

# United Women's Hockey League Volunteer Handbook

## Board of Directors

**Board of Directors** - shall consist of at least one Team Representative of each properly admitted team of the League. Each Director shall serve for as many terms as she may be selected by her team to serve as its representative.

**Team Representatives (Directors)** - a player, coach or team official on a properly admitted team within the League who serves as the contact point and representative of the team they are affiliated with. Teams are required to have Primary and Secondary Directors.

Qualifications:

- A proper player, coach, or team official of a UWHL team.
- Ability to attend at least two yearly meetings either in-person or virtually.
- Knowledgeable of the UWHL Bylaws and Policies, Procedures and Guidelines
- Excellent verbal and written communication skills

Responsibilities:

- Serve as the main contact point for individual UWHL hockey teams.
- Relay concerns to the Executive Committee about team related issues including, but not limited to, on-ice events, scheduling issues, roster issues, and player review requests.
- Review and suggest revisions and additions to the Policies, Procedures and Guidelines of the league
- Create and submit your team's roster for approval by the Atlantic District Registrar
  - Once your team's USA Hockey roster is approved, you will receive an email containing a link to your roster. You must forward this link to the Secretary
  - When adding or removing a player from the roster, you must complete the requested change through the USA Hockey Portal. Then email the Secretary the details of the transaction.
  - All changes to the roster must be completed no later than the Thursday prior to the game in which the player is to participate.
- Work with your home rink to secure the required amount of ice slots needed for regular season games as well as an additional 2 slots for rescheduled games
- Provide a scorekeeper and a minimum of 15 pucks for warm-ups for the visiting team for all home games
- Provide and pay at least 2 USA Hockey qualified referees for all home games
- Address and resolve any uniform conflicts. Teams should carry two jerseys to all games in the event a jersey conflict needs to be resolved.
- Ensure that the scoresheet has been filled out correctly before signing it.
- Ensure that every player from your team participating in a league game has signed the scoresheet prior to participating in the game.
- Communicate with teams to make an agreed decision to cancel or postpone the games if necessary.

- In the event of cancellation or postponement, the Webmaster, Executive Committee, and all other appropriate persons (the rink, Referees, Scorekeeper, etc.) shall be informed immediately.
- If your team is in need of a substitute goalie, you must attempt to contact one. The UWHL provides a list of available substitute goalies for those needing assistance.
- When a goalie substitution is made, the following actions must be completed:
  - Add the goalie to the team's USA Hockey roster by the Thursday before the game in which the goalie will be participating
  - In the case of an unexpected goalie emergency, the Conference Liaison and Secretary shall be notified. The goalie shall be added to the team's USA Hockey roster as soon as possible after the game
- Supervise the submission of Player History Surveys. Making sure that your players are filling them out correctly and with enough detail.
- Vote on Player History Surveys to approve, deny, or place players on probationary status.
  - A majority of the received votes (1/2 +1) are required to approve or deny a player. If a majority of votes are not for approve or deny, the result of the vote is probationary.
- Evaluate players who have been voted to be placed on probationary status.
  - Players will be evaluated by their opponents for 3 games from the conclusion of the vote or until Dec 1, whichever comes first.
  - After the predetermined number of games or Dec 1 have elapsed, the Team Representatives within the Division of play will vote to approve or deny the probationary player for the remainder of the season.
- Within 24 hours of completion of the game, all home teams shall text or email:
  - The Statistician and Webmaster the score of the game
  - The Statistician a legible photo of the entire scoresheet (do not split into multiple photos)
- Mail the original scoresheet (white copy) for each home game played to the Statistician within 72 hours following the completion of the game.
- Submit requests for Player Reviews to the Executive Committee for players whose skills are believed to exceed the overall skill level of the Conference. Requests will be forwarded on to the Roster Committee for evaluation.
- Submit off and on-ice protests to the Executive Committee. Include an accounting of the incident, the date of the incident and a list of all person(s) involved. If on-ice, Live Barn footage is highly recommended.
- Submit Playoff Waiver Request Forms to the President no later than 1 week prior to playoffs for any players seeking an exemption from the Playoff Eligibility Rule due to medical reasons, military service, civil service, or other extenuating circumstances.
- Submit appeals on any of the Executive Committee's decisions in writing to the President, accompanied by a fee of \$25.00.
- Coordinate to send a volunteer from your team to help during UWHL Playoffs
- Notify your Conference Liaison if you become aware of a COVID-positive player on your team within 24 hours. Provide the player's name and date of positive test result.

