> • Approve waiver requests in / out
November		<ul style="list-style-type: none"> • Approve waiver requests in / out
December		
January		<ul style="list-style-type: none"> • Facilitate nominations process
February	<ul style="list-style-type: none"> • Promote HYHA Board positions 	<ul style="list-style-type: none"> • Facilitate nominations process
March	<ul style="list-style-type: none"> • Present proposed nominations 	
April	<ul style="list-style-type: none"> • Conduct vote for Board positions 	

Position: Vice-President

Position Description: Two (2) year term. Attends all meetings of the Board of Directors and is the District 3 HYHA Representative. In the event of the absence or disability of the HYHA President, the Vice-President shall succeed to his/her powers and duties. The District 3 Representative should attend all District 3 meetings and report back to the HYHA Board on District 3 initiatives. The District 3 representative is responsible for coordinating with the HYHA Tournament Director, and hosting HYHA teams in the District 3 Tournaments at the end of the season. This individual also oversees the HYHA Skater Safety initiatives, such as the concussion management and mouth guard programs.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Attend all monthly HYHA Board meetings Report to HYHA Board all pertinent information from District 3 meeting 	<ul style="list-style-type: none"> Member of the Executive Committee Attend all District 3 meetings
May		
June		<ul style="list-style-type: none"> Meet with appropriate people to set up concussion management and mouth guard programs for the upcoming season
July	<ul style="list-style-type: none"> Report to Board on Skater Safety initiatives for upcoming season 	
August		
September		<ul style="list-style-type: none"> Provide HYHA Team declarations to District 3 Attend HYHA coaches meeting, if requested
October		
November		
December		
January		<ul style="list-style-type: none"> Attend District 3 President and District 3 Rep. meeting Work with District 3, HYHA Tournament Director, and hosting HYHA teams to prepare for District 3 Tournaments
February	<ul style="list-style-type: none"> Promote HYHA Board positions 	<ul style="list-style-type: none"> Attend District 3 Tournament Pairings Meeting
March		
April		<ul style="list-style-type: none"> Attend District 3 annual banquet

Position: Secretary

Position Description: Two (2) year term. Attends all meetings of the corporation and records all minutes. The Secretary is responsible for giving proper notice of all meetings and may be asked to perform other duties as prescribed by the Board of Directors. The Secretary is responsible for steering the HYHA player scholarship programs, which includes contact, documentation, review, and presentation of player scholarship requests to the Scholarship Committee. The Secretary is also responsible for the coordination of all association communications.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Attend and take meeting minutes at each Board meeting Attend special meetings as required 	<ul style="list-style-type: none"> Distribute all meeting minutes via e-mail to all board members every month and post on website Gather agenda items and distribute via e-mail agenda for meeting every month Responsible for governance and compliance matters Assists President with special projects as needed Distribute communication via email Member of the Executive Committee
May		<ul style="list-style-type: none"> Assist with transition/orientation or new board members Monthly association newsletter
June		<ul style="list-style-type: none"> Monthly association newsletter
July		<ul style="list-style-type: none"> Monthly association newsletter
August		<ul style="list-style-type: none"> Handle the processing of player scholarship applicants, via committee Monthly association newsletter
September		<ul style="list-style-type: none"> Secure meeting place for travel meeting(s), if requested Monthly association newsletter
October		<ul style="list-style-type: none"> Monthly association newsletter
November		<ul style="list-style-type: none"> Monthly association newsletter
December		<ul style="list-style-type: none"> Mid-season Mite survey, if requested Monthly association newsletter
January		<ul style="list-style-type: none"> Monthly association newsletter
February	<ul style="list-style-type: none"> Promote HYHA Board Positions 	<ul style="list-style-type: none"> Monthly association newsletter
March		<ul style="list-style-type: none"> End of season survey, if requested Monthly association newsletter
April	<ul style="list-style-type: none"> Report results of end of season survey 	<ul style="list-style-type: none"> Monthly association newsletter

