

Committee objectives

As a general statement committees are expected to come up with a proposal and present to the board completed. More specific descriptions as follows. All committees will have a chair. The chair should email the board secretary seven days before the board meeting to be added to the agenda when the committee has information to share. Then the committee chair or other representative should attend the board meeting and share information.

Finance- (treasure) Present current financial statement and answer any questions the board has. Write and distribute checks and other payments as needed. Position is paid and must be approved by the board

Arena- Communicate with Arena manager and staff to provide important information as needed. Examples but not limited to Ice in/out dates, Events outside of RWAHA that use ice, High school hockey events, Red Wing hockey day date

REGISTRATION-Configuring the online registration, creating and distribution of discount codes, track and report registration to board members. involvement registration/kick off day. Tracking payments for payment plan

COACHING- Recruiting, evaluating, track certification, and supporting coaches at all levels. Establish levels for teams. Provide recommendations for level move up requests.

MANAGER- Point of contact for all team managers, hold meeting at the beginning of the season, track certifications, answer questions ect

Tryout- Establish evaluators, applicable drills/skill requirements to properly evaluate/score each skater. Compile scores and validate data integrity. Align with coaching committee to make sure each team will be at the correct level

FUNDRAISING/Sponsorship- Create document For businesses in the community for all levels of sponsorships (present to board for approval) Research and present other fundraising ideas such as but not limited to Pancake breakfast, meat raffle, product sales, ect

TOURNAMENT- Find and sign up for away tournaments for each team (should be done in May- July) give to the board for approval and payment. Find hotels and make room blocks for teams away tournaments. Establish if we will host tournaments. If so, what level and dates. Work with team manager(s) to organize home tournaments

GRIEVANCE- Receive any filled grievances. Research and determine how it should be handled.

EQUIPMENT- Off season- evaluate condition of equipment and disposal of unsafe equipment including expired helmets.

Beginning of the season- hold rental dates and follow RWAHA policies for payment and lease agreement.

End of the season- Hold equipment return. Inspect returned equipment. Give list to board for lease return payment as needed following RWAHA policy. Track any off season leases

PHOTO- Find a photographer, book date(s) for all teams. Distribute order forms. Collect and distribute photos to team managers

MITES- establish team numbers for jersey ordering. Set date for jamboree and bring proposal to board

CONCESSION- Work with high school to have concessions stocked as needed. Determine what dates and times the concession stand should be open. Learn and teach managers how to handle opening and closing.

WEB/SOCIAL MEDIA- Post content as needed and requested

RECRUITMENT- Find new ways to reach non hockey players and get them to be hockey players!! Examples- flyers to school, parades, community events (including any co-op towns)

DIBS-Enter dibs into the system based on available hours. Track and credit those who complete hours periodically throughout the season.

Referee Coordinator- Work within the District programming to assign refs to home games. Distribute any payments outside of that system.

District Rep- attend District meeting and bring report to board

ACE Coordinator- Track all board members, coaches, managers, and volunteer required certifications, background checks, ect

Registrar- Build and validate each team roster with USA Hockey

Ice Scheduler- Work with arena manager, teams, and district to assign all ice time for games and practices

Gambling- obtain gambling license for raffle ticket drawing

Raffle Tickets- Order and pick up raffle tickets, sort per skater/family and distribute. Track pick up and payments including ticket numbers and payment forms. Submit payments to board for deposit frequently

Hockey Day Red Wing- Coordinate events for Hockey Day Red Wing
Uniform/Jersey- Track and order jerseys including sizes and numbers
Girls Program- Find ways to grow girls program
Golf Tournament- Work with golf course and plan events for the tournament