



## BYHA BOARD MEMBER ROLE DESCRIPTIONS

Blaine Youth Hockey Association has 9 Volunteer Board Members who collectively are responsible for managing all BYHA Programs, Coordinators, and task work required to maintain or improve this successful youth hockey organization each season.

The 9 Board Member Roles are;

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President	Equipment Director
Vice President	In-House Director
Treasurer	Boys Traveling Director
Secretary	Girls Traveling Director
Hockey Director	

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All Board