#### Due Dates:

- Confirm your team's participation the the upcoming season, request a division change, or declare exhibition status by submitting the End of Season Survey: May 31st
- Apply for new team membership by submitting the UWHL Team Entry Application with an attached roster summary: May 31st
- Apply for Executive Committee and/or Appointed Positions: June 15th
- Submit all membership forms to the Secretary: August 15th
  - Team Agreement - one per team
  - Code of Conduct - one per Director
  - Conflict of Interest - one per Director
  - Coach's Agreement - one per Coach
- Provide home ice slots to Scheduler: August 15th
- Pay and submit annual dues to the Treasurer: August 15th
- Submit initial rosters to the Secretary: September 16th
- Last day to request schedule changes: September 25th
- Pay and submit playoff fees to the Treasurer: December 1st
- Last day to make any rosters changes (excluding goalies): December 15th

### **Executive Committee**

**Executive Committee (Officers)** - The 'EC' for short, shall include all League Officers and Conference Liaisons. The Executive Committee shall serve the purpose of meeting to advance the business of the Corporation when it is impractical or unfeasible for the entire Board of Directors to meet. shall be elected from the Directors, except the Treasurer which may be a corporation, by the Directors at the Annual Meeting and shall serve for a term of two years.

**League Officers** - shall include the President, Vice President, Secretary, Treasurer and such other Officers whose positions shall be created from time to time by the Directors. Conference Liaisons are also considered League Officers, however they do not carry all of the same responsibilities of the President, Vice President, Secretary, and Treasurer.

**Conduct Committee** - shall include the League Officers and Referee in Chief. The President serves as Chair of the Conduct Committee. The Conduct Committee shall hear and make all decisions on all matters of conduct and protest filed with the Conduct Committee in accordance with the procedures established by the Policies, Procedures and Guidelines of the League.

**Governance Committee** - responsible for the general affairs of the Board of Directors. The Executive Committee can act as the Governance Committee. The responsibilities of the Governance Committee include, but are not limited to, the following: review and suggest revisions to existing bylaws, recommend a slate of Officers to the Board, conduct orientation sessions for new Directors, organize training sessions for the entire Board, suggest new, non-Directors for committee membership, assist the Board in evaluating its effectiveness, and work with Directors ending their terms in transitioning off the Board effectively

**President** - The President shall have general and active management of the business of the Corporation, subject to the control of the Board. The President shall preside over all meetings of the Board and the Executive Committee. The President shall execute, in the name of the Corporation, deeds, mortgages, bonds, contracts and other instruments authorized by the Board, except in cases where the execution thereof shall be expressly delegated by the Board to some other Officer or agent of the Corporation. In general, the President shall perform all duties incident to the office of the President and such other duties as may be assigned by the Board.

Qualifications:

- Availability to meet with the Executive Committee and Appointed Positions on a monthly basis and as needed.
- Good comfort level interacting with internal and external teams, players, rinks, referees and other industry professionals.
- Professional business skills, such as negotiation, project management, and leadership
- Talent in presenting information concisely and accurately, with keen attention to detail
- Excellent verbal and written communication skills
- Exemplary self governance skills such as organization, the ability to delegate, and the desire to see tasks to completion
- Have the drive to take on any task not assigned to a fellow Executive Committee member
- Extremely knowledgeable of the UWHL Bylaws and Policies, Procedures and Guidelines
- Ability to have a “get your hands dirty” attitude when needed
- Demonstrated multitasking and time management skills and adherence to deadlines.
- Ability to serve as a fair and equitable representative of the UWHL.

