

# Iowa City Hockey Association roles and responsibilities

The ICH Board of Directors reviewed the roles, responsibilities, and tasks of the association through the year and outlined in [Association bylaws](#).



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# Board of Directors

## Bylaws description

- In compliance with ICH, MWAHA, USAH, and the US Center for SafeSport (USCSS), all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a “national” screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. (IV.1.A)
- All fees shall be established by the Board of Directors and presented to the general membership as a part of the annual budget. (V.1)
- Set a due date for paying fees (V.2)
- Can waive deadlines and late fees (V.2)
- can give extensions for payment of fees (V.3)
- Gives authority to enter into contracts (VI.5)
- Voting (VII.3)
- Filling board vacancies (VII.4)
- Removing board members (VII.5)
- February: Appoints nominating committee one month prior to Annual Meeting (IX.2)
- Attend board meetings (X.3)
- Determine time and place for meeting; announce at least 72 hours in advance (X.4)
- Create committees to carry out the functions of the association; determine the duration and functions of these committee (XI.1)
- Allocate funds from fundraising activities (XI.1.A)
- Approve Directors (XI.2)
- Serving on committees as outlined in the bylaws (VIII.5, IX.2, XI.1.B, XI.1.C, XI.1.E, XI.1.F)
- Create or sanction such affiliate organizations engaged in the development and promotion of new recreational services and programs in an ice skating facility for the enjoyment and education of the regional community, including but not limited to those related to youth hockey, figure skating, adult hockey, intramural, interscholastic and intercollegiate hockey (XIII)
- Alter, amend or repeal Bylaws (XIV)

## Other responsibilities

- Responsible for establishing the behavior and culture of the association, setting the tone for respect, honesty, and virtue in sport.

# Officers

## President

### Bylaws description

- Principal executive officer of ICH (VIII.2)
- Supervises all of the business affairs of ICH (VIII.2)
- Presides at all meetings of the general membership (VIII.2)
- Serves as an ex-officio member of all committees, except the Nominating committee (VIII.2)
- Appoint chairpeople, directors, and members for standing committees and other positions identified in Bylaws (IX.2, XI.1, XI.2)
- Appoints board member to join treasurer in monthly audit of finances (VIII.5)

### Other responsibilities

- Organize and lead ICH board meetings
- Serve as Midwest Amateur Hockey Association (MWAHA) Director
- Attend MWAHA meetings
- Set practice schedule, working with [Coaching Director](#), Rink Liaison, and Hockey Directors

## Vice President

- Performs duties of president in their absence (VIII.3)

## Secretary

- Records and makes available the minutes of all meetings (VIII.4)
- Tabulate votes with chair of nominating committee (IX.2)

## Treasurer

### Bylaws description

- Custodian of ICH funds (VIII.5)
- Deposits funds (VI.2, VIII.5)
- Pays accounts payable (VIII.5)
- Accurate recordkeeping (VIII.5)
- Directs annual budget (VI.3, VIII.5)
- Give financial reports at each meeting (VIII.5)
- Prepare and submit financial report of all transactions each year (VIII.5)
- Monthly audit of finances with a board member; presents to board (VIII.5)

#### Other responsibilities

- Coordinate with Webmaster to ensure registration has fees listed correctly
- Coordinate with Tournament Director on fees

## Executive Board Officers

#### Bylaws description

- Advise the Coaching Director and Coaching Committee when they can not resolve a complaint (XI.1.F)

#### Other responsibilities

- Weather calls
- Grantwriting

## Coaching

### Coaching director

#### Bylaws description

- In compliance with ICH, MWAHA, USAH, and the US Center for SafeSport (USCSSL), all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a “national” screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. (IV.1.A)
- Ensure all coaches and anyone with regular access to youth participants have completed USA Hockey screening and background check program (IV.1.A.1)
- Director appointed by President and approved by Board (XI.2)
- Works with the Coaching Committee to recruit and select the most qualified and available coaches for each level of play (XI.1.F)
- Monitoring managers and coaches throughout the year (XI.1.F)
- If a complaint is made, work with the coaching committee in finding a solution to the issue at hand (XI.1.F)
- Meet all the requirements as listed in the USA Hockey Annual Guide (XV.2)

#### Other responsibilities

- Review MWAHA Policies and Procedures, USA Hockey Annual Guide, the USA Hockey Rule Book, and the USA Hockey SafeSport Program Handbook, which define the various policies, procedures, and processes for dispute resolution (XV.3)
- Recruit and coordinate coaches, including head coaches and assistant coaches
- Coordinate guest coaches (e.g. Iowa Heartlander players)

