

Board/Volunteer/Hockey Oversight Descriptions: (updated 04-04-2024)

President: From By-Laws.

Rory Haney rory.haney@dcyh.org

President Responsibilities a. The president shall be the presiding officer at all the meetings of the membership. He/she shall assure that an agenda is prepared in advance of the meeting. b. He/she shall be an ex-officio member of all standing committees. c. Subject to the board of directors and the membership of the association, the president shall have the general charge and supervision over the business affairs of the Association. d. He/she shall have such other duties as may, from time to time, be assigned to him/her by the board of directors. The president shall also serve on the board as an honorary, non-voting member, after his/her term has expired in an advisory position limited to the next president's term. **Currently filled for 2024-2026, VP will move into President.**

Vice President: From By-Laws. **OPEN FOR ELECTION FOR 2024**

Summer Cano srcano@me.com

Vice President Responsibilities a. The vice president shall act as aid to the president and attend all meetings of the membership. b. The vice president shall perform the duties of the president in the absence or inability of the president and such other duties as may be assigned to him/her. c. The vice president will automatically assume the duties of the president the year following his/her term as the vice president.

Secretary:

From By-Laws.

Amy Bebee atccbebee@msn.com

Secretary Responsibilities a. The secretary shall keep a record of the proceedings of all meetings of the membership of the association and of the board of directors and shall present a report of the minutes at each regular meeting of the board of directors. b. The secretary gives notice of all meetings to officers serving on the board. c. The secretary prepares and receives correspondence and other written tasks on behalf of the president. d. The secretary shall have custody of all books and records of the association, except those of the treasurer, and shall perform such other duties as may be assigned to him/her.

Treasurer:

From By-Laws.

Tim Russell truss1375@yahoo.com

Treasurer Responsibilities a. The treasurer shall perform and record all financial transactions including receipts, disbursements for the fiscal year June to June. b. Expenditures and disbursements shall always require two signatures of the following individuals: the treasurer, the president, or the vice president to validate checks and/or other disbursements or corporate funds for such purposes as may be authorized by the board of directors of the association. c. The treasurer shall promptly file and keep all authorized signatures of the banks of record. d. Provide financial updates at each monthly meeting. e. Maintain PO Box and association mail. f. Works with an outside accountant and provides information needed for tax preparation and audit.

Director: **7 OPENINGS FOR ELECTION 2024. (6-2 YEAR TERM, 1-1 YEAR TERM).**

From By-Laws.

Directors: • Responsibilities a. The administration and management of all DCYH programs, procedures, and activities are the responsibility of the DCYH Board of Directors. b. Accept a director position to serve the entire DCYH membership fairly and without prejudice for his or her children and friends. c. Take the initiative when accepting a director position to fully understand your responsibilities and time frames in which your work needs to be done. d. Understand which decisions other directors make that will impact you, and which of your decisions impact others. e. Be prepared with your committee update for each board meeting. Few decisions are made in a unilateral manner on behalf of the association. f. Major decisions or changes to past practice and/or policy require full board discussion and approval. g. Represent the board positively by showing support for decisions made regardless of personal voting or bias. h. Be supportive of other board members and board decisions. DCYH board members are subject to formal background checks. The board of directors shall have the authority to approve bills and authorize payment thereof. i. The board of directors shall annually designate the bank or banks in which all corporate funds and assets shall be deposited for safekeeping. The board of directors shall commit to attending monthly meetings and become “actively” involved on at least two (2) special committees formed within the association until such time his/her term is up. (Head one committee and is involved in 4 other committees.)

Safe Sport Director: (1 child’s DIBS given)

Derrick Gordan dwestcoastcustoms1@hotmail.com

Manager and maintain all DCYH members Safe Sport training certification. Keep record of certificates and communication with members that need to update their training. Attend Board meetings and report on status.

Registrar: Paid position

Lindsay Meyer lindsaybones@yahoo.com

Responsible for player registration and team rostering. Works with the District Nine Registrar to ensure all DCYH teams are properly certified within the deadlines established by District Nine and Minnesota Hockey. Maintains the current membership list for the DCYH. Ensure all coaches have completed all level and HEP certificates and are rostered.

District 9 Representative: (1 child’s DIBS given)

Matt Cano matthew.cano23@gmail.com

D9 Rep is responsible for the following:

Attend and represent Dodge County Youth Hockey at quarterly d9 board meetings (usually held in Rochester).

Review and update DCYH on any changes or rules from Mn Hockey or USA Hockey.

Attend meetings as requested by D9 to answer any grievances or hockey related issues.

