

Minneapolis Hockey

Board Composition and Job Descriptions

All board members must participate in all background screening processes that are required by USA Hockey and/or MN Hockey. Candidates must be residents of Minneapolis and "members in good standing" (that is, paid in full with no disciplinary restrictions) in Minneapolis Hockey. All voting members of the board are volunteers and are not compensated. Members of the Board of Directors receive Association Volunteering credit through their board work. Board members are expected to fully participate in Team Volunteering for each of their players' teams throughout the season. Board members may apply to coach or manage teams, if desired. Board members are expected to attend a minimum of 9 monthly board meetings per fiscal year (June 1 through May 31), typically held the third Monday of each month.

1. President

- a. Chief Executive Officer of Minneapolis Hockey, Inc.
- b. Chief Executive Officer of WAHA charitable gambling (DBA Minneapolis Hockey) operation
- c. Preside at all meetings of the Board of Directors, when present
- d. Preside at all meetings of the Executive Committee, when present
- e. Preside at all meetings of the Grievance & Disciplinary Committee, when present
- f. Participates in all Committees and Sub-committees, when present
- g. Acts as Alternative District 3 Representative, when present
- h. Presents contracts, policies and agreements for board approval
- i. Executes board approved contracts, policies and agreements
- j. Oversees association quality control
 - i. Executes annual market analysis for board review
 - ii. Executes annual Parent/Player Survey for board review

2. Vice President - Hockey

- a. Preside at all meetings of the Hockey Committee, when present.
- b. Preside at all meetings of the Age-level/Girls Sub-committees, when present.
- c. Oversee Cooperative and "rainbow" programs with Age-level Coordinators/Directors.
- d. Oversee Player Evaluation and Team Selection processes.
- e. Oversee implementation of Player Evaluation processes with each Age-level Coordinator and/or Director.
- f. Oversee Coach Recruitment and Retention.
- g. Oversee in-season clinics for Youth teams.
- h. Oversee Goalie Program.
- i. Oversees Summer Camp and STP planning.
- j. Manages "Player Resources" on website.

3. Vice President - Operations

- a. Preside at all meetings of the Operations Committee, when present.
- b. Manages overall website design, authorities and use.

- c. Oversee the Volunteer program.
- d. Oversees school marketing (flyer) program.
- e. Oversees spirit wear program.
- f. Oversees team photo program.
- g. Acts as alternate District 3 Representative, when present.

4. Vice President – Community Relations

- a. Oversees Association Fundraising (Concessions, Advertising, Sponsorships)
- b. Oversees Association Marketing
- c. Oversees Association Community Relations – Primary Interface with other MPLS Hockey organizations

5. Treasurer

- a. Preside at all meetings of the Finance Committee, when present.
- b. Oversees budget process and financial reporting.
- c. Oversees banking and team check-book logistics.
- d. Oversees banking and reporting logistics between Bookkeeper, Gambling Manager, and Accountant.
- e. Oversees bookkeeping and cash flow operations.

6. Secretary

- a. Record proceeding of all Board meetings and Executive Committee meetings.
- b. Upload Meeting Minutes to Mpls Hockey Website.
- c. Keep records of Bylaws, Articles, amendments, resolutions and restatements.
- d. Give proper notice of meetings and reserve meeting site(s).
- e. Keep records as required by IRS, MN Revenue and gambling operation.
- f. Update Board members in Mpls Hockey Website each year.
- g. Participate in Executive Committee meetings, when present.
- h. Participate in Grievance & Disciplinary Committee, when present.
- i. Participate on the Board of Directors nomination committee for next season.

7. Gambling Director

- a. Manages gambling operation and employees

8. Fundraising Director

- a. Director of charitable gambling.
- b. Oversees concessions operations
- c. Oversees Player-fee reduction programs
- d. Oversees USA Hockey and other Grant programs

9. ACE Coordinator (Association Coaching and Education)

- a. Participate in District 3 ACE Coordinator programs.
- b. Oversee USA Hockey and NGIN registration for all coaches.
- c. Coordinate Coach Registration, USA Hockey CEP certification and paperwork with Registrar.
- d. Communicate Minneapolis Hockey coaching guidelines to all coaches.

- e. Oversee coaching (ADM) processes at Might-mite, Mite and Squirt levels.
- f. Manages "Coaches Resources" on the website.