- Working with President, Rink Liaison, and Hockey Directors, develop a practice schedule for the season
- Coordinate tryouts; set standards for evaluation and communicate them to evaluators
- Set vision for creating consistent coaching between levels, abiding by USA Hockey's American Development Plan (ADM)
- Set expectations for coaching, giving guidance on how to coach, including how to optimize ice time.
- Set benchmarks for evaluating coaches
- Communicate with coaches, including expectations and standards
- Coordinate with Rink Liaison and Hockey Directors on announcing non-ICH camps and tournaments
- Coordinate recommendations for off-season training

## Coaching committee

### Bylaws description

- Works with the Coaching Director to recruit and select the most qualified and available coaches for each level of play (XI.1.F)
- Assist Coaching Director in monitoring managers and coaches throughout the year (XI.1.F)
- If a complaint is made, the coaching committee will assist in finding a solution to the issue at hand (XI.1.F)

### Other responsibilities

- Review MWAHA Policies and Procedures, USA Hockey Annual Guide, the USA Hockey Rule Book, and the USA Hockey SafeSport Program Handbook, which define the various policies, procedures, and processes for dispute resolution (XV.3)
- Support Coaching Director in recruiting and coordinating coaches
- Final approval of head coaches
- Final approval of number of teams per level and players per team

## Head Coaches

### Bylaws description

- In compliance with ICH, MWAHA, USAH, and the US Center for SafeSport (USCSS), all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a "national" screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. (IV.1.A)
- Meet all the requirements as listed in the USA Hockey Annual Guide (XV.2)
- Ensure locker rooms and changing areas are appropriately monitored per MWAHA, USAH, and USSCS policies (XV.5)

### Other responsibilities

- Team roster – roster size, selecting players
- Player safety
- Review MWAHA and USAH Concussion policies (XV.4)
- Responsible for ensuring practice plans are created and distributed prior to each practice.
- Responsible for game and bench management during games.

### Assistant coaches

#### Bylaws description

- In compliance with ICH, MWAHA, USAH, and the US Center for SafeSport (USCSS), all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a “national” screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. (IV.1.A)
- Meet all the requirements as listed in the USA Hockey Annual Guide (XV.2)
- Review MWAHA and USAH Concussion policies (XV.4)

#### Other responsibilities

- Responsible for executing practice plans.
- At Head Coach discretion, may develop practice plans.

## Hockey director

ICH has a Jr. Heartlanders Director (co-ed teams) and a Maidens Director (girls teams). During the meeting we discussed adding a third director for in-house hockey programs for the association. These duties and responsibilities are consistent across each program.

#### Bylaws description

- In compliance with ICH, MWAHA, USAH, and the US Center for SafeSport (USCSS), all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a “national” screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. (IV.1.A)
- Directors appointed by President and approved by Board (XI.2)

#### Other responsibilities

- Coordinate with Webmaster to create team rosters and profiles
- Coordinate with Treasurer, Webmaster to post tournament registrations and flyers
- Recruit new players and families into the program; coordinate with Marketing Director

- Coordinate with Rink Liaison and Coaching Director on announcing non-ICH camps and tournaments
- Recruit, select, and approve team managers
- Working with President, Rink Liaison, and Coaching Director, develop a practice schedule for the season
- Lead training of Team Managers and other volunteers
- Communicate expectations, duties, and responsibilities for volunteers
- Communicate with parents about ICH activities (e.g., schedule, board, volunteering, fundraising)

## Team managers

### Bylaws description

- In compliance with ICH, MWAHA, USAH, and the US Center for SafeSport (USCSS), all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a “national” screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. (IV.1.A)

### Other responsibilities

- Ensure locker room monitors, team drivers, travel chaperones, officials, and anyone with regular access to youth participants have completed USA Hockey screening and background check program (IV.1.A.1)
- Support head coach in enforcement of locker room supervision (XV.5)
- Point of contact for parent concerns
- Responsible for planning, coordinating, conducting, and record keeping of all volunteer activities of the members of their program, including practices, games, and tournaments.
- Find and schedule games and travel tournaments.
- Coordinate logistics of travel tournaments, including hotels, outings.
- Remind families to recruit other families into the program
- Communicate expectations for players and families (e.g. code of conduct, practice schedule, volunteer expectations)
- Goody bags for games and tournaments

## Other directors and committees

Listed alphabetically.



## Discipline committee

### Bylaws description

- Director appointed by President and approved by Board (XI.2)
- Administers discipline for all judgments required as a result of infractions covered by the USA Hockey official rules, ICH rules, or disciplinary requests made by an Official or member of the ICH.