All aspects of video challenges receiving from association to formally writing letters of protest/expectations from said video challenges.

Handle all coaches disputes within games in d9 and all reporting required, attend any hearings that result.

Represent DCYH in any suspension hearings as requested by d9 committees.
 Vote in d9 board meetings as requested by DCYH in any hockey related decisions.
 Point of contact for other associations wishing to reach out to DCYH and respond in accordance to any request.
 Update DCYH Board at monthly meetings of any changes or updates.

Concessions Manager : DIBS given (all children's DIBs given)

Kate Brossard kbrossard13@gmail.com

This is an individual responsible for the overall management of the concessions from pre-season planning, seasons full operations, postseason cleanup, communication with the DCYH Board of Directors (<https://www.dcyh.org/board>) - Essentially everything outlined in this document and other needs for business operations. In addition to general oversight, the Concessions Manager takes on responsibility for at least one of the following while supporting as needed on all others.

Concession Housekeeping – Daily cleaning is the responsibility of each DIBs worker that volunteers to take a shift in the concessions. There is a daily checklist for cleaning just to maintain the fundamental cleanliness according to health standards. See Reference Document – *Concessions Signs.doc* **All DYCH members who work in concessions.**

Weekly Concessions Cleaning– There is weekly deeper cleaning of all of the equipment. This has for the past 3 years been divided between **two** dedicated association members. See Reference Document - *DCYH Concessions Stand Cleaning and Support.doc*

Concessions Cleaning Volunteers: **(1 child's DIBS given for each)**

NEED 1 FOR 2024-2025 SEASON

Megan Stewig meganstewig@gmail.com

There are approximately 36 hours of cleaning for a hockey season. Each scheduled session is approximately 1 hour to earn 1 DIBs hour of credit. Having consistent cleaning divided between two people works best. Some things do not need a deep cleaning weekly (i.e. popcorn machine) and some like certain jobs more than others so the pairs that have worked previously did a good job dividing tasks BUT ensuring the concessions are well maintained.

At the beginning of a season, a Google doc can be constructed that lists out all of the weeks. This document can be shared and the designated cleaners can sign up for the weeks that best fit their schedules. The following link is an example of what has been used in previous years.

https://docs.google.com/document/d/18_3tFCy0M49cnrwuvZH2curi1zu_XZCP2Lo6EVoaKto/e/dit?usp=sharing

Cleaning to be done on a weekly basis. Cleaning to be performed one time per week during off hours preferably sometime between Sun-Wed of each week. Each session equals 1 Hour DIBS credit unless stated. These will automatically be credited to your account at the end of the season.

Other areas that cleaners assist with: Restocking as needed, washing the rags, exchanging money, filling in if needed/available, Sam's pickups, etc. These all help to round out the required hours for the season.

Finance Management 1 child's DIBS given

Sarah Fredrickson tomfred36@gmail.com

There is responsibility to manage cash availability for the days of operations, basic financial reconciliation, and banking withdraws and deposits. See Reference Document – *DCYH Concessions Money.doc*

Inventory Management

Kate Brossard-Concessions Manager

Responsible for maintaining adequate levels of inventory to support the monthly events while minimizing excess product inventory. See reference document – *DCYH Concessions Inventory.doc*

Vending Machine: DIBS given

Melanie Vaughn melanie.vaughn@hotmail.com

Stevie Gransee snersland@gmail.com

This role is responsible for buying candy, filling vending machine, and taking money to the bank. Fill approximately 2-3 times a week during hockey season and 1-2 times a week in off season. Purchased through Sam's Club as no tax charged.

Dibs Master:

DIBS Description and Roles:

This role is responsible for ensuring there are volunteer sessions listed in our DIBS tool to cover the scheduled hours of operations for the concession stand and special events.

Responsibilities: enter DIBS hours for all DCYH events, high school events, learn to skate, little wild, tournaments, etc.. year round commitment. Follow the high school app and DCYH calendar for any changes or additions to schedule.

This role is divided into 3 roles. This role is year round.

1.DIBS master: enters pre season, regular season sessions. Completes DIBS for profiles, enters and ensures player profiles are allocated correctly. (all DIBS given)

Thomas Hain tom.hain@dcyh.org

Callie Bishop bishop.callie@gmail.com

2.DIBS scheduler: follows the high school schedule and enters all games and game changes. Enters youth games and events, weekly. Starting with mite events. Adjusting hours for cancellations and additions. Priority is high school events. (all DIBS given)

Amy Bebee atccbebee@msn.com

NEED 1 FOR 2024-2025 SEASON

3.DIBS communicator: Answers emails, signs off on completed dibs emails. (1 child's DIBS)
Megan Braband mraband85@gmail.com

Goalie/Skater Equipment Manager (Skater)-(1-childs DIBS given).