Position: Treasurer

Position Description: Two (2) year term. Responsible for keeping accurate accounting of all monies received or disbursed within HYHA.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Distribute monthly financial statements, comparison with budget 	<ul style="list-style-type: none"> Deposit all monies Pay all invoices Distribute Monthly Ice Time to Team Managers for review Reconcile monthly bank statements Prepare monthly accounting Distribute monthly bank statements to all Team Managers Review and maintenance of all insurance policies Member of the Executive Committee
May		
June		<ul style="list-style-type: none"> Prepare end of the fiscal year (May 31st) financial statements and general ledger
July		<ul style="list-style-type: none"> Prepare annual budget
August	<ul style="list-style-type: none"> Present annual budget for Board review and approval 	<ul style="list-style-type: none"> Prepare Federal tax return due by October 15th (Due by October 15th) Scholarship Committee meeting
September		<ul style="list-style-type: none"> Update website for all registration fees and concession deposits Review and update Estimated Team Costs Process all credit card payments
October		<ul style="list-style-type: none"> Meet with Team Managers to: <ol style="list-style-type: none"> Signature cards for checking accounts Distribute checkbooks Review Team Manager procedures and responsibilities Distribute Estimated Team Costs Recap Form 990 Federal tax return due by October 15th or File Form 8868 3-Month Extension to file Review and update procedures for Thanksgiving Tournament
November		<ul style="list-style-type: none"> Cash boxes for Thanksgiving Tournament Collect and deposit monies from Thanksgiving Tournament (both weekends) Bill teams for team tournaments and Oct ice time

December	<ul style="list-style-type: none"> • Present Thanksgiving Tournament Revenues and Expenses to Board • Recommend Tournament Credit for Board approval 	<ul style="list-style-type: none"> • Prepare analysis of Thanksgiving Tournament Revenues and Expenses
January		<ul style="list-style-type: none"> • Form 990 Federal tax return due by January 15th if filed Form 8868 • Bill teams for Nov and Dec ice time, including a portion of Tournament Credit
February	<ul style="list-style-type: none"> • Promote HYHA Board Positions 	
March		<ul style="list-style-type: none"> • Bill team for Jan, Feb, and Mar ice time • Collect amounts due from all teams
April		<ul style="list-style-type: none"> • Collect all team checkbooks • Reconcile all team checkbooks

Position: Coach in Chief

Position Description: The Coach in Chief is appointed annually by the President and confirmed by the board. This is a voting position, with an annual stipend. This person is responsible for the oversight and management of the overall Player Development Committee (PDC) and for running the committee meetings. The Coach in Chief sets the vision of hockey for the association and establishes the standards. Responsible for both on and off ice development, working closely with the Boys/Youth Travel Coordinator, Girls Travel Coordinator, and Mite Coordinator.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Holds a Board position and attends regular meetings 	<ul style="list-style-type: none"> Runs PDC meetings Works collaboratively with the coaches to ensure HYHA standards are being met
May		<ul style="list-style-type: none"> In conjunction with the Coaches selection committee, identify number of coaches needed for all youth travel teams. Engage in off-season planning for the next season
June	<ul style="list-style-type: none"> Present the PDC's recommended changes to the Travel Policy, for board approval 	<ul style="list-style-type: none"> Assist with hiring of coaches Continue off-season planning
July	<ul style="list-style-type: none"> Finalize board approval of proposed changes to the Travel Policy 	<ul style="list-style-type: none"> Assess dry land equipment or other training needs
August	<ul style="list-style-type: none"> Recommend expenditures to the board for equipment and other training 	<ul style="list-style-type: none"> On-ice pre-season clinic planning
September		<ul style="list-style-type: none"> On-ice skater and goalie skills clinic planning Pre-season coaches meeting
October		<ul style="list-style-type: none"> Meet with coaches and provide training for them to implement off ice training program
November		<ul style="list-style-type: none"> Available as a resource to coaches and Mite and Travel Coordinators
December		<ul style="list-style-type: none"> Available as a resource to coaches and Mite and Travel Coordinators
January		<ul style="list-style-type: none"> Available as a resource to coaches and Mite and Travel Coordinators
February		<ul style="list-style-type: none"> Available as a resource to coaches and Mite and Travel Coordinators
March		<ul style="list-style-type: none"> Evaluation of the prior season

April		<ul style="list-style-type: none">• Evaluation of the prior season & start of planning for the next season
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Position: Registrar

