



Essex Youth Hockey Association (EYHA)

Officer and Board Job Descriptions

EYHA has sixteen (16) voting board members. Of this group five (5) are officer positions elected by the membership serving one year terms. In addition to the officers, EYHA has three (3) elected at large positions that are for three year terms. There are seven (7) appointed board positions that are designed to fulfill various roles within the organization. There is a past-president role that is assigned to the previous president to the extent the person wants to participate on the board. There are also two (2) non-voting appointed positions that are designed to fulfill additional roles within the organization.

Elected (8):

The five (5) officer positions include:

- President
- 1st Vice President - House
- 2nd Vice President - Travel
- Treasurer
- Secretary / Safesport Coordinator

The three (3) elected at large positions include:

- Ice Coordinator
- Registrar
- Tournament Director

Appointed (7):

The seven (7) appointed board positions (by above 8 elected) include:

- VSAHA State Representative
- Head Coach
- Fundraising Coordinator
- Women's Director
- Equipment Coordinator
- 8U Director (Formerly House Coordinator)
- Director of Player Development (Formerly Head Referee)

Assigned (1):

The one (1) assigned position:

- Past-President

Non-voting members:

- Player Safety Officer
- Communications Director

Advisory Board:

- Goalie Coordinator
- Referee Scheduler

EYHA Board Expectations:

It is expected that all board members must consider the following as part of their role and responsibilities:

- Be fully aware of and enforce the policies and procedures of the EYHA as well as the parent handbook.
- Each member has an obligation to evaluate and implement policy changes / amendments that considers and serves the best interests of the entire organization.
- Members will become familiar with the guidelines issued by the Vermont State Amateur Hockey Association (VSAHA) and ensure compliance in their respective area of responsibility.
- Members will become familiar with USA Hockey activities and the impact of requirements on the local organization including compliance with all requirements.
- Attendance at all or a majority of monthly board meetings
- Participation and representation at significant events sponsored by EYHA. Including but not limited to: fundraising, tryouts, parent meetings, tournaments, social gatherings (awards night, family night).
- Take prompt action to participate in critical business matters brought before the board of directors.

The following outlines the general duties of each position.

President

The President is responsible for oversight of all local activities and governance in the achievement of the mission of the association. The President shall preside at all meetings of the membership and of the Board of Directors; sign contracts, leases, deeds and also notes and other evidences of indebtedness upon approval of the Board; sign checks; call Association and Board meetings; have general supervision of affairs of the association. The president:

- Is committed to the organization's goals and maintains a knowledge of the organization and is viewed as the senior most member of the board
- Is an executive member of the board
- Ensures the integrity of the organization and its members
- Assists in coordinating and leading the monthly board meetings along with the Secretary
- Oversees all aspects of the organization providing advice, counsel and leadership on all matters affecting the organization
- Coordinates and leads all monthly board meetings following the Robert's Rules of Order and is the primary voice of the organization to external parties
- Oversees all aspects of operation ensuring that all officers and board members are effectively performing their duties and responsibilities of the organization
- Coordinates end of season awards for Reidy
- Coordinates purchase of all end of season awards

1st Vice President - House

The VP-House shall assist the President in the discharge of their duties and in their absence or disability to assume their duties and officiate in their stead. The VP-House will oversee administration of the House program. The VP-House:

- Is an executive member of the Board
- Recruits and works closely with House Representative to fulfill all duties and responsibilities

- Ensures that the needs and concerns of House players and parents are represented to the EYHA Board
- Communicate with House families and respond to specific concerns
- Assist with player recruitment and registration process
- During registration period, is available to discuss placement, equipment, and answer any orientation questions for new families
- Recruits and communicates with House coaching staff
- Ensure that House coaches have completed proper certification and paperwork
- Oversees evaluation of Novice and Mite levels to ensure proper placement
- Promotes safety and ensures compliance with all safety policies and procedures
- Delegates management of House equipment including jerseys, pucks, and goalie equipment
- Work with House Representative and Equipment Manager to order jerseys and equipment
- Oversees and/or delegates production of ice schedule and newsletter to keep families informed of scheduling, changes, and important information
- Coordinates with Communications Director to manage the House Section of the EYHA website to maintain current scheduling and information
- Assists in fundraising activities as required
- Oversees and/or delegates the scheduling of games with other organizations
- Monitors and maintains House schedule ensuring that there is an appropriate balance of instruction and game play consistent with House mission and objectives
- Oversees team and player pictures
- Oversees ordering and distribution of end of season awards for House players
- Attends EYHA Board meetings and reports on House items as needed
- Assists President and VP-Travel with organizational issues as assigned

2nd Vice President - Travel

The VP-Travel shall assist the President in the discharge of their duties, and, in the absence of the First Vice President, assume their duties. The VP-Travel will oversee administration of the Travel program. The VP-Travel:

- Ensures the fundamental aspects of the EYHA Mission Statement are maintained throughout the travel hockey program
- Is an executive member of the board
- Leads the organization to continuously grow the travel hockey community and improve the overall experience of its players and parents
- Coordinates travel team practice and home game scheduling
- Enforces EYHA policies as they apply to the travel hockey program
- Provides clear and timely communications to travel teams and parents when appropriate
- Resolves and/or mediates issues between travel coaches, parents, and or players
- Addresses and resolves any issues that arise between EYHA and other organizations
- Refers issues to other board members if appropriate to ensure resolution
- Ensures game and practice profiles are obtained and report compliance to board
- Collaborates with Secretary to update and modify the EYHA handbook to reflect year-to-year changes
- Participates on the Grievance Committee
- Assists in the player and coach registration process

- Assists the EYHA Head Coach during the tryout process
- Assists in the coordination of the EYHA end of season function
- Assesses the travel program and provide recommended changes for the following season
- Coordinates EHS Boys and Girls game volunteer activities
- Attends EYHA board meetings
- Represents EYHA's travel hockey interest in VSAHA meetings as needed
- Coordinates with Communications Director to manage the Travel Section of the EYHA website to maintain current scheduling and information

Treasurer

The Treasurer is responsible for managing (tracking, reporting, and monitoring) the financial health of the organization. The Treasurer shall have charge of the funds of the Association and keep a record of all receipts and disbursements and shall render a written report when requested by the President of the Board of Directors. In addition, the Treasurer shall serve as the advisor for insurance policies. The Treasurer:

- Is committed to the organization's goals and maintains a knowledge of the organization
- Is an executive member of the board
- Manages the finances of the organization
- Administers fiscal matter of the organization
- Provides annual report
- Provides an annual budget for the board members' approval
- Ensures development and board review of financial policies and procedures
- Provides to the board regular reports on the fiscal health of the organization
- Receives all organizational invoices and is responsible for prompt payment of vendors
- Maintains the organizations financial accounts
- Receives all payments and other income (checks, electronic payments etc)
- Ensures corporate taxes are filed yearly (Form 990) with the IRS
- Monitors that the Secretary has filed appropriate "Nonprofit Biennial Report" with the Vermont Secretary of State
- Is the contact for insurance related questions

Detailed Responsibilities include:

- **Monthly Reporting:** The Treasurer must provide regular (i.e. monthly) reports to the board that provide sufficient detail to ensure the proper management of the organizations finances, during the regular hockey season (Oct-March) this will typically include the following reports:
 - Account Balances (assets)
 - Cash Flow Summary
 - Budget Report
 - Transaction report (optional)
 - Fundraising detail report (optional)
- **End-of-year Reporting:** The Treasurer must provide a year-end report that provides useful information not only on the health of the organization but provides information that can be used for planning (projections and budgets) and financial management of the upcoming seasons. This report should provide additional

breakdown on ice expenses, fundraising initiatives, etc. Below is a sample table of contents.

- Financial Position
 - Cash Flow
 - Cash Assets
 - Liabilities
- Budget and Expense Review
 - Budget to Actual Comparison
 - Fundraising
 - Expense by Category
 - Ice Expenses
 - Income/Expense by Month
- **“Off-season” reporting:** (April-Sept), the Treasurer should provide summary updates on account balances and cash-flow
- **Collection of Payments:** The treasurer is responsible for the receipt of all payments via various conduits. Team parents provide team travel payments (when not using electronic forms of payment). The Registrar provides registration payments (when not using electronic payments). The Treasurer also ensures that electronic payments are collected and accounted for. The Treasurer keeps an electronic record of the payments and credits for every registered player in the organization.
- **Financial Aid:** The Treasures is the main contact for financial aid requests, and assembles the sub-committee responsible for financial aid decisions. The Treasurer is responsible for communications related to financial aid.
- **Budget:** The Treasurer is responsible for providing a consolidated budget to the board annually for approval.
 - The Treasurer obtains specific budget estimates for appropriate other board members as part of the process, for example, fundraising from the fundraising coordinator, etc.
 - Key items on the budget are the player prices. The Treasurer provides recommendations to the Board on pricing and pricing strategy for the hockey season.
- **Notification of non-payment:** The treasurer will attempt to collect payment from any player whose account is notably past due. The Treasurer will inform the VP of Travel, President, and Head Coach of failure to pay, and provide recommendations for appropriate management and communications of the situation.
- **Financial Filings:** As a non-profit corporation, EYHA is responsible for an annual tax filing (990), the Treasurer is responsible for ensuring the filing is completed (usually by a tax accountant) and filed. The Treasurer is the signatory on the annual tax filing. The Treasurer should monitor that the EYHA Secretary has filed "Nonprofit Biennial Report" with the Vermont Secretary of State.
- **Audits:** The Treasurer is the main point of contact regarding any financial audits (either requested by the board, or regularly scheduled); the Treasurer must provide required financial details and any available information to ensure an adequate audit.

- **Insurance:** The Treasurer is the contact for USA Hockey related insurance questions.

Secretary / Safesport

The Secretary shall keep the minutes of the Association and Board meetings and keep all reports and documents connected with the business of the Association. The Secretary shall post minutes and notices of regular meetings and special meetings of the Association and Board. The Secretary will also manage all USA Hockey SafeSport documentation. The Secretary:

- Records the minutes of all board meetings and distributes the first draft within one week of the meeting
- Is an executive member of the board
- Posts approved PDF of board meeting minutes to the EYHA website
- Creates and maintains board contact list
- Creates and maintains team parent contact list
- Distributes emails to team parents as needed
- Coordinates all external communications on behalf of the president
- Maintains a complete set of official books and records for historical and current administrative purposes
- Prepares the agenda for each meeting and distributes it timely to all board members and posts it to the website for members to view in advance of the meeting
- Coordinates all board meeting locations
- Coordinates all aspects of the yearbook, including recruiting volunteers to complete the process

Safesport responsibilities:

- Monitor the training and compliance of board members, volunteers, coaches, and others within EYHA
- Serve as EYHA's initial contact for persons reporting suspected abuse, misconduct or other violations and collaborate with EYHA executive board
- Compile information on disciplinary issues within EYHA and, when appropriate, reporting such information to VSAHA and USA Hockey
- Keeps EYHA executive officers aware of Safe Sport concerns and issues in a confidential manner that keeps people safe
- Attends VSAHA Face-Off and other events in support of the USA Hockey Safe Sport objectives

Elected-at-Large (3)

Ice Coordinator

The Ice Coordinator is responsible for the procurement of ice time from local facilities to support operation of the association, for developing policy on the use and allocation of the ice (subject to Board approval), and for maintaining a positive relationship with the management of the local ice facilities and officials. The Ice Coordinator shall coordinate with various ice arena managers, EYHA board members, and coaches to develop practice and game schedules. The Ice Coordinator:

- Establishes an annual budget for Treasurer regarding ice costs and needs
- Procures ice from various rinks to ensure EYHA ice needs are sufficiently met during the entire season

- Manages the allocation of funding within budget
- Allocates all ice to each team in a fair and equitable manner
- Coordinates ice schedule changes in a timely and effective manner to ensure ice and EYHA funds are not wasted

Registrar

The Registrar shall account for all skater registrations, including USA Hockey registrations for both skaters and coaches as well as process paperwork for transfers to and from other organizations. The Registrar also prepares official team rosters and submits them to VSAHA prior to the deadline of December 31. The Registrar:

- Coordinates all aspects of online registration ensuring compliance with USA Hockey and VSAHA registration requirements
- Stays current on all new registration matters and provides solutions to ensure compliance with all registration demands
- Provides the board with periodic reports of membership including year over year analysis, level statistics, trends and challenges for the current and future years
- Coordinates the completion of all travel team rosters and preparation of team books and contained information
- Ensures all documentation is complete for transfers to and from other organizations pursuant to VSAHA documentation requirements
- Ensures all team rosters are prepared, signed by each team member, and submitted by the appropriate time required by Vermont State Amateur Hockey Association
- Collects all team books at the end of season and safekeeping all documents to ensure confidentiality and against theft
- Destroys all documents no longer needed by the organization

Tournament Director

The Tournament Director establishes and manages tournaments hosted by Essex Youth Hockey. The Tournament Director:

- Develops volunteer support and establish roles and responsibilities to deliver a successful tournament
- Prepares a budget and manages the tournament within the budget
- Manages a positive and welcoming environment throughout all tournament activities
- Maintains a close relationship with rink officials and ensures the facility meets their expectations at the end of the tournament

Appointed voting members (7)

State Representative

The State Representative acts as the primary conduit between EYHA and the Vermont State Amateur Hockey Association (VSAHA). The VSAHA representative:

- Attends all VSAHA meetings representing EYHA interests
- Provides timely updates to the board regarding all VSAHA matters including information gathering and distribution
- Ensures that all VSAHA motions are thoroughly discussed with EYHA board and represents EYHA when voting on state matters

- Brings forward all issues that EYHA would like discussed and resolved by VSAHA, and provides feedback to the EYHA board on all issues and topics being discussed at the state level

Head Coach

The Head Coach oversees and supports the needs of the EYHA coaches at every age group, and shall coordinate with the coaches to verify that each is up to date on CEPs, Modules, SafeSport, Background Checks and any other pertinent information to qualify for on-ice participation. The Head Coach directs all coaches to follow EYHA policies, and communicates with the coaches, parents and Board of Directors in accordance with EYHA Handbook policies and procedures. The Head Coach collaborates with the Director of Player Development to provide an atmosphere where players can learn and have FUN playing Essex Youth hockey. The Head Coach:

- Maintains and provides a record/list of each coach including certifications, expirations/renewal dates, and USA hockey numbers to the Board of Directors and the Registrar before the first practice of each season
- Coordinates and oversees all aspects of the annual tryout process. This includes:
 - Schedules ice time
 - Attempts to ensure tryout timing avoids conflicts with other sports
 - Coordinates process with Director of Player Development, VP-Travel, on-ice assistants, off-ice evaluators
 - Communicates results to families and responds to all complaints, questions and concerns
- Works with Registrar to identify all possible coaching applicants
 - Develops a short list of potential coaches based on past performance and experience
 - Submits list to the board for review and approval prior to actual head coach selection
- Within an extremely tight deadline of team selection - contacts, appoints and confirms team head coaches to ensure an immediate and smooth transition from the end of tryouts to the start of first practice
- Provides each team head coach with a list of names and contact information for possible assistants.
- Runs mandatory coaches meeting prior to the start of tryouts to identify coaches and provide season message about the direction of the program, expectations, timeframes and to solicit volunteers for tryout process
- Runs mandatory head coaches meeting to offer a standardized set of expectations from our policy, procedures and parent handbook, including a review of the USA Hockey Code of Conduct
- Sets expectations regarding scheduling, communication with parents, team meeting content, behavior, team book content, required documentation, team parent and coordinator expectations etc.
- Periodically checks on the status of House and Travel coaches and reviews practices to determine effectiveness of ice usage and development programs.
- Coordinates end of season awards for Johnny O (coach) and Lehoulier and Lee (players)

- Coordinates all travel team sportsmanship awards for each team with VP-Travel and ensures awards are distributed
- Assesses year and provides report to EYHA board with any recommendations for all areas of responsibility as consideration for future seasons
- Attends all board meetings
- Contribute ideas and information regarding coaching matters as promulgated by USA Hockey and VSAHA

Fundraising Coordinator

The Fundraising Coordinator works to organize and support events which improve the financial stability of EYHA. The Fundraising Coordinator:

- Develops annual fundraising plan to support the EYHA program
- Establishes fundraising goals and procures sufficient volunteer resources to assist in the execution of the plan
- Coordinates with the Treasurer budget activity for fundraising activities
- Develops strategies to execute annual fundraising activities that help defray operating costs
 - These activities include but are not limited to:
 - Pizza / Red Barn Sales (Fall)
 - Golf Outing (late summer)
 - Team sponsorships (summer)
 - Calendar Sales (during season)
 - Apparel Sales (late summer and fall)
 - Coordinate sponsor signage changes with sign company
 - other activities as they arise

Women's Director:

The Women's Director represents all the female members of Essex Youth Hockey. The Women's Director supports girls participation in hockey through the coordination and organization of girls promotional events. The Women's Director:

- Develops recruiting plans to ensure there are adequate numbers at all age levels, 8U through 14U
- As needed, partners with local associations to enable opportunities for female players within and outside of Essex Youth Hockey
- Coordinates with VP-Travel and VP-House to review and assess registration numbers for the girls programs at all ages
- Participates in state level meetings and be the voice of female players

Equipment Coordinator

The Equipment Coordinator is responsible for the maintenance, preservation, and purchase of all equipment owned by EYHA. The Equipment Coordinator:

- Is accountable for all physical assets of the organization
- Maintains a documented inventory of all equipment owned
- Provides budget information for all equipment replacements and coordinates the best price purchases on behalf of EYHA to replace assets
- Procures storage facility needs to sufficiently safe keep all assets

- Issues all assets promptly at the start of the season working closely with the Head Coach, VP-Travel, VP-House, Director of Player Development and team head coaches
- Collects fees associated with off-season use
- Ensures the working conditions of all assets and continuity of operations via normal repairs, maintenance and replacement as needed

8U Director (formerly House Representative)

The 8U Director is responsible for running all aspects of 8U Travel and House programs and reports directly to the EYHA VP-Travel. The 8U Director:

- Recruits coaches and holds routine meetings for practice planning/skating curriculum
- Works in conjunction with the Head Coach and Director of Player Development, ice scheduler, equipment manager and others as needed
- Hosts 8U parent meeting at beginning of season
- Serves as contact person for EYHA with VSAHA and USA Hockey 8U

Director of Player Development (formerly Head Referee)

The Director of Player Development will have day-to-day responsibility for the association's player development strategy with a focus on skill development. This position works across the organization and closely with the Head Coach, the VP-Travel, and the Board of Directors to develop and execute our player development strategy. The Director of Player Development helps distinguish EYHA from other programs by ensuring strong technical hockey knowledge and consistency across levels and to maximize the quality of ice time for players. The Director of Player Development will report directly to the EYHA Board of Directors. In collaboration with the Head Coach and VP-Travel, the Director of Player Development:

- Oversees pre-season and in-season hockey development for both the girl's and the boy's programs. This includes:
 - Designing in-season practice progressions for all age groups
 - Organizing and overseeing pre-season camps, pickup skates, and practices
 - Coordinating and overseeing weekly in-season program-wide advanced skills sessions for travel players and goalies which may include:
 - Hiring of outside vendors within the budgeted amounts
 - Act as a resource to provide advice to coaches regarding practice plans to deal with specific development situations
 - Attend 2-3 practices per season for each team at the 10U/12U/14U age groups to observe and provide an independent evaluation of the quality of practices and development strategies
- Assists with tryouts for all levels of play above 8U
 - Assist with the development and execution of tryout plans for each level in collaboration with the Head Coach and VP-Travel
 - Collaborate with the Head Coach and VP-Travel to facilitate on-ice tryouts and ensure that tryouts are run in an efficient and unbiased manner
 - Collaborate with the VP-Travel to determine the appropriate level of play for each age group
 - Assist the Head Coach to address any parent issues related to the results of tryouts.
- Assists with coaching development
 - Assist with organizing pre-season and in-season coach development sessions

- Act as a resource to coaches regarding practice plans by providing ideas, drills, and execution of the skill progression for each level
- Identify strategies to make practices efficient and effective across levels
- Search for opportunities to incorporate teams at various levels together in practice
- Help find and engage both parent and non-vested coaches to build our program and create consistency across levels
- Serves as the primary point of contact for both coaches and parents regarding inquiries with respect to hockey development issues

Past President

The Past President serves in an advisory role to the board. The Past President:

- Provides counsel and advice to the current president and board based on experiences learned during their presidential term
- Assists all other board members as time permits

Non-voting members:

Player Safety Officer:

The Player Safety Officer works to ensure player safety through education of concussion and protocols for all coaches and board members. The Player Safety Officer collaborates with the EYHA board in understanding and implementing current COVID protocols. The Player Safety Officer:

- Coordinates with Executive Board to manage the Concussion Management / Return to Play protocol
- Collaborates with Head Coach to oversee player safety to:
 - Educate coaches on Concussion Protocol / COVID protocol
 - Collect and maintain records on concussions of EYHA players

Director of Communications

The Director of Communications works to maintain open communication within the EYHA which aims to improve and enhance the overall awareness of Essex Youth Hockey to our general public and communities through social media, managing of EYHA website and email. The Director of Communications:

- Utilizes local businesses, local newspapers, social media platforms (Twitter, Facebook, Instagram, etc) and the EYHA website for communication and advertisement options
- Works closely with the EYHA Executive Board to support their communication needs throughout the season
- Updates and maintains the EYHA website, social media feeds, media relationships within our community and schools
- Promotes EYHA events