Skater: Stefanie Hunzeker stefhunzeker@gmail.com

Goalie Coordinator from HOC Tim Brennan tjbrennan402@gmail.com

DCYH Equipment Position

Duties:

1. DONATED EQUIPMENT: Be in charge of donated equipment

- a. Sort, label and store donated equipment in back bins
- b. Take unneeded equipment to Sports Headquarter for possible buyback (can credit to DCYH account)
- c. Throw away unusable equipment

2. EQUIPMENT FITTINGS: Coordinate equipment fittings before start of season

- a. Set 1-2 dates with the board who will update the calendar - i. Have done on New parent registration date
- b. Do not do it during LTS as it's too chaotic. Do 1 date before warmups start.
- c. Usually 2-3 DIBs positions to help fit equipment for 2 hours
- d. We haven't been loaning out skates but they aren't being used other than for learn to skate so you could consider changing that.

3. LEARN TO SKATE: Assist with Learn to Skate (Runs 4 Tuesdays in September)

- a. Be in charge of skate supplies and fitting
- b. Skates are loaned out on a first come first serve basis for Learn to Skate
- c. Set 2 dates for skate fitting with board members who will update the calendar and the flier: we have done 1 day - a week before LTS and on the first day of LTS PRIOR to class times.
- d. Ensure skate fitting dates are known BEFORE the flyers are printed.
- e. Dibs for 3 people for 2 hours (fit and keep track of who borrowed skates)
- f. Borrow a skate sharpener to sharpen the skates on site.
- g. Last session: have DIBS for 2-3 people close to the end of each class to retrieve, clean (spray with disinfectant), and re-store skates.

4. EQUIPMENT SALE

- a. Facilitate local sale of used equipment at the ice rink.
- b. Early - mid September for 2 hours. Outside worked well
- c. Set up a few signs by road
- d. Work with board - send out emails, social media, local kasson and byron parent groups
- e. Each person handles their own equipment
 - i. Seller: bring their equipment, set up their own area, price their gear and sell it
 - ii. Buyers: can browse and bring check or cash.

Equipment Loan program

- Help youth get/stay in hockey
- Nice as a backup when something is lost or forgotten on game day
- Fit what we have.

We don't track equipment (too hard and too much time) but we encourage them to return the equipment when they are done with it.

We direct to Scheels or Sports Headquarters for what we don't have it (sticks, helmets)

-Could talk to the board about having a few new helmets on hand but they disappear.

Remember that players' helmets need to be certified and not expired.

-Email for donation requests a few times a year for youth - junior sizes.

We get a lot of adult sizes donated and we have been able to sell that equipment to Sports Headquarter to go on our DCYH account.

-Have had to do about 5 additional 1:1 fittings for parents who sign up late or miss the dates.

Social Media (1 child's DIBS given)

Rachel Petersen rwick02@gmail.com

Post upcoming events for DCYH, rink events, community events, team pictures, camps, hockey opportunities, tournaments, etc.. Create enthusiasm for DCYH. On all media platforms.

Website Master/Domain Management: (1 child's DIBS given)

Nate Burgess nate.burgess@dcyh.org

Amy Cline aengel8@gmail.com

Build, organize and maintain the website for Dodge County Youth Hockey. Ensure pages are created for all teams. Create and maintain registrations for players, coaches, volunteers, tournaments. Provide training and technical expertise to all team managers and coaches. Manage page permissions for each team and level. Need someone to focus on organizing previous years documents and organizing site to make more user friendly.

Home Tournament/Mite Jamboree (1 child's DIBS given)

Need 1-2 leads for 2024-2025 season

Board Coordinator:

Mite:

Reserve ice

Make flier send to hockey associations

Organize items for the tournament: hotel list, game schedule, locker room assignment and signs, game workers, refs, medic, apparel, donations for goodie bags, etc..

Coordinates all aspects of DCYH home tournaments. Responsible for making the necessary arrangements (e.g., advertising, scheduling, medical personnel, volunteer helpers, etc.). Also responsible for supervising any year-end District, regional or state tournaments hosted by the DCYH.

Team Manager Coordinator: 1 child's DIBS given).

Sarah Cunico sacunico@hotmail.com

Need to be organized and a previous team manager, available to answer questions via email 7 days a week.