Responsibilities:

- Direct and facilitate all league wide, Executive Committee and Appointed Position meetings.
- Ensure that fellow Executive Committee members are up to date with completion of assigned tasks
- Regarding the above: offer check ins, feedback, and sometimes direct help to aid in the completion of assigned tasks
- Develop effective and collaborative relationships with teams, players, board members and external collaborators
- Provide strategic planning and vision for the league
- Supervise staff at events, assign duties, and provide general direction
- Handle all off and on-ice protests submitted by Team Representatives
- Review and suggest revisions and additions to the Policies, Procedures and Guidelines of the league
- Serve as Chair of the Conduct Committee, which includes:

- Hearing and making all decisions on all matters of conduct and protest filed with the Conduct Committee in accordance with the procedures established by the Policies, Procedures and Guidelines of the League.
- Imposing penalties that are handed down from the Conduct Committee or enforce penalties associated with Game Misconduct or Match Penalties, in the event of a violation of League Rules and Regulations, (Policies, Procedures and Guidelines), USA Hockey Policies, and USA Hockey Rules and Regulations.
- Serve as a part of the Governance Committee, which includes:
  - Review and suggest revisions to existing Bylaws
  - Recommend a slate of Officers to the Board of Directors
  - Conduct orientation sessions for new Team Representatives/ Directors
  - Organize training sessions for the entire Board of Directors
  - Suggest new, non-Directors for committee membership
  - Assist the Board of Directors in evaluating its effectiveness
  - Work with Team Representatives/ Directors ending their terms in transitioning off the Board of Directors effectively
- Collect volunteers for, maintain and update the Roster Committee with the Vice President
- Schedule Appeals Meetings as necessary. All parties will be notified a minimum of 14 days prior to the date of the meeting.
- Coordinate with the Executive Committee for the review and vote of Playoff Eligibility Waiver Requests
- Oversee the execution of proper playoff procedures along with the other League Officers.
- Present any trophies, medals and/ or awards at playoffs alongside the other League Officers.
- Complete the Season Notes as well as any other applicable sections of the UWHL Annual Report

**Vice President** - In the absence or disability of the President or when so directed by the President, the Vice President may perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall perform such other duties as may be assigned by the Board or the President.

**Qualifications:**

- Availability to meet with the Executive Committee and Appointed Positions on a monthly basis and as needed.
- Good comfort level interacting with internal and external teams, players, rinks, referees and other industry professionals.
- Professional business skills, such as negotiation, project management, and leadership
- Talent in presenting information concisely and accurately, with keen attention to detail
- Excellent verbal and written communication skills
- Extremely knowledgeable of the UWHL Bylaws and Policies, Procedures and Guidelines
- Demonstrated multitasking and time management skills and adherence to deadlines.

- Ability to serve as a fair and equitable representative of the UWHL.

Responsibilities:

- Schedule, create the agenda for and help facilitate all league wide, Executive Committee and Appointed Position meetings along with the President
- Develop effective and collaborative relationships with teams, players, board members and external collaborators
- Supervise staff at events, assign duties, and provide general direction
- Provide strategic planning and vision for the league
- Handle all off and on-ice protests submitted by Team Representatives
- Review and suggest revisions and additions to the Policies, Procedures and Guidelines of the league
- Direct and organize UWHL Playoffs, which includes:
  - Contracting an ice rink to hold the event
  - Scheduling of all games, volunteers, scorekeepers, referees, catering and photography.
  - Creation and upkeep of all trophies and medals
  - Creation of promotional materials
- Collect volunteers for, maintain and update the Goalie Sub-List
- Collect volunteers for, maintain and update the Roster Committee with the President
- Serve as a part of the Conduct Committee, which includes:
  - Hearing and making all decisions on all matters of conduct and protest filed with the Conduct Committee in accordance with the procedures established by the Policies, Procedures and Guidelines of the League.
- Serve as a part of the Governance Committee, which includes:
  - Review and suggest revisions to existing Bylaws
  - Recommend a slate of Officers to the Board of Directors
  - Conduct orientation sessions for new Team Representatives/ Directors
  - Organize training sessions for the entire Board of Directors
  - Suggest new, non-Directors for committee membership
  - Assist the Board of Directors in evaluating its effectiveness
  - Work with Team Representatives/ Directors ending their terms in transitioning off the Board of Directors effectively
- Complete the Playoff Results and Report as well as any other applicable sections of the UWHL Annual Report
- Oversee the execution of proper playoff procedures along with the other League Officers.
- Present any trophies, medals and/ or awards at playoffs alongside the other League Officers.
- Coordinate with the Executive Committee for the review and vote of Playoff Eligibility Waiver Requests
- Create the End of Year Survey for the Team Representatives to complete. Report and analyze the results with the Executive Committee
- Management of the UWHL online store