Position Description: Two (2) year term. The Registrar is responsible for HYHA player, coach, and team registration/rosters to Minnesota and USA Hockey. The Registrar works closely with District 3 and HYHA Affiliates to complete proper documentation and verification of all coaches, players, and team rosters. The Registrar also represents HYHA at all District 3 Registration and Roster Verification meetings.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Attend all monthly HYHA Board meetings and provides updated registration information and numbers 	<ul style="list-style-type: none"> Provide up-to-date registration information to Communications Director for website placement
May	<ul style="list-style-type: none"> Provide predicted registration numbers for Mites, Girls, and Boys programs for the new season 	<ul style="list-style-type: none"> Help transition incoming Registrar when term is complete
June		<ul style="list-style-type: none"> Update all registration paperwork for new season Work with Communications Director to update website information for new season
July	<ul style="list-style-type: none"> Discuss upcoming registration and fees with Board 	<ul style="list-style-type: none"> Confirm team levels with District 3 Review fees for registration Create registration links in NGIN for players and coaches
August	<ul style="list-style-type: none"> Attend District 3 “Kick Off” Registration Coordinator meeting 	<ul style="list-style-type: none"> Collect all monies and registration documents including player birth certificates and consent to treat forms Online registration Begin registering players and Coaches to USA Hockey
September	<ul style="list-style-type: none"> Attend HYHA Coaches meeting to discuss CEP certification criteria Declaration of HYHA teams to District 3 	<ul style="list-style-type: none"> Continue registering players and coaches to USA Hockey Send follow-up letters to those players/coaches missing monies and/or crucial documentation Verify school and residency of all registered players
October	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Work with Communications Director and Girls/Boys Coordinators during try-outs to help post tryout results and create/post final team rosters Continue registering players and

		<p>coaches and collecting missing documents</p> <ul style="list-style-type: none"> • Provide Volunteer Coordinators with Team roster files to verify shifts required • Create team binders for District 3 roster verification
November	<ul style="list-style-type: none"> • Attend the 3 scheduled District 3 roster verification meetings to roster and verify all HYHA Boys/Girls team binders 	<ul style="list-style-type: none"> • Give all verified and rostered team binders to team managers • Work with HYHA Tournament Director and District 3 Director and oversee Roster verification of all teams before/during the HYHA Thanksgiving Tournament.
December	<ul style="list-style-type: none"> • Early December: Attend District 3 roster verification for Mites • Late December: Attend final District 3 roster verification “clean up” 	<ul style="list-style-type: none"> • Remove from roster coaches who did not complete USA Hockey CEP requirements and resubmit to District 3
January	<ul style="list-style-type: none"> • Attend final District 3 Registration Coordinators meeting 	<ul style="list-style-type: none"> • Waiver report given to HYHA President for season • Re-roster Mite 4s from 3x3 format to 5x5 and submit revised roster to District 3
February	<ul style="list-style-type: none"> • Promote HYHA Board Positions 	<ul style="list-style-type: none"> • Provide predicted numbers for all levels girls/boys for future season to High school coaches
March		<ul style="list-style-type: none"> • File and clean up registration documents, reports, and financials from the present season
April		<ul style="list-style-type: none"> • Train future HYHA registrar candidate for next season

Position: Tournament Director

Position Description: Two (2) year term. Coordinate annual Thanksgiving tournament as well as any other tournaments throughout the year.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Report to Board on status of Tournament activities 	
May		<ul style="list-style-type: none"> Help transition incoming Tournament Coordinator when term is complete
June	<ul style="list-style-type: none"> Decide on tournament fee / solicit volunteers to chair tourney positions 	<ul style="list-style-type: none"> Draft invitation and tournament forms
July		<ul style="list-style-type: none"> Send out invitations to teams from last year. Write and submit ad to Let's Play Hockey. Start spread sheet on teams. Work with Boys & Girls Coordinators.
August	<ul style="list-style-type: none"> Approve ice times and rules for tournament. 	<ul style="list-style-type: none"> Work on ice times and game times. Finish all acceptance forms. Send out forms to new team contacts. Coordinate scheduling of away tournaments along with coaches
September	<ul style="list-style-type: none"> Decide on # of Hopkins teams participating in tournament. 	<ul style="list-style-type: none"> Choose volunteers for the areas needed. EMTs, Referees, Headquarters, and schedulers. Choose items for player souvenirs, t-shirt design, and trophies. Send team conformations. Get tournament application permit sent and attend tournament chair district meeting. Start team bracketing. Meet with sponsor chair and start soliciting ads for program. Find volunteers to work on program. Make headquarters schedule.
October	<ul style="list-style-type: none"> Update 	<ul style="list-style-type: none"> Prepare for parent meeting. Get final travel player count. Work with schedulers to put together tournament parent volunteer boards. Send out roster, rules and bracket info to participating teams. Check with team managers that all parents have signed up to work. Obtain all team rosters.
November	<ul style="list-style-type: none"> Update and ask for any last minute help 	<ul style="list-style-type: none"> Finalize all details of tournament, including ice schedule. Finish and proof program. Have bracket boards made. Finalize volunteer hours. Review Parent assignments for gaps. Distribute schedule to all teams. Assemble team bags. Communicate with all teams any last minute changes. Pick up trophies and t-shirts. Order

		walkie-talkies. Sew up any lose ends. Be at arenas as much as possible. Be available during entire tournament to answer any questions or solve ay problems. Have fun!
December	<ul style="list-style-type: none"> • Discuss profit/ loss of tournament 	<ul style="list-style-type: none"> • Obtain income and expense statement
January	<ul style="list-style-type: none"> • Get final figures; discuss necessary changes for next year. 	
February	<ul style="list-style-type: none"> • Promote HYHA Board Positions 	
March		
April		