Seek out team manager volunteers prior to season. Have 2-3 for each level. (squirt, peewee, U12, U10, bantam, 1-supermite, 1-termite).

Set up meeting for team managers: discuss expectations and duties from the dcyh.org website under the team manager tab.

Create an email list of all managers.

Verifying each team has completed the duties listed under the team manager tab. (see below for an overview. Details on website).

- a. Attend team manager meeting
- b. Safe sport
- c. Hockey screening
- d. Ensure locker room monitoring is completed for practices, games.
- e. Tournament contact, roster complete, hotel reservations, collection of fees, potluck, etc.
- f. Scheduling meeting attend, reference ice scheduling information at Dodge County Arena under team manager tab on website. Verify that each game is scheduled in the correct location and date.
- g. Plan parent meeting
- h. Determine fundraising for each player, collect pizza fundraiser, calculate product sold and final total, hand into pizza coordinator.
- i. Email games to ref coordinator
- j. gamechange@dcyh.org email with game changes, additions.
- k. jersey /socks distribution and collection.
- l. Pictures reminder of date time and jersey, distribute when complete.
- m. Roster Book: notify registrar of changes, keep roster book/stickers for games/tournaments, Bring to every game and tournament.
- n. Schedule game duties for each home game. Parents work.
- o. Game score: make sure games have been downloaded to district 9.
- p. Resource throughout the season and team
- q.

Ice Hour Monitor: (1 child's DIBS given).

Board Member: Summer Cano

Michael Hohberger hohhbergermichael@gmail.com

Track and monitor ice time (games/practices) for each team. Making sure not going over or under guidelines set forth by district 9.

Home games counted toward total ice hours. Ice times (practices/games) were tracked by team per day and color coded to identify practice/game. Summary of total hours by team was at the top. Treasurer would like info sent weekly so she can compare it with ice charges. Tracking each teams ice time and make sure they don't go over their allotted amounts without approval

MN Hockey TV Video/Live Barn/Game Sheet:(1-childs DIBS given)

Board Member:

Jake Appel jtappel16@gmail.com

Load weekly game schedule and adjust when changes, maintain equipment.

Uniform Coordinator: (jerseys and socks). (1 child's dibs given for ordering/distributing/organizing. approximately 30 hours.

Mike Baker michael.baker@dcyh.org

Kelly Eberhardt keberhar5@gmail.com

Order jerseys/socks for upcoming season, maintain old jerseys, count collect after season. Utilize previous years to conserve cost.

4 pick up times at the rink 2 hours each =8 hours, 4 hours in closet sorting and organizing, 4 drop off at the rink 2 hours each =8 hours, 2 hours for washing and drying jerseys. 2 hours phone calls, emails, texts, etc. total 20 hours.

Ordering, design, emails, payment, confirmation, logos to company for screen printing, pick up and sorting to teams. 10 hours or more.

Merchandise Coordinator: (1- child's DIBS given).

Amy Bebee atccbebee@msn.com

Contact vendors to determine what to sell for the upcoming season (June). Determine dates, cost and availability. (2-3 hours per vendor).

Create an online website or flier for distribution. (1 hour per vendor).

Open orders with tryouts and close after first mite practice, to ensure delivery prior to holidays.

Distribute product to members (4-6 hours per order, pick up, organize, notify and hand out).

Purchase and sell products through concession stand or at DCYH events. (2 hours a month to stock).

Limit the amount of on hand items, don't have storage to keep large amounts on hand.

Picture Coordinator: (1 child's DIBS given)

Andrea Noble kmnh120512@gmail.com

Tanya Koch tanyakoch76@yahoo.com

Vendor: coordinate dates/times for pictures. Prefer 1-2 days. Usually 2nd weekend of mite practice, Friday and Saturday.

Be present at all picture times to help vendor and team managers/coaches with the process.

Distribute pictures to team managers.

Collect team pictures for each sponsor. Coordinate with the team manager to invite sponsors to home games for presentation.

Fundraiser Raffle Coordinator: (1 child's DIBS)

Board: Summer Cano srcano@me.com

Description: help organize, distribute, collect, check for accuracy and orchestrate drawing on hockey day. Obtain winners information. Information given to gambling manager and accountant for distribution of funds.

Aluminum Can Coordinator: (1 child's DIBS)

Amber Gonzalez

lagonzala06@gmail.com

Upkeep of can trailer and signs, take cans to recycling when full.