### Other responsibilities

- Review MWAHA Policies and Procedures, USA Hockey Annual Guide, the USA Hockey Rule Book, and the USA Hockey SafeSport Program Handbook, which define the various policies, procedures, and processes for dispute resolution (XV.3)

## Fundraising committee

### Bylaws description

- Director appointed by President and approved by Board (XI.2)
- Raise funds to support the activities of ICH (XI.1.A)
- Get board approval to implement fundraising ideas (XI.1.A)

### Other responsibilities

- Coordinate fundraising activities with Iowa Heartlanders
- Manage volunteering at Iowa Heartlanders games, including sign-ups, communication about duties and responsibilities, training, and reminders.

## Marketing Director

- Coordinate community events, such as parades and FryFest
- Content on ICH website, iowacityhockey.com; Coordinate with Webmaster to post and update content on website
- Content on social media
- Communication and promotions with Iowa Heartlanders
- Rink relations and signage at Xstream Arena and Coral Ridge
- Outreach to schools and recreation centers
- Advertising
- Marketing collateral (brochures, flyers, and giveaway items)
- Advise on recruitment to bring new players and families into the program; coordinate with Hockey Directors

## Merchandising Director

- Order player equipment (jerseys and socks)

- Coordinate team apparel purchasing
- Coordinate team photos

## Midwest Amateur Hockey Association (MWAHA) Director

- Attend MWAHA meetings.

## Nominating committee

- Prepare a list of nominees for membership on the Board of Directors (IX.2)

## Player Safety Coordinator

No responsibilities listed in Bylaws or identified in meeting

## Registrar

- Make sure all players are registered and rostered with full documentation (birth certificates)
- Make sure all coaches are registered with full documentation (USA Hockey, SafeSport)
- Monitor and report on SafeSport compliance
- Coordinate with Webmaster to ensure registration captures all required documentation

## Referee coordinator/Referee-in-chief

### Bylaws description

- Serves on Discipline Committee (XI.1.B)
- In compliance with ICH, MWAHA, USAH, and the US Center for SafeSport (USCSS), all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a “national” screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. (IV.1.A)

### Other responsibilities

- Meet all the requirements as listed in the USA Hockey Annual Guide (XV.2)
- Review MWAHA Policies and Procedures, USA Hockey Annual Guide, the USA Hockey Rule Book, and the USA Hockey SafeSport Program Handbook, which define the various policies, procedures, and processes for dispute resolution (XV.3)

## Rink Liaison

- Liaison between ICH and rink management

- Working with President, Coaching Director, and Hockey Directors, develop a practice schedule for the season
- Working with Tournament director, schedule ice for tournaments
- Working with coaches and team managers to identify availability and schedule ice time
- Work with rink staff on rink programming
- Share information on private lesions
- Coordinate with Coaching Director and Hockey Directors on announcing non-ICH camps and tournaments

## SafeSport

### SafeSport committee

#### Bylaws description

- Coordinator appointed by President and approved by Board (XI.2)
- Shall monitor and ensure all coaches, team managers, locker room monitors, Board of Directors members, and volunteers over the age of 17 comply with USAH and USCSS screening policies. (IV.1.E)

#### Other responsibilities

- Review MWAHA Policies and Procedures, USA Hockey Annual Guide, the USA Hockey Rule Book, and the USA Hockey SafeSport Program Handbook, which define the various policies, procedures, and processes for dispute resolution (XV.3)
- Review MWAHA and USAH Concussion policies (XV.4)

### SafeSport Coordinator

#### Bylaws description

- Shall monitor and ensure all coaches, team managers, locker room monitors, Board of Directors members, and volunteers over the age of 17 comply with USAH and USCSS screening policies. (IV.1.E)

#### Other responsibilities

- Review MWAHA Policies and Procedures, USA Hockey Annual Guide, the USA Hockey Rule Book, and the USA Hockey SafeSport Program Handbook, which define the various policies, procedures, and processes for dispute resolution (XV.3)
- Review MWAHA and USAH Concussion policies (XV.4)

### Tournament committee

- Coordinate with Rink Liaison and Team Managers for home tournament

## Volunteer committee

- Responsible for planning, coordinating, conducting, and record keeping of all volunteer activities of the members of the general membership of ICH. (XI.1.D)

## Webmaster

### Bylaws description

- Post notice of all regular meetings or special meetings of the general membership to website (X.6)
- Post notice of all regular or special meetings of the Board of Directors to website (X.6)

### Other responsibilities

- Coordinate with Registrar to ensure registration captures all required documentation
- Coordinate with Treasurer to ensure registration has fees listed correctly
- Coordinate with Hockey Directors, Team Managers to create team rosters and profiles
- Coordinate with Tournament Director to post tournament registrations and flyers
- Coordinate with Marketing Director to post and update content