Position: Boys/Youth Travel Coordinator

Position Description: Two (2) year term. Facilitates all Boys/Youth travel team activities for the HYHA Player Development Committee (PDC)

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> • Holds a Board position and attends regular meetings 	<ul style="list-style-type: none"> • Oversee youth travel teams throughout the season, including players, coaches, and parents • Use recurring communications throughout the year to promote HYHA and development opportunities on behalf of the PDC. • Attend PDC meetings • Ongoing contact with coaches and collaboration with the Coach in Chief and ACE Coordinator
May		<ul style="list-style-type: none"> • Help transition incoming Boys/Youth Travel Coordinator when term is complete • In conjunction with the Coaches selection committee, identify number of coaches needed for all youth travel teams. Place ads, as necessary • Retain records of year end evaluations
June	<ul style="list-style-type: none"> • Present returning coaches to Board for approval 	<ul style="list-style-type: none"> • Coordinate selection of coaches for upcoming season, through interview process, in conjunction with coaches selection committee
July		<ul style="list-style-type: none"> • Works with the Ice Coordinator, scheduling pre-season clinics and tryouts, for all boys/youth teams, Squirt and up
August	<ul style="list-style-type: none"> • Present coaches to Board for approval • Presents PDC's recommendations for selection criteria and tryout process to the Board 	<ul style="list-style-type: none"> • Work closely with Registrar regarding number of players for determination of travel teams on behalf of PDC
September	<ul style="list-style-type: none"> • Finalize Board approval of PDC's recommendations for selection criteria and tryout process. 	<ul style="list-style-type: none"> • Coordinate and lead pre-season coaches' meeting in conjunction with the Coach in Chief, ACE coordinator, Registrar, and District 3 rep. • Coordinate and lead pre-tryout parent meeting for each level.

		<ul style="list-style-type: none"> • Coordinate the posting of current selection criteria and tryout process on the HYHA website upon Board approval • Ensure accuracy of pre-season clinic listings, adjusting players as necessary for equal distribution per session if necessary.
October		<ul style="list-style-type: none"> • Ensure accuracy of tryout times on the-HYHA Website • Facilitate the tryout process in conjunction with the Coach in Chief, PDC, and level coaches • Distribute travel team lists to Registrar and Tournament Director
November		<ul style="list-style-type: none"> • Travel League play begins
December		<ul style="list-style-type: none"> • Holds a mid-season coaches' meeting
January		
February	<ul style="list-style-type: none"> • Promote HYHA Board Positions 	
March	<ul style="list-style-type: none"> • End of year report to Board • Recommendations for upcoming season 	
April		<ul style="list-style-type: none"> • Contact existing coaches to determine whether they intend to coach during the upcoming season

Position: Girls Coordinator

Position Description: Two (2) year term. Coordination of all Girls Youth Hockey related activities for HYHA. Works with coordinator of partner association.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Hold a Board position and attends regular meetings Work in conjunction with SLP girls coordinator 	<ul style="list-style-type: none"> Represent Girls HYHA at District 3 Meetings held with other Girls Coordinators Use recurring communications throughout the year to promote HYHA and development opportunities on behalf of the PDC. Attend PDC meetings Ongoing contact with coaches and collaboration with the Coach in Chief and ACE Coordinator
May		<ul style="list-style-type: none"> Help transition incoming Girls Coordinator when term is complete Oversee the summer program and advise age group participation on summer league teams
June		
July		<ul style="list-style-type: none"> Coordinate the preseason clinics, tryouts and team selection for all youth girls Establish/review selection criteria and tryout process.
August	<ul style="list-style-type: none"> Work and reports closely with Registrar regarding number of players for determination of travel teams Report on status of sign - up and deals with areas that need to be addressed during the process 	<ul style="list-style-type: none"> Coordinate Coaching selection for upcoming season
September		<ul style="list-style-type: none"> Coordinate scheduling of mandatory Parent Meeting for all travel players, along with Youth/Boys Coordinator. Work with Tournament Director to Coordinate Thanksgiving Tournament Coordinate scheduling “away” Tournaments along with coaches
October		<ul style="list-style-type: none"> Oversee tryout process During the season, engages with the coaches on development of the girls
November		<ul style="list-style-type: none"> Travel League play begins