Charitable Gambling:

Manager:paid position

Brooke Schaefer Brooke.schaefer@dcyh.org

An employee of the DCYH, this individual manages all aspects of the pull tab program, coordinates the annual audit of financial results and filing of requisite reports with appropriate government agencies. Minnesota state gambling laws require an individual to be on the Board at least two years before assuming the position.

Assistant Gambling Manager: (paid (no DIBS) Alex Skogerbo alex.skogerbo@dcyh.org audits both sites.

Site Manager: (paid position)

Steve Klomps steve.klomps@mcneilus.com *Chaotic Good Brewing Company*

Alicia Lobdell alicia.lobdell@hotmail.com *Pete's Repeat*

Supervises and assists the Gambling Manager in the overall operation of the Charitable Gambling program. Responsible for periodic performance assessment of the Gambling Manager. Helps the Board determine policy and direction with regards to the operation. Helps the Board identify potential sites for operations. Responsible for reviewing monthly financial statements, identifying trends, reviewing appropriate financial ratios and results. Responsible for the Gambling Manager, for reviewing on a periodic basis, and on an as-needed basis, daily operational issues and processes to assure compliance with GCB (Gambling Control Board) rules and regulations. Responsible for oversight of any audit or communications with GCB that are beyond an ordinary operational issue. Responsible for oversight of records being maintained in accordance with GCB rules and regulations. Responsible for monthly review of the operation for profitability, and issuing a report monthly to the Board giving an assessment of the month's performance. Responsible, with Gambling Manager, for assessing performance of individual sites as to their continued viability. Establish and maintain relationships with the owner's site management, and communicate directly with them with regards to any issues that arise onsite. Responsible, with the Executive Board, for hiring/firing of Gambling Manager. Specific issues may require immediate and concentrated amounts of time, such as audits or site issues.

Learn to Skate Coordinator/Learn to Play Hockey: (approx 10 hours) (1 child's DIBS given)

Board rep:

Rob Holtermann holtermannrj@gmail.com

Schedule dates/times with rink, update mail flier, coordinate on ice instructors and helpers, determine DIBS for workers (skate fitting, locker room monitors) given to DIBS master. Be present at each session to help off ice and answer questions, helpers on ice.

Advertising Coordinator: (1 child's DIBS given). **Need 1 for 24-25 season**

Scheels: Nick Davidson nick_davidson@fosterklima.com

Main contact: Ross Zumbach rzumbach5@gmail.com

Seek sponsorships, collect digital logos and monies, give sponsor information to banner vendors, pick up and display banners.

Recruits and secures corporate sponsors for the various teams and develops DCYH sponsorships (including the sale of advertising space) and acts as a Board liaison with the cities of the CO-OP to promote a positive image of DCYH hockey.

Official Coordinator: (all DIBS given or if non DCYH member paid position).

Jared Oscarson officials@dcyh.org

DCYH Referee Coordinator position is responsible for:

- Scheduling all the referees for all DCYH games using the Arbiter Sports website.
- Ensures that the referees are assigned to the appropriate level of game based on the referee's age, registration status, and experience level.
- Responsible for ensuring that all referees have the proper registration and education for the upcoming season.
- Creates a monthly payroll sheet for all referees based on games worked and sends it to the DCYH treasurer and accountant for payment.
- Takes part in monthly meetings with the other District 9 schedulers and the District 9 Referee Supervisor.

Association Promotion: (document tasks and gives to coordinator, coordinator verifies and submits to DIBS master). Hockey Day, Family Fun Night. **Need 1 lead for 2024-2025 season**

Board Rep:

Jenn Holtermann jenn17hol@gmail.com

Stephanie More sm.allure7@gmail.com

Gambling Manager: Brooke Schaefer Brooke.schaefer@dcyh.org

Plan, organize and promote DCYH. In charge of Family Fall Fun Night (usually 1st Saturday in October), Hockey Day (usually in January), and community promotion (Kasson Festival in Park, Byron Good Neighbor Days have been done in the past).

Responsible for event communications, donations, mail flier, workers and event schedule.

Create fundraising opportunities for DCYH. In the past, there was a barrow of booze, a barrow of fun, auction baskets, lunch/dinner specials at rink or event location, merchandise, etc...

Family Fall Fun Night: saturday October 7, 2023 at 5:00-8:00pm organize date/time, assign DIBS for on and off ice needs, purchase or donations for prizes (hockey items, candy, drinks, etc), purchase suckers for hockey stick game, off ice activities (face painting, sign making, hockey skills, photo booth, etc.), and on ice games. Workers needed: payment table, door prize table/prizes, on ice supervision, locker room monitors, cleaners, DJ/announcer/music, prize runner (goes back and forth to DJ with winners), merchandise seller and off ice activities/games.