#### Due Dates:

- Determine playoff dates: September 30th

**Secretary** - The Secretary shall attend all meetings of the Board. In the event that the Secretary is unable to attend a meeting, the Secretary or the chair of the meeting shall temporarily designate the Secretary's meeting responsibilities to another Director. The Secretary shall record all votes of the Board and the minutes of the meetings of the Board in a book or books to be kept for that purpose. The Secretary shall see that required notices of meetings of the Board are given and that all records and reports are properly kept and filed by the Corporation. If the Corporation has a seal, the Secretary shall be the custodian of the seal of the Corporation and shall see that it is affixed to all documents to be executed on behalf of the Corporation. The Secretary shall perform all duties incident to the office of Secretary and such other duties as may be assigned by the Board or the President. The Secretary shall distribute to Directors the minutes of all Board meetings no more than two weeks after the date of the meeting.

#### Qualifications:

- Availability to meet with the Executive Committee on a monthly basis and as needed.
- Professional business skills, such as negotiation, project management, and leadership.
- Familiarity with spreadsheets, such as google sheets or microsoft excel is a plus.
- Excellent verbal and written communication skills
- Demonstrated multitasking and time management skills and adherence to deadlines.
- Review and suggest revisions and additions to the Policies, Procedures and Guidelines of the league
- Extremely knowledgeable of the UWHL Bylaws and Policies, Procedures and Guidelines
- Ability to serve as a fair and equitable representative of the UWHL.

#### Responsibilities:

- Set the format for the Annual Report and coordinate its completion with other Executive Committee members. Finalize the Annual Report for presentation at the Annual Meeting.
- Complete the Secretary's Report as well as any other applicable sections of the UWHL Annual Report
- Review and suggest revisions and additions to the Policies, Procedures and Guidelines of the league
- Record and publish meeting minutes from the Annual Meeting and any other league-wide meeting. Take roll calls at the Annual Meeting and any other league-wide meeting.
- Work with the Webmaster and Conference Liaisons to set up, update and maintain the Player History Survey and associated processes.
- Prepare and distribute to all teams, via mail or in-person, scoresheet packages for the upcoming season.
- Prepare and distribute to all teams, via email or in-person, required forms such as the Team Representative Agreement, Code of Conduct, Conflict of Interest and Coach's

Agreement. Maintain changes to the forms and ensure the latest versions are posted on the UWHL website.