December		<ul style="list-style-type: none">• Hold a mid-year coaches meeting
January		
February	<ul style="list-style-type: none">• Promote HYHA Board Positions	<ul style="list-style-type: none">• Complete a review of all required paperwork and equipment returned to the Association
March		
April		

Position: ACE Coordinator

Position Description: Two (2) year term. The ACE (Association Coaching and Education) Coordinator is responsible for the implementation of the Minnesota Hockey, Hockey Education Program (HEP) and USA Hockey Association Coaching Education (ACE) programs for HYHA. The objective is successful implementation of parent and coach education and player skill development by supporting the PDC (Player Development Committee) actions as approved by the HYHA board of Directors.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> • Holds a Board position and attends regular meetings 	<ul style="list-style-type: none"> • Attends monthly PDC meetings • Facilitates the coaching education effort in the Association • Assists the PDC in ongoing development and training opportunities • Supports the PDC endeavors in collaboration with Boys/Youth and Girls Travel Coordinators • The ACE Coordinator is responsible for coordinating a player evaluation process, and reporting to the PDC a status update at the beginning, middle, and end of each season.
May		<ul style="list-style-type: none"> • Help transition incoming ACE Coordinator when term is complete
June		<ul style="list-style-type: none"> •
July		<ul style="list-style-type: none"> •
August		<ul style="list-style-type: none"> • Monitor Safesport training and work with Registrar on compliance
September		<ul style="list-style-type: none"> • Participate in pre-season coaches' meeting in support of HEP and ACE Programs • Facilitate skill development training sessions for coaches as determined by the PDC • Communicate dates / times / locations of coaching certification sessions • Monitor Safesport training and work with Registrar on compliance
October		<ul style="list-style-type: none"> • Promotes coaches' clinics, skills clinics, goalie clinics, and special events as determined by the PDC • Facilitate student coaching opportunities with the Hopkins High School boys and girls teams • Notify Registrar of potential student athlete candidate coaches and ensure the necessary paperwork is received by the

		Registrar for rostering <ul style="list-style-type: none"> • Participate in pre- season travel meetings promoting HEP training for parents and players
November		<ul style="list-style-type: none"> • Review CEP reports and notify coaches of missing requirements
December		<ul style="list-style-type: none"> • Review CEP reports and notify coaches of missing requirements
January		
February	<ul style="list-style-type: none"> • Promote HYHA Board Positions 	
March	<ul style="list-style-type: none"> • End of year report to Board • Recommendations for upcoming season 	<ul style="list-style-type: none"> • Coordinate the year-end player evaluations to be completed by all coaches
April		

Position: Equipment Coordinator

Position Description: Two (2) year term. Purchase, distribute, and retrieve HYHA equipment. This person also coordinates association apparel ordering and jackets and skate bags for coaches.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Report to Board on the status of equipment concerns 	<ul style="list-style-type: none"> Organize equipment to make sure equipment is available for the hockey season
May	<ul style="list-style-type: none"> Report status / budget / equipment purchase source discussion 	<ul style="list-style-type: none"> Help transition incoming Equipment Coordinator when term is complete Obtain bids for upcoming season's equipment
June	<ul style="list-style-type: none"> Review bids with board and select vendor 	<ul style="list-style-type: none"> Order equipment from selected vendor
July	<ul style="list-style-type: none"> Report status - update trophy case 	<ul style="list-style-type: none"> Check order status
August	<ul style="list-style-type: none"> Report status 	<ul style="list-style-type: none"> Check order status Coordinate association apparel offerings for upcoming season
September	<ul style="list-style-type: none"> Talk about equipment needs 	<ul style="list-style-type: none"> Inventory equipment delivered for up-coming season Order jackets and skate bags for new coaches
October	<ul style="list-style-type: none"> Report on issue concerns 	<ul style="list-style-type: none"> Issue equipment for season, including Try Hockey For Free program equipment Order jackets and skate bags for new coaches
November		<ul style="list-style-type: none"> Monitor team equipment needs Order jackets and skate bags for new coaches
December		<ul style="list-style-type: none"> Monitor team equipment needs Order jackets and skate bags for new coaches
January		<ul style="list-style-type: none"> Monitor team equipment needs
February	<ul style="list-style-type: none"> Promote HYHA Board Positions 	<ul style="list-style-type: none"> Send out equipment return procedure letter
March	<ul style="list-style-type: none"> Report on equipment collection status 	<ul style="list-style-type: none"> Collect HYHA equipment from the season - inventory and store it
April	<ul style="list-style-type: none"> Report on inventory collection problems 	<ul style="list-style-type: none"> Collect HYHA equipment – fine teams or individuals not returning equipment