Hockey Day:

HDM Fundraiser

-Meetings have started with the core planning committee in May, and occur monthly until August, and then occur 2-3 times per month.

Chairperson Roles/Duties:

- 1) On ice/games at rink -
 - a) Coordination of all off ice games. Previously there were 4 games with prizes. DIBS volunteers to assist
 - b) 1 hour of open skating with adult supervisors. DIBS for on ice supervision as well as locker room supervisor
- 2) Rink off ice chair
 - a) Barrow of fun
 - i) Coordinate donations from teams
 - ii) Coordinate money with Financial Chair
 - iii) Draw after the first period of the Bantam game and contact winner
 - b) Set up for tshirt/gear/jersey sales with Gear Chair
 - c) Sucker hockey stick/donation stick
 - d) Plinko board with prizes (Plinko board is Kristi Dick's)
 - e) Cash boxes (barrow, clothing sales, suckers), working w/ financial chair
 - f) Tables/table cloths - 3 tables
 - g) Work with Clothing/Gear chair to ensure adequate stock
 - h) Transport items to the Saloon when rink is complete (sucker stick, money, gear, silent auction for jerseys, etc)
 - i) Concession stand coordinator to take care of Pasquales
 - j) Have print off of DIBS hours workers and monitor attendance
 - k) DIBS support to sell raffles, clothing, man the Plinko board and suckers
- 3) Gear/Clothing Chair
 - a) Review Current stock of shirts and order additional
 - b) Review current stock of old jerseys (\$5/each)
 - c) Discuss sales of other items w/ Amy Bebee (Hats, shirts, etc)

- d) Work with Off Ice Rink Chair and Saloon Chair to manage stock at both sites
- 4) Silent Auction Chairs (2)
 - a) Collect silent auction donations, asking each team to donate a basket
 - b) Have buckets for all silent auction items
 - c) Create spreadsheet (template in Google) for all items
 - d) Have Donation records (tax exemption - in Google) for donations
 - e) Complete Thank yous (Use leftovers from last year)
 - f) Set up silent auction at Saloon (Table cloths)
 - g) Have extra baskets and such on hand for donations not having a basket
 - h) Close out silent auction at the end of the night, having all hands on deck to complete check out, capturing results and managing basket pick up
 - i) Have pictures of silent auction items at rink
 - j) DIBS support to sell raffle tickets at Saloon, supervise Silent Auction,
- 5) PR/Advertising/financial
 - a) Develop flyers for event (may have old documents), including flyers to hand out at the rink
 - b) Prior to event, work with Nate Burgess, DCYH social media coordinator to blast out event on social media (Facebook, Twitter)
 - c) Run in local newspapers
 - d) Day of, coordinate squares and have available at all points of sale
 - e) Change bags to all sites
 - f) Assist with closing out the Silent/Live auction, tracking/counting money
- 6) Saloon Oversight Chair
 - a) Ensure schedule of events is running on time
 - b) Meat Raffle
 - c) Assist Meal Chair with meal set up as needed
 - d) Coordinate jersey/gear set up with Gear/Clothing chair
 - e) Coordinate collection and set up of Barrow of booze
 - f) Set up 50/50 raffle
 - g) Assist with set up of items when they arrive from the rink (Sucker stick, donation stick, etc)
 - h) Confirm Live Auction/DJ
 - i) Have DIBS hours print off and monitor attendance
 - j) DIBS support - raffle/clothing sales, set up of activities
- 7) Meal Coordinator/Assist at Saloon
 - a) Coordinate meal/food donations
 - b) Purchase plates, silverware, napkins, table cloths for tables (Sams)
 - c) Have DIBS volunteers printed off and monitor attendance
 - d) Assist with general running at the Saloon
 - e) DIBS support - serve meal, sell tickets, clean up tables
 - f)

Community Events Coordinator: (1- child's DIBS given)

Sherri Biewer *sdathe@hotmail.com*

Organize volunteers, set up, registration, activities, etc. for community events. Kasson Festival in Park, Byron Good Neighbor Days, parades, school open houses, etc.

Scope of the DCYH Hockey Oversight Committee (HOC) relative to the scope of the DCYH Board of Directors (BOD):

DCYH Board of Directors: Business aspects of Dodge County Youth Hockey will remain with the DCYH Board of Directors (BOD) as the BOD is ultimately responsible to ensure compliance with rules and regulations of MN Hockey, USA Hockey, and nonprofit status. This includes ensuring the MN Hockey philosophy of ADM (American Development Model) is followed, including recommendations made within MN Hockey. The DCYH BOD will develop/update policies and procedures for all operations with input from the HOC. All policies/procedures will be published on the DCYH website at the beginning of each winter season. Updates can be conducted at the conclusion of each winter season.