- Maintain a list of Team Representative contact information. Update and distribute this list to all Team Representatives for use during each season.
- Maintain the Team Representative and Executive Committee Google Groups mailing lists.
- Review initial team rosters and all changes throughout the season to ensure players are rostered in accordance with procedures of the PPG. Notify teams of the correct roster process, deadlines, and results of roster reviews.
- Prior to playoffs, ensure player eligibility is tabulated and teams are notified of the results.
- Coordinate with the Executive Committee for the review and vote of Playoff Eligibility Waiver Requests. Notify teams and players of the outcome of each review.
- Prepare scoresheets for playoffs, including a list of eligible players for each team. Vet the list of eligible players with the teams prior to playoffs to correct mistakes.
- Record and publish meeting minutes for all Executive Committee meetings.
- Maintain the PPG and Bylaws, updating as directed by the Executive Committee and Team Representatives. Distribute updated versions and ensure it is posted on the UWHL website.
- Serve as a part of the Conduct Committee, which includes:
  - Hearing and making all decisions on all matters of conduct and protest filed with the Conduct Committee in accordance with the procedures established by the Policies, Procedures and Guidelines of the League.
- Serve as a part of the Governance Committee, which includes:
  - Review and suggest revisions to existing Bylaws
  - Recommend a slate of Officers to the Board of Directors
  - Conduct orientation sessions for new Team Representatives/ Directors
  - Organize training sessions for the entire Board of Directors
  - Suggest new, non-Directors for committee membership
  - Assist the Board of Directors in evaluating its effectiveness
  - Work with Team Representatives/ Directors ending their terms in transitioning off the Board of Directors effectively
- Oversee the execution of proper playoff procedures along with the other League Officers.
- Present any trophies, medals and/ or awards at playoffs alongside the other League Officers.

**Treasurer** - The Treasurer shall be responsible for corporate funds and securities and shall keep or cause to be kept full and accurate accounts of receipts and disbursements of the Corporation. The Treasurer shall have full authority to receive and give receipts for all money due and payable to the Corporation, and to endorse checks, drafts and warrants in its name and on its behalf and to give full discharge for the same. The Treasurer shall render to the President and the Board, as requested by them but not less than once a year, a regular accounting of all transactions and of the financial condition of the Corporation.

The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board or the President.

**Qualifications:**

- A background or prior knowledge in accounting, banking, finance or a related field.
- Availability to meet with the Executive Committee on a monthly basis and as needed.
- Professional business skills, such as negotiation, project management, and leadership
- Excellent verbal and written communication skills
- Demonstrated multitasking and time management skills and adherence to deadlines.
- Extremely knowledgeable of the UWHL Bylaws and Policies, Procedures and Guidelines
- Ability to serve as a fair and equitable representative of the UWHL.

**Responsibilities:**

- Review financial reports, identifying and recommending appropriate corrective actions.
- Provide recommendations to the improvement of accounting controls, practices, and procedures.
- Determine, set, collect and process the Annual Dues and Playoff Fees for teams.
- Review and suggest revisions and additions to the Policies, Procedures and Guidelines of the league
- Serve as a part of the Conduct Committee, which includes:
  - Hearing and making all decisions on all matters of conduct and protest filed with the Conduct Committee in accordance with the procedures established by the Policies, Procedures and Guidelines of the League.
- Serve as a part of the Governance Committee, which includes:
  - Review and suggest revisions to existing Bylaws
  - Recommend a slate of Officers to the Board of Directors
  - Conduct orientation sessions for new Team Representatives/ Directors
  - Organize training sessions for the entire Board of Directors
  - Suggest new, non-Directors for committee membership
  - Assist the Board of Directors in evaluating its effectiveness
  - Work with Team Representatives/ Directors ending their terms in transitioning off the Board of Directors effectively
- Coordinate with the Executive Committee for the review and vote of Playoff Eligibility Waiver Requests
- Oversee the execution of proper playoff procedures along with the other League Officers.
- Present any trophies, medals and/ or awards at playoffs alongside the other League Officers.
- Complete the Treasurer's Report as well as any other applicable sections of the UWHL Annual Report

**Conference Liaisons** - The Conference Liaison shall be a player having been in the League for at least one season and shall not represent the Conference or Division for which she plays. Each Conference shall have 1 representative that is an elected Officer of the Executive

Committee. The Conference Liaison shall serve on the Executive Committee, the Roster Committee, the Conduct Committee and other committees at the request of the President. The primary responsibility of the Conference Liaison is to report on matters concerning the Conference or Division for which she represents to the Executive Committee.