10. Girls Director

- a. Oversee Girls Coordinators (6U/8U, 10U, 12U, 15U).
- b. Oversee Recruitment and retention of players at all age levels.
- c. Oversee Cooperative and "Rainbow" Programs.
- d. Oversee selection of tournaments for all girls' teams.
- e. Assist Coordinators plan and execute Preseason Clinics and Clinic instructors.
- f. Recruit and oversee a minimum of 3 evaluators per evaluation session.
- g. Coordinate in-season instruction & event programs for girls' teams (Gophers, etc).
- h. Oversees U8 Jamboree
- i. Manages "Girls Program" page on website

11. Girls Coordinator

- a. Coordinate Recruitment and Retention of players and coaches
- b. Coordinate Preseason Clinics and Clinic instructors
- c. Assist Girls Director plan and execute Player Evaluations and Team Placement
- d. Select and schedule tournaments for all teams
- e. Distribute ice allocated from Ice Scheduler for all teams
- f. Assist in conflict resolution of participants

12. Bantam Director

- a. Manage Bantam "Preseason" volunteers.
- b. Acquire two local and one "overnight" tournament per team.
- c. Coordinate Preseason Clinics and Clinic instructors.
- d. Coordinate logistics of Player evaluations.
- e. Source, distribute, collect and store evaluation pinny's.
- f. Act as consultant for player placement on teams.
- g. Escalate Material Grievances to President.
- h. Escalate Judgment Grievances to proper grievance owner.

13. Bantam Coordinator

- a. Coordinate Recruitment and Retention of players and coaches.
- b. Coordinate Preseason Clinics and Clinic instructors of program.
- c. Assist Bantam Director plan and execute Player Evaluations and Team Placement.
- d. Select and schedule tournaments for all teams.
- e. Distribute ice allocated from the Ice Scheduler for all teams.
- f. Assist in conflict resolution of participants.
- g. Assist the level Director

14. Pee wee Director

- a. Manage Pee wee "Preseason" volunteers.
- b. Acquire two local and one "overnight" tournament per team.
- c. Coordinate Preseason Clinics and Clinic instructors.
- d. Coordinate logistics of Player evaluations.

- e. Source, distribute, collect and store evaluation pinny's.
- f. Act as consultant for player placement on teams.
- g. Escalate Material Grievances to President.
- h. Escalate Judgment Grievances to proper grievance owner.

15. Pee wee Coordinator

- a. Coordinate Recruitment and Retention of players and coaches.
- b. Coordinate Preseason Clinics and Clinic instructors of program.
- c. Assist Pee wee Director plan and execute Player Evaluations and Team Placement.
- d. Select and schedule tournaments for all teams.
- e. Distribute ice allocated from the Ice Scheduler for all teams.
- f. Assist in conflict resolution of participants.
- g. Assist the level Director

16. Squirt Director

- a. Manage all Squirt "Preseason" volunteers.
- b. Acquire two local and one "overnight" tournament per team.
- c. Coordinate Preseason Clinics and Clinic instructors.
- d. Coordinate logistics of Player evaluations.
 - i. Source, distribute, collect and store evaluation pinny's.
- e. Act as consultant for player placement on teams.
- f. Escalate Material Grievances to President.
- g. Escalate Judgment Grievances to proper grievance owner.

17. Squirt Coordinator

- a. Coordinate Recruitment and Retention of players and coaches.
- b. Coordinate Preseason Clinics and Clinic instructors of program.
- c. Assist Squirt Director plan and execute Player Evaluations and Team Placement.
- d. Select and schedule tournaments for all teams.
- e. Distribute ice allocated from the Ice Scheduler for all teams.
- f. Assist in conflict resolution of participants.
- g. Assist the level Director

18. Mite Director

- a. Oversees Mite Program
- b. Oversee Mite and Mighty-mite coordinators.
- c. Oversee Mite preseason Clinic and Clinic Instructors.
- d. Distribute ice allocated from the Ice Scheduler for all teams.
- e. Implement practice expectations (ADM, etc) for Mite and Mighty-mite programs.
- f. Manage distribution of outdoor ice to Mite and Mighty-mite programs.
- g. Manages "Mite/Mighty-mite Program" page on website.