DCYH Hockey Oversight Committee: The Hockey Oversight Committee is responsible for all on-ice player and coaching development. This committee will report to the DCYH BOD and all recommendations/proposals will be passed through to the DCYH BOD for approval to assure these do not violate MN Hockey Rules or DCYH Bylaws. The HOC will be expected to hold monthly meetings prior to the monthly BOD meetings to prevent delays in decision-making. HOC will lay the tryout process, publish it in a document to distribute to the association. Prior to tryouts, the HOC will publish, to the DCYH website, the anticipated levels of play for the association. These levels of play may change after the tryout process and final levels of play will be determined at the conclusion of tryouts.

DCYH BOD/HOC: No member can occupy a DCYH Board of Director position and a Hockey Oversight Committee position simultaneously without a majority vote of the Board of Directors. The Vice-President (VP) of the BOD will serve as the liaison between the BOD and the HOC. The VP will attend all HOC and BOD meetings to ensure transparent communication and collaboration between the separate groups. The HOC will bring to the BOD for approval at the October board meeting the following: levels of play for each age level team, head coaches for each team, and assistant coaches for each team. The HOC will bring to the BOD for approval any recommendations for updates to hockey related policy and procedures prior to registration opening for the season.

HOC Member Selection:

- Candidates for the HOC positions will be vetted and approved by the DCYH BOD (in alignment with other committee member/volunteer positions within DCYH)
- Job descriptions/duties will be posted for individuals to complete applications Candidates can be recommended by association members or non-members, but individuals must apply to be considered
- Applications must be completed prior to the May DCYH BOD meeting; all submitted candidates will be announced at this meeting

- Applications for any open positions, after the May DCYH BOD meeting, can be submitted at any time throughout the season and vetted and approved at the following BOD meeting. DCYH BOD will vote to approve members of the HOC at the June meeting

HOC Member Terms:

- Each position will consist of a 2-year term (half of the HOC will serve a 1-year term as part of the initial HOC to ensure the entire committee doesn't turn over simultaneously). Thereafter, each term for each role will be 2 years.
- Half of the HOC (Director of Coaching Development, Goalie Director, and Girls Coordinator) will rotate on odd calendar years. The other half of the HOC will rotate on even calendar years (Director of Player Development, Mite Director, and Boys Coordinator)
- The exception to a 2-year term is the Director of Hockey, which will consist of a 3-year term
- Members have the option to rotate to a new HOC role or maintain their current role after their term is complete, but must follow the re-application/selection process
- No HOC member can be removed from his/her position without just cause as long as expectations are being met and there are no infractions of rules, regulations, or bylaws. Removal of HOC members must be done by the DCYH BOD via a majority vote.

Minimum Requirements for Committee Members:

- Background checks complete with no flags/concerns
- Safesport Certified
- USA Hockey registration
- Active/current USA Hockey CEP
- Completion of all age specific modules (to ensure compliance for each age group they may encounter on the ice)
- Mites (8U)
- Boys/Girls Director (14U, 12U, 10U, 8U)
- Goalie Director (14U, 12U, 10U, 8U)
- Player Development Director (14U, 12U, 10U, 8U)
- Coaching Development Director (14U, 12U, 10U, 8U)
- Director of Hockey (14U, 12U, 10U, 8U)
- High School Boys/Girls Representative (14U, 12U, 10U, 8U)

HOC Positions and Responsibilities/Expectations:**Director of Hockey (DOH):**

Keith Stanich stanichkeith@gmail.com 2022-2025

The responsibilities/expectations of this position include:

- Manages the Hockey Oversight Committee
- Oversees all on-ice aspects of the association to ensure an efficient and effective program
- Oversees all selection of coaches and education practices with the HOC and Director of Coaching Development
- Ensures proper on ice programs and player development with the HOC and Director of Player Development
- Oversees any/all programs that directly affect the winter DCYH season.
- Assists in sourcing and implementing off-season training and development opportunities
- Oversees tryout process in coordination with HOC
- The DOH reports directly to the DCYH Board of Directors for all on-ice aspects
- Note: The responsibilities/expectations of the Director of Hockey DO NOT include any of the business, financial, or fundraising aspects of the association.