Qualifications:

- Has been a member of the UWHL for at least one year
- Availability to meet with the Executive Committee on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.
- Professional business skills, such as negotiation, project management, and leadership
- Excellent verbal and written communication skills
- Demonstrated multitasking and time management skills and adherence to deadlines.
- Extremely knowledgeable of the UWHL Bylaws and Policies, Procedures and Guidelines

Responsibilities:

- Review Player History Survey results from prospective players, ensure the questions have been answered correctly and that these prospective players are qualified to play in the UWHL.
- Within 3 days of receiving an automated email that a Player History Survey has been completed, remove identifiable information from the survey and send it to the appropriate Team Representatives to be voted on.
- Track and tabulate the votes on each Player History Survey. A majority of the received votes (1/2 +1) are required to approve or deny a player. If a majority of votes are not for approve or deny, the result of the vote is probationary.
- Once the voting is complete, send an email to the Team Representatives to inform them of the results of the player review voting process. This email includes the player name and team name.
- Respond to all Team Representative questions and concerns in a timely manner.
- Forward concerns to the appropriate board members so they can be addressed (i.e. player reviews, notices about in-game behavior, questions about scheduling adjustments, etc.).
- Review and suggest revisions and additions to the Policies, Procedures and Guidelines of the league
- Serve as a part of the Governance Committee, which includes:
  - Review and suggest revisions to existing Bylaws
  - Recommend a slate of Officers to the Board of Directors
  - Conduct orientation sessions for new Team Representatives/ Directors
  - Organize training sessions for the entire Board of Directors
  - Suggest new, non-Directors for committee membership
  - Assist the Board of Directors in evaluating its effectiveness
  - Work with Team Representatives/ Directors ending their terms in transitioning off the Board of Directors effectively
- Coordinate with the Executive Committee for the review and vote of Playoff Eligibility Waiver Requests

- Oversee the execution of proper playoff procedures in lieu of the League Officers
- Present any trophies, medals and/ or awards at playoffs in lieu of or alongside the other League Officers if requested.
- Receive reports of COVID-positive players from Team Representatives and follow procedure:
  - Within 24 hours, provide the player's name and date of the positive test result to the Executive Committee.
  - Then, the Conference Liaisons for every Division shall provide their Team Representatives with the team name of the COVID-positive player and the date of the positive test result. Under no circumstances will the name of the PLAYER be released.

### **Appointed Positions**

**Appointed Positions** - The Board shall annually designate individuals, who may or may not be Directors, to hold appointed positions. Individuals who are selected for appointed positions shall not receive compensation nor shall they have any voting rights of any members of the Board or its committees. The appointed positions shall be one or more individuals for each position. Holders of appointed positions shall furnish to the President and the Secretary of the Corporation all passwords, spreadsheets and other information developed in connection with such appointed positions on a yearly basis, or as frequently as requested. Holders of appointed positions shall be responsible for providing the President and Secretary with updated password information within 24 hours after a password has been changed by such holder.

#### **Referee in Chief**

Qualifications:

- Be, at minimum, a Level 3 USA Hockey Certified Official and maintain the certification for the current hockey season.
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Excellent verbal and written communication skills
- High level of hockey knowledge

Responsibilities:

- Ensure that all officials assigned to League games are registered and properly certified officials with USA Hockey.
- Assist with the scheduling of officials for teams that do not have a Level 3 Official on their team or do not have an Official assignor.
- Assist with the assignment of Officials for League playoffs.
- Serve as the main contact for all matters involving on ice Officials issues between the League and USA Hockey.
- Serve as liaison between the UWHL and USA Hockey in cases of Match penalties and supplementary discipline.

- Advise the UWHL Board and make suggestions regarding matters involving officiating or player discipline
- Work with the Roster Committee to properly review all requests related to rosters, including, but not limited to: Entry Application for New or Returning Team, Player Release, Player Skill Level Waiver, Playoff Waiver Request, Request for Player Review, Roster Summary, and Roster Summary Addendum.
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.