Position: Ice Coordinator

Position Description: Two (2) year term. Secure and schedule all indoor HYHA ice for all association activities. Schedule all district games for all levels. Secure insurance documentation for ice arenas which are utilized by the association.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Monthly update of ice time 	<ul style="list-style-type: none"> Schedule ice times as needed by HYHA Print invoices for all teams to be billed by the 5th of the following month. Distribute the invoices to the Treasurer Secure ice time for HYHA to utilize
May		<ul style="list-style-type: none"> Help transition incoming Ice Coordinator when term is complete Discuss with ice arenas the hours required for the upcoming season
June		<ul style="list-style-type: none"> Secure contracts for ice for the upcoming season with the main ice arenas (Hopkins Pavilion and Minnetonka) Set up clinic and try-out times to be coordinated with the Travel Coordinator and Girls Coordinator
July		<ul style="list-style-type: none"> Secure ice times from secondary ice arenas (Breck, Blake, Mariucci, etc.)
August		<ul style="list-style-type: none"> Finalize all contracts for the upcoming season Secure and submit the proper insurance documentation for the ice arenas Secure ice times for the Thanksgiving Tournament (both weekends)
September		<ul style="list-style-type: none"> Schedule practice sessions for the first part of the season for all teams Attend district travel scheduling meeting to schedule all travel level district games
October		<ul style="list-style-type: none"> Attend scheduling meetings for Girls district games Schedule practice times for all teams for the next part of the season
November		<ul style="list-style-type: none"> Distribute ice times schedule to all teams
December		<ul style="list-style-type: none"> Schedule additional ice times
January		<ul style="list-style-type: none"> Schedule additional ice times

February	<ul style="list-style-type: none">• Promote HYHA Board Positions	<ul style="list-style-type: none">• Schedule additional ice times
March		<ul style="list-style-type: none">• Schedule additional ice times
April	<ul style="list-style-type: none">• Distribute end of year statistics for ice time used by HYHA for the season	<ul style="list-style-type: none">• Compute end of year statistics for ice time used by HYHA for the season

Position: Webmaster

Position Description: Two (2) year term. Monitors all information distributed through the HYHA Website, establishes links to other websites and additional functionality within HYHA Website. This person will manage relations with web provider, suggest upgrades, maintain uniformity, provide training to board members, coaches, and manager, and collaborate with and assist the Ice Scheduler.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Hold a Board position and attends regular meetings 	<ul style="list-style-type: none"> Oversees HYHA Website throughout the year. Promote use of HYHA Website Monitor all information distributed through the HYHA Website Ensure that all board members, coaches, and team managers have appropriate website access to effectively perform their assigned duties
May		<ul style="list-style-type: none"> Help transition incoming Webmaster when term is complete Identify website enhancements and/or maintenance items needing technical assistance from the HYHA website provider (currently SportsEngine)
June		<ul style="list-style-type: none"> Implement and monitor website enhancement and maintenance activity
July		<ul style="list-style-type: none"> Implement and monitor website enhancement and maintenance activity
August		<ul style="list-style-type: none"> Work with Registrar to ensure all registration information on the HYHA website has been updated for the current season
September		<ul style="list-style-type: none"> Update Website with clinic schedules and tryout & evaluation schedules Create team pages for all levels
October		<ul style="list-style-type: none"> Assist Team Managers and Coaches with team webpages Post team selections and roster players after tryouts are completed Work with SLP and other partner associations regarding website and calendaring
November		<ul style="list-style-type: none"> Update and keep website current Upload Picture Day schedule Assist with website updates during the Thanksgiving tournament
December		<ul style="list-style-type: none"> Update and keep website current
January		<ul style="list-style-type: none"> Update and keep website current

		<ul style="list-style-type: none"> • Revise mite pages when 3x3 becomes 5x5 play
February	<ul style="list-style-type: none"> • Promote HYHA Board Positions 	<ul style="list-style-type: none"> • Update and keep website current
March		<ul style="list-style-type: none"> • Update and keep website current
April		<ul style="list-style-type: none"> • Update website with new Board members

