



Michigan Coach-in-Chief

Duties & Responsibilities

- He/She shall not be a member of a review board that has the authority to suspend a player, team, league official or spectator.
- He/She shall have the authority to appoint associate coaches in-chief with the approval of the Executive Director to support and carry out any of his/her duties as outlined below.
- The district coach-in-chief and any associate coach(es)-in-chief shall not hold any other position within his/her district outside of the coaching program without the knowledge and consent of the Executive Director.
- The district coach-in-chief and any associate coach(es)-in-chief shall not be a voting member in any USA Hockey Affiliate Board of Directors.

His/Her duties shall be:

1. Schedule, organize, promote and administer all clinics conducted as part of the CEP.
2. Prepare and distribute all USA Hockey approved materials (to include, but not limited to, manuals, supplemental materials, CEP cards, stickers, patches) to those who attend a USA Hockey CEP clinic and pay the proper fee.
3. Upon completion of all clinics, submit all required paperwork and monies collected to the national office, and update the attendees and their information within the current online registration system within seven business days.
4. **Annual Budget:** Coaches-in-chief must prepare and submit an annual budget for review by the Executive Committee and approval at the Annual Congress. Approved expenses included on the budget will be reimbursed to the coaches-in-chief during the year on a monthly basis. The coaches-in-chief are required to submit a monthly expense reimbursement application and only those budgeted expenses will be reimbursed. Any expenses not included in the district's approved budget will have to be approved by the Executive Director or CEP Director, before they are paid to the coach-in-chief.

Expense Reimbursement Applications: Coaches-in-chief must submit monthly expense reimbursement applications to the USA Hockey national office for reimbursement of expenses incurred. Those expenses eligible for reimbursement must be itemized and be part of the current, approved budget. Travel expenses must include purpose of travel, location of travel and date of travel.

Financial Records: Complete financial records of all income and expenses must be maintained by all coaches-in-chief. Financial records should be set up on the Quicken accounting package and monthly reports submitted to USA Hockey national office along with a monthly bank reconciliation on the appropriate coach-in-chief's checking account.

These financial records shall be subject to review and audit by the Audit Committee of USA Hockey, and/or their designated representative.

5. Will attend, or designate a representative to attend, three scheduled meetings (Winter Meeting, Spring Coaches Section Meeting and Annual Congress) and participate on conference calls conducted throughout the year.
6. Attend the scheduled meetings of his/her respective USA Hockey district/affiliate(s) on behalf of his/her district.
7. Prepare two annual reports of his/her activities: a semiannual report to be submitted to the national office at least 14 days prior to Winter Meeting and an annual report to be submitted to the national office at least 14 days prior to Annual Congress.
8. View the work of the coaches whenever possible and work with district/affiliate personnel to improve the overall coaching.
9. Assist in the development of educational materials and serve as a resource in the development of such materials.
10. Seek out and encourage coaches to become CEP instructors and conduct regular instructor training sessions.