### **Webmaster**

#### Qualifications:

- A background or prior knowledge in Information Technology, Graphic Design, Web Design or a related field.
- Familiarity or prior experience with SportsEngine League Administration and Season Management
- Familiarity or prior experience with GoDaddy Web Hosting
- Familiarity with a variety of software programs, such as Photoshop
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.

#### Responsibilities:

- Update the League website as needed to keep all league and team information current. This includes, but is not limited to: team rosters, league documents, league calendar, news articles, league contacts and health guidelines.
  - May be required to publish weekly statistics of games for the Statistician if they are unable to.
  - May be required to publish the regular season schedule for the Scheduler if they are unable to
- Obtain player/team statistics from the Statistician and publish them on the league website
- Maintain the subscriptions, registrations, and fees necessary for website hosting, maintenance, and development.
- Update DNS records and Email Aliases
- Work with the Secretary and Conference Liaisons to set up, update and maintain the Player History Survey.
- Assist others in accessing and updating the website as needed.
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.
- Complete the Website Report as well as any other applicable sections of the UWHL Annual Report

### **Statisticians**

#### Qualifications:

- Proficient in data entry
- Strong computer skills and ability to use necessary databases and software
- Ability to complete milestones and work toward multiple deadlines simultaneously
- Excellent multitasking skills and task management strategies
- Basic hockey knowledge
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.

**Responsibilities:**

- Maintain weekly statistics concerning each game played in the League in a timely manner
- Receive scoresheets from teams weekly via post and digitally.
- Decipher each scoresheet and record the statistics in an easy to read format.
- Publish the statistics of all games played on the website in a timely manner or send statistics weekly to the Webmaster for publication if assistance is needed.'
- Report any delinquent scoresheets to the Executive Committee
- Notify the Referee in Chief and President of any individual penalty assessed for greater than 2 minutes
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.

**Scheduler**

**Qualifications:**

- Microsoft Excel Experience
- Compiling available ice slots in CSV for import into Diamond Scheduler Software
- Diamond Scheduler Experience required to successfully draft UWHL Master Schedule
- Excellent verbal and written communication skills
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.

**Responsibilities:**

- Communicate with and collect ice slots from teams on a tight turnaround
- The creation, drafting and completion of the regular season schedule.
- Publish the regular season schedule on the website in a timely manner or send the schedule to the Webmaster for publication if assistance is needed.
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.

**Due Dates:**

- Provide completed schedule to the Executive Committee: September 10th
- Publish the schedule to the UWHL Website: September 20th

**Creative Directors**

#### Qualifications:

- Familiarity with a variety of software programs, such as Photoshop.
- Knowledge of how to develop brand identities through multi-channel marketing
- A background or evidence of participation in the areas of graphic design or social media.
- Professional business skills, such as negotiation, project management, and leadership
- Demonstrated multitasking and time management skills and adherence to deadlines.
- Relevant experience determining a target audience and how to cater unique marketing campaigns to capture their attention
- Strong understanding of marketing strategy and how to effortlessly utilize these concepts throughout various forms of outreach
- Excellent verbal and written communication skills
- Basic hockey knowledge
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.

#### Responsibilities:

- Determine the creative vision of the UWHL and manifest that vision through digital and print installations.
- Create tangible branding tools like updated brochures, business cards, posters, tablecloth, banners, pucks, apparel, etc.
- Report progress to the Executive Committee of projects at major stages of their conception, creation, and execution
- Ensure designs and content reflect consistently and positively the brand image and league ideals
- Play an active role in all aspects of content planning and strategy.
- Serve as a liaison between the Social Media team and Executive Committee
- Anticipate problems that may impede a project from completing on time and implement solutions
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.

#### **Social Media Manager**

##### Qualifications:

- Excellent verbal and written communication skills
- General knowledge of Search Engine Optimization and internet ranking for web content
- Relevant experience determining a target audience and how to cater unique marketing campaigns to capture their attention
- Strong understanding of marketing strategy and how to effortlessly utilize these concepts throughout various forms of outreach
- Basic hockey knowledge
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.