Position: Mite Coordinator

Position Description: Two (2) year term. Coordinates all Mite 1 through 4 activities throughout the season directing parents and keeping them informed about the program. Coordinate Mite clinics, evaluations, and team placement. Involved with Mite registration, team organization, coach selection and education, and Mite Day.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Hold a Board position and attends regular meetings Keep Board updated on all Mite programs and activities 	<ul style="list-style-type: none"> Oversee mite teams throughout the season, including players, coaches, and parents Ongoing contact with coaches
May		<ul style="list-style-type: none"> Help transition incoming Mite Coordinator when term is complete Prepare promotional material for distribution to elementary schools, by working with Recruitment Coordinator
June		<ul style="list-style-type: none"> Work with Recruitment Coordinator regarding Raspberry Festival and HYHA players participating in Raspberry parade.
July		<ul style="list-style-type: none"> Coordinate Mite participation in the Hopkins Raspberry parade Work with Recruitment Coordinator to promote mite program. Mail promotional material to all Mite age students per database
August		<ul style="list-style-type: none"> Distribute flyer to elementary school Coordinate and schedules Mite clinics with Ice Coordinator, HHS Boys Coach, and Registrar Helps with Mite organization and proper coaches CEP
September		<ul style="list-style-type: none"> Maintains per-season clinic listings Verify players against pre-season clinic listings Schedule players for evaluation times and posts listing at the Pavilion and HYHA website.
October		<ul style="list-style-type: none"> Coordinate evaluation process, including securing evaluators Oversees evaluation process Identify all coaches Prepare team placement for all Mite players. Prepare team rosters.

		<ul style="list-style-type: none"> • Contact coaches, distributes team roster • Coordinate ice time for the season with Ice Coordinator. Schedule all practices/games for the season • Coordinate with District 3 for schedule of Mite 4 games
November		<ul style="list-style-type: none"> • Hold a Mite 4 parent meeting • Promote communication through use of HYHA Website.
December		<ul style="list-style-type: none"> • Coordinate coaches clinics and meetings
January		<ul style="list-style-type: none"> • Prepare for Mite Day
February	<ul style="list-style-type: none"> • Promotes HYHA Board Positions 	<ul style="list-style-type: none"> • Coordinate Mite Day
March	<ul style="list-style-type: none"> • End of year report to Board • Recommendations for upcoming season 	
April		

Position: Recruitment Coordinator

Position Description: Two (2) year term. Coordinates all recruitment projects for HYHA and works with Mite Coordinator and Fundraising / Sponsorship Coordinator.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Hold a Board position and attends regular meetings Keep Board updated on Recruitment activities 	
May		<ul style="list-style-type: none"> Help transition incoming Recruitment Coordinator when term is complete Identify needs/priorities for HYHA Make recommendations to the Board for the upcoming year for recruitment activities
June		<ul style="list-style-type: none"> Schedule various events, as necessary Contact Raspberry Festival regarding HYHA in Raspberry day parade
July		<ul style="list-style-type: none"> Requests database from Hopkins IDS 270 for all Mite age students Submit promotional material to Hopkins IDS 270 for approval Contact Raspberry Festival regarding HYHA players in Raspberry parade. Register HYHA.
August		<ul style="list-style-type: none"> Distribute flyer to elementary schools Mail promotional material to all Mite age students per database Put out yard signs
September		<ul style="list-style-type: none"> Staff back to school night booths PTO Meeting
October		<ul style="list-style-type: none"> Recruit and promote
November		<ul style="list-style-type: none"> Recruit and promote Try Hockey for Free Day
December		<ul style="list-style-type: none"> Recruit and promote
January		<ul style="list-style-type: none"> Recruit and promote
February	<ul style="list-style-type: none"> Promote HYHA Board Positions 	<ul style="list-style-type: none"> Try Hockey for Free Day
March		<ul style="list-style-type: none"> Promote HYHA
April		<ul style="list-style-type: none"> Promote HYHA

