

MAHA Hockey Operations

- I. Hockey Operations Director
 - a. Objectives of the Operations Director (OD) position
 - i. Oversee the Level Leads (of which the Director is to occupy one position).
 - 1. Bantam, Peewee, Squirt, Girls, In-House Leads (5 total)
 - ii. Define Hockey Operations Committee (HOC) as level leads and High School Coaches or other established figures as necessary.
 - iii. Define a Steering Committee to help establish on-ice protocol.
 - iv. With HOC, ensure proper on ice programs and player development
 - v. To oversee any/all programs that directly affect the Winter & Fall MAHA seasons.
 - vi. Ensure continuity of Mankato Hockey with Youth and High School programs
 - vii. Ultimate decision maker when committee is in a split decision
 - b. Reporting Relationship
 - i. Though accountable to all members of MAHA, the Operations Director will report directly to the Executive Board, and carry out the directions of the MAHA Board of Directors.
 - ii. OD will provide E-board with a monthly report of accomplishments and status of ongoing programs.
 - iii. Any new expectations of the OD to be approved by the MAHA Board of Directors in advance.
 - c. Time Commitment
 - i. Coordinate Bi-Monthly (every other week) status report meetings with leads
 - ii. 200 hours (8 hours per week est.) during the season on-ice/off-ice with association teams/coaches/leads
 - iii. Attend Quarterly District meeting attendance
 - iv. Coordinate Monthly (or as necessary) Hockey Operations Committee Meetings
- II. Hockey Operation Director and Level Leads
 - a. Hiring/Removal process
 - i. The Operations Director will be recommended by the President of MAHA
 - ii. Appointment is done by a 2/3 majority approval of the entire MAHA board
 - iii. The Operation's Director and Level Leads are an "at will" employee, but written notice is requested in advance for any non-fraudulent removal from the position.
 - iv. Removal of OD will be done by a 2/3 majority vote of the MAHA board with or without cause
 - 1. Process to begin with motion by MAHA Executive board with just cause.
 - 2. Removal will be voted on after both the Executive board and acting OD are able to present their views to the entire MAHA board
 - v. Hiring of the Lead Level positions will be a joint effort of the OD and the MAHA Executive board or its appointees
 - b. Evaluation process

- i. E-board will perform an annual review of the OD position and level leads. E-board will seek input from a variety of sources to include, but not limited to, the following: high school coaches, MAHA coaches, MSU coaches, and any necessary MAHA sources.
 - ii. Any new, or unmet, expectations of the OD to be documented in the form of a performance improvement plan.
- III. Compensation
 - a. Base pay for the Operations Director and Level Leads to be determined each year upon the completion of the fiscal year and a review of financials.
 - b. Pay to be approved by a 2/3 majority approval vote of the entire MAHA Board
- IV. Hockey Operations Director and Level Leads Duties
 - a. Coaches Selection/Education
 - i. Recruit coaches, interview, and hire coaches.
 - ii. Prepare coaches book/manual as well as various coaches materials and resources
 - iii. Coordinate individual as well as association wide coaches meetings and symposiums
 - iv. Provide coaching assessments to each coach during the year
 - v. Ensure proper certification for all MAHA coaches
 - vi. Provide an expectation model for all MAHA coaches
 - b. Player Development
 - i. Ensure proper on ice programs are being maintained
 - ii. Provide player evaluations coordinated through teams coaches
 - iii. Monitor Game/Practice ratios
 - iv. Provide an accurate skills model for MAHA coaches and players
 - c. Team Manager / Scheduler Partnership
 - i. Work with team lead on game scheduling
 - ii. Assure proper strength of schedule based on team skillset
 - iii. Attend district scheduling meeting with Managers
 - d. Pre-Season Expectations
 - i. Work with MAHA Executive Board and Registrar to determine number of teams based on total registration and an equal split of players for each team.
 - ii. Tournament selection for association travelling teams
 - iii. With the assistance of the Hockey Operations Committee (HOC) determine the playing level for all MAHA teams. Prepare a formal recommendation for the MAHA Board to be given in June at the monthly board meeting as to what the recommended levels are and reasons why.
 - iv. Each Level Lead with the guidance of the OD will coordinate and oversee player placements.
 - e. Time Commitment - Leads
 - i. Attend and provide update at Bi-Monthly (every other week) status report meetings with HOD

- ii. 150 hours (6 hours per week) during the season on-ice/off-ice with designated teams/levels
- iii. Attend and provide update at Monthly (or as necessary) Hockey Operations Committee Meetings