#### Responsibilities:

- Oversee day-to-day management of campaigns and ensure brand consistency
- Facilitate scaling league and women's hockey awareness through various social media channels
- Work with the Executive Committee and Creative Directors to create and implement social media strategies
- Supervise all aspects of social media interaction between individuals and the league, and ensure a positive atmosphere
- Create actionable plans to both grow and maintain followers through popular social media platforms such as Twitter, Facebook, Pinterest, YouTube and LinkedIn
- Ensure progress on all platforms by using analytical tools such as Google Analytics and others
- Ensure brand consistency in copy through tone, voice and terminology
- Update the all UWHL social media, including but not limited to: Facebook, Twitter & Instagram with:
  - The scores of games played and updated standings (Weekly)
  - Event information (Playoffs, All-Stars Game, Etc.)
  - Team information (Tryouts, Tournaments, Etc.)
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.
- Help the Webmaster keep the website up to date with interesting and engaging content.

#### **League Reporters**

##### Qualifications:

- Ability to travel to select games and league events to report on
- Excellent written communication skills
- Photography experience highly preferred
- Basic hockey knowledge
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.

##### Responsibilities:

- Write small-medium articles about the league (events, games, or teams) on a consistent basis.
- Send articles and relevant photos or other media to the Webmaster and Social Media Manager for publication.
- Conduct unbiased and ethical reporting
- Represent the league in a professional manner
- Ensure type of content and writing style matches the target audience
- Ensure consistency in tone of voice and messaging across all content
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.

## **Fundraising/ Event Directors**

### Qualifications:

- Good comfort level interacting with industry professionals
- Excellent verbal and written communication skills
- A collaborator and critical thinker.
- Is a professional at all times with demonstrated sound work ethic and attention to details.
- Comfortable and proficient in arranging events
- High level of hockey knowledge
- Availability to meet with the Executive Committee and/ or Appointed Positions on a monthly basis and as needed.
- Ability to serve as a fair and equitable representative of the UWHL.

### Responsibilities:

- Develop effective fundraising strategies for the league
- Coordinate with internal and external partners as needed.
- Communicate progress and any potential problems to the Executive Committee for awareness and/or resolution.
- Formulate solicitation procedures for sponsors and/or donors
- Oversee all league activities including, but not limited to, the All-Stars Game, Winter Classic, UWHL Clinics and Playoffs
- Manage all aspects of an event from pre-planning, determining resource needs, pre-event marketing, and on-site coordination, to post event follow up
- Order supplies needed for events and ensure items arrive in a timely fashion
- Develop effective and collaborative relationships with external collaborators
- Supervise staff at events, assign duties, and provide general direction
- Ability to multi-task and adapt to changing priorities and duties
- Communicate and work with the Executive Committee, Team Representatives and those serving in Appointed Positions as issues arise.

## **Other Volunteer Positions**

**The Roster Committee** - shall include volunteer players, coaches, referees or other affiliated parties within the league approved by the Executive Committee. The Roster Committee shall review all requests related to rosters, including, but not limited to: Entry Application for New or Returning Team, Player Release, Player Skill Level Waiver, Playoff Waiver Request, Request for Player Review, Roster Summary, and Roster Summary Addendum.

## **Roster Committee Member**

### Qualifications:

- High level of hockey knowledge
- Knowledge of the overall skill level of each conference and division within the league
- Availability to meet with the Executive Committee and/ or Appointed Positions on an as needed basis.
- Weekend availability to travel to watch league games
- Excellent written communication skills

- Ability to serve as a fair and equitable representative of the UWHL.

Responsibilities:

- When called upon by the Executive Committee, travel to attend and watch league games where a player participating has had a request filed against them for a player review.
- Conduct player reviews to determine a player under review's fitness to continue playing in her current conference or division.
- Accurately evaluate players under review to the best of your ability
- Submit a Player Review Report to the Executive Committee after a player evaluation which details the reviewed player's skill level as compared to the overall skill of the conference/ division.
- Communicate and work with the Executive Committee and those serving in Appointed Positions as issues arise.