Position: Volunteer Coordinator

Position Description: Two (2) year term. Responsible for the establishment and monitoring of a system of volunteer efforts by all HYHA parents. Establishes a listing of all needed volunteer service projects, including, but not limited to, tournaments, team management, and fundraising events.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Hold a Board position and attends regular meetings Keep Board updated on volunteer activities 	<ul style="list-style-type: none"> Establish a volunteer listing of all HYHA parents, which shall include their volunteer efforts Establish listing of all needed volunteer service projects and Board subcommittees Oversee team managers
May		<ul style="list-style-type: none"> Help transition incoming Volunteer Coordinator when term is complete
June		<ul style="list-style-type: none"> Secure Concession Manager Evaluate HYHA's volunteer needs and determine number of shifts to be filled
July	<ul style="list-style-type: none"> Report to Board on number of shifts to be filled in upcoming season and make recommendation regarding any changes in volunteer policy 	
August		
September		<ul style="list-style-type: none"> Coordinate with Registrar to compile a volunteer listing
October		<ul style="list-style-type: none"> Coordinate with Tournament Director for determination of volunteers needed during Thanksgiving Tournament Coordinate with Treasurer and meet with Team Managers to discuss Team Manager procedures and responsibilities
November		<ul style="list-style-type: none"> Manage in-season concession DIBS Manage tournament and board headquarter DIBS
December		<ul style="list-style-type: none"> Manage in-season concession DIBS
January		<ul style="list-style-type: none"> Manage in-season concession DIBS Coordinate with Mite Coordinator to secure volunteers

		during Mite Day
February	<ul style="list-style-type: none"> Promote HYHA Board Positions 	<ul style="list-style-type: none"> Manage in-season concession DIBS
March		<ul style="list-style-type: none"> Manage tournament and board headquarter DIBS for any district playoffs hosted by HYHA
April		

Position: Fundraising/Sponsorship Coordinator

Position Description: Two (2) year term. Coordinates all fundraising projects HYHA wishes to undertake and contacts local businesses for sponsorship opportunities. Coordinates sale, production, and placement of dasher board ads by working with Pavilion rink manager.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> Hold a Board position and attends regular meetings Keep Board updated on Fundraising activities 	<ul style="list-style-type: none"> Coordinate fundraising projects throughout the year, excluding HYHA tournaments Solicit local businesses for sponsorship
May		<ul style="list-style-type: none"> Help transition incoming Fundraising/Sponsorship Coordinator when term is complete Identify fundraising needs for HYHA Make recommendations to the Board for the upcoming year for fundraising activities
June		<ul style="list-style-type: none"> Schedule various events, as necessary
July		
August		
September		<ul style="list-style-type: none"> Prepare sponsorship letters Promote advertisements for tournament program
October		<ul style="list-style-type: none"> Promote advertisements for tournament program Coordinate Picture Day
November		<ul style="list-style-type: none"> Update sponsorship board at Hopkins Pavilion
December		
January		
February	<ul style="list-style-type: none"> Promote HYHA Board Positions 	
March		
April		

Position: Gambling Manager

Position Description: Responsible for the day-to-day activities of the HYHA gambling operation. The Gambling Manager supervises all the gambling activity and the personnel who help run the operation. Duties include, but are not limited to:

- Supervising, hiring, firing, and disciplining all gambling employees
- Determining the product to be purchased and put into play
- Reviewing & monitoring the conduct of games
- Verifying all receipts, all disbursements, and all inventory
- Supervising all licensing & reporting requirements
- Assuring the organization is in compliance with all lawful gambling statutes & rules
- Assuring that illegal gambling is not conducted at any permitted premises
- Assure that required reports are properly filed with the MN Gambling Control Board, the MN Dept of Revenue, the IRS, and the City of Hopkins
- Establishment, implementation, and documentation of the accounting & administrative controls

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	<ul style="list-style-type: none"> • Report monthly operating results • Obtain approval of Allowable & Lawful Purpose expenditures • Communicate with the Minnesota Gambling Control Board, MN Dept of Revenue, or City of Hopkins 	<ul style="list-style-type: none"> • Supervise employees and gambling operation • Audit/review of games in play • Ensure inventory & cash accuracy • Prepare monthly cash disbursements • Prepare monthly G-1 and timely filing of all required reports (by the 20th of each month.) • Report & make recommendations at monthly Pull-tab committee meeting • Management of Lessor relationship • Participate in Continuing Education classes (once per licensed year)
May		<ul style="list-style-type: none"> • Help transition incoming Gambling Manager when term is complete • Federal & State tax returns due on 15th
June		<ul style="list-style-type: none"> • Annual audit due to MN Dept of Revenue
July		
August		
September		
October		
November		
December		<ul style="list-style-type: none"> • Ascertain calendar YTD profitability and make required disbursements in order to eliminate profitability and taxes
January		

February		<ul style="list-style-type: none">• Work with CPA to complete audit & tax returns
March		<ul style="list-style-type: none">• Work with CPA to complete audit & tax returns
April		<ul style="list-style-type: none">• Work with CPA to complete audit & tax returns

This version of the HYHA Board Job Descriptions was reviewed and approved by the board on January 16, 2017.