19. Mite Coordinator

- a. Coordinate "New to Hockey" introduction programs & information.
- b. Coordinate logistics of preseason clinics.
- c. Act as consultant for player placement on teams.

- d. Coordinate Mite & MM jersey distribution.
- e. Escalate Material Grievances to President.
- f. Escalate Judgment Grievance to proper grievance owner.

20. District 3 Representative

- a. Attend all District 3 meetings and report to the Board on District 3 matters.
- b. Represent Board and Committee resolutions at District 3 meetings.

21. Volunteer Director

- a. Enter volunteering opportunities in DIBS.
- b. Coordinate and reconcile volunteering obligations for each family.
- c. Report on the reconciliation of volunteering obligations to the Finance Committee.
- d. Manages "Volunteer Opportunity" page on website.

22. Team Managers Director

- a. Oversee NGIN registration of all team managers.
- b. Oversee Team Manager Handbook and communication of responsibilities to all team managers.
- c. Oversees Team Manager training.
- d. Assist in conflict resolution as it pertains to Team Managers
- e. Assist other board obligations (finance, volunteering, etc) as they pertain to Team Managers.
- f. Manages "Manager Resources" on website

23. SafeSport Coordinator

- a. For an overview of the SafeSport program, please see:
<http://www.minnesotahockey.org/page/show/713757-overview>
- b. Work closely with Team Managers Director, Team Managers and coaches to ensure compliance with USA Hockey SafeSport Program.
- c. Attend USA Hockey or MN Hockey SafeSport compliance and certification program.
- d. Coordinate MPLS Hockey policy to be consistent with SafeSport Program.
- e. Participate and assist Hockey Director, Team Manager Director and/or Grievance and Disciplinary Committee with intervention and resolution of SafeSport non-compliance situations.

24. Tournament Coordinator - Minneapolis Cup

- a. Director of Minneapolis Cup Tournament
- b. Co-director of District 3 tournaments hosted by Minneapolis Hockey.

25. Tournament Coordinator - Winter Storm

- a. Director of Minneapolis Winter Storm Tournament
- b. Co-director of District 3 tournaments hosted by Minneapolis Hockey.

26. Communications Manager

- a. Create a comprehensive communications plan to provide regular updates to the Association. Aspects of the plan may include:
 - i. Newsletters (Membership and Public) and E-Mail Updates
 - ii. Website updates
 - iii. E-mail updates
- b. Coordinate all advertising for Fundraising activities in conjunction with the Fundraising Director
- c. Coordinate all advertising for player registration

- d. Perform other duties as requested by the MHA President, and the MHA Board of Directors

27. Ice Buyer/Scheduler

- a. Work with the Executive Committee, level directors and D3 to purchase ice, schedule games and practices for MHA teams

28. Registrar

- a. Attend D3 Registrar Meeting in August
- b. Build and Test MHA BoD Application, MHA Player Registration, MHA Coach Registration, and MHA Volunteer Registration (copy and update all from prior year)
- c. Configure teams in USA Hockey Portal and in the Mpls Hockey Website
- d. Roster players in the Mpls Hockey Website
- e. Roster players in the USA Hockey Portal
- f. Roster coaches in the USA Hockey Portal
- g. IF Coaches are rosterable in USA Hockey Portal, THEN roster them on teams in Mpls Hockey Website
- h. Roster all Board of Directors to the Boar Flex Roster in the USA Hockey Portal
- i. Identify and train assistant registrar to help with rostering In-House teams
- j. Collect Birth Certificates for all new players who register, and upload to the D3 Website
- k. Exchange waivers with other Associations for players transferring into or out of MHA
- l. Send tryout scrimmage rosters to D3 registrar prior to each scrimmage
- m. Run registration reports as needed
- n. Work with coaches to approve and roster any student coaches.

29. Jr Gold Director

- a. Manage Jr Gold "Preseason" volunteers.
- b. Acquire two local and one "overnight" tournament per team.
- c. Coordinate Preseason Clinics and Clinic instructors.
- d. Coordinate logistics of Player evaluations. (If needed)
- e. Source, distribute, collect and store evaluation pinny's.
- f. Act as consultant for player placement on teams.
- g. Escalate Material Grievances to President.
- h. Escalate Judgment Grievances to proper grievance owner.