Director of Coaching Development:

Nick Worden wordenn@gmail.com 2023-2025

The responsibilities/expectations of this position include:

- Recruit coaches for all levels of play (mites through bantams)
- Reviewing/filtering, verifying coaching applications
- Submit recommended coaches to the DCYH Board of Directors for final approval
- DCYH BOD responsible for ensuring completion of background check and Safesport
- Accountable for completion of age modules prior to first on ice session and current CEP prior to December 31st.
- Coordinates pre-season coaching clinic

- Assist with and attends player and parent meetings for each level with coaches at the beginning of the season (sets season expectations with coaches)
- Coaching education to rule changes for the current season.
- Assists with in-season coaching practice plans (on/off ice), ensuring ADM model is being met
- Attends games as able (and/or review live streamed games) to obtain real time feedback to share with coaches
- Serves as the contact person for parent concerns (in collaboration with coaches) with support from the DOH
- Reports directly to the DOH

Director of Player Development: UP FOR ELECTION 2024-2026 TERM

Nick Davidson nick_davidson@fosterklima.com

The responsibilities/expectations of this position include:

- Assists all levels of play (mites through bantams)
- Coordinates pre-season warm-up ice
- Coordinates/runs player skill nights-may delegate who runs the on-ice drills
- Assists with in-season practice plans (on and off ice), ensuring ADM model is being met.
- Assists with individual team practices/individual player development as needed
- Provides feedback to coaches/Coaching Development Director on practice plans for specific teams/player subsets to advance skill set (ensure all players are being developed based on individual skill level)
- Provides evaluations to players/parents in conjunction with team coaches:
- Provides tryout evaluations by request.
- Reports directly to the DOH

Goalie Director:

Tim Brennan tjbrennan402@gmail.com 2023-2025

The responsibilities/expectations of this position include:

- Responsible for goalie development at all levels (mites through bantams)

- Coordinates goalie clinic (on/off ice sessions)
- Assists Director of Coaching Development with coach training for goalie-specific drills/skills
- Coordinates/runs goalie skills nights
- Assists on-ice at individual team practices to ensure goalie skills are being incorporated into team practices consistently throughout the season
- Assists at supermite practices to introduce the goalie position, proper form, etc
- Oversees goalie equipment (either personally or by seeking out an interested volunteer)
- Reports directly to the DOH

Mite Program Director: UP FOR ELECTION 2024-2026

Keith Stanich

The responsibilities/expectations of this position include:

- Coordinates mite program (termite and supermite)
- Determines team structure at supermite level (how many teams, divided by skill)
- Arranges coordinates jamborees
- Collaborates with Director of Coaching Development for coach recruitment/training
- Responsible for the Learn to Skate and Intro to Hockey programs ○ Practice plan
- Recruitment of on-ice volunteers
- Reports directly to the DOH

DOH Boys Program Coordinator: UP FOR ELECTION 2024-2026

Travis Bebee bebeeplumbingandheating@hotmail.com

The responsibilities/expectations of this position include:

- Oversees general aspects of the boy's youth program (mite through bantam)
- Collaborates with Coaching and Player directors for ongoing program development
- Responsible for/delegates tournament booking for each boy's program team.
- Recommends levels of play for season after consulting with past season coaches and coordinators to ensure competitive play

- Works closely with the boys HS program to emphasize fundamentals, skill development, and team strategies tailored to each team/level.

- Reports directly to the DOH

Girls Program Coordinator:

Jessica Stanich jstans44@gmail.com 2023-2025

The responsibilities/expectations of this position include:

- Oversees general aspects of the girl's youth program (mite through 12u)
- Collaborates with Coaching and Player directors for ongoing program development
- Responsible for/delegates tournament booking for each girl's program team.
- Recommends levels of play for season after consulting with past season coaches and coordinators to ensure competitive play
- Works closely with the girls HS program to emphasize fundamentals and skill development and team strategies tailored to each team/level.
- Reports directly to the DOH

High School Boys/Girls Representatives (anyone from coaching staff):

The responsibilities/expectations of this position include:

- Assists Director of Coaching Development for advancement of coaching education
- Provide resources for practice plan development, drills, off-ice skills, etc.
- Assists Director of Player Development for player skill advancement
- Provide resources for individual player development
- Provide assistance with skills nights as needed(coaches/players)
- Recruits high school players for on-ice assistance at mite level
- Ensure proper Safesport documentation is completed
- Works with Boys/Girls Coordinator as needed for development of players
- Only the varsity head coach will have a vote/say in hockey decisions, not a fluid representative in the absence of the head coach
- Reports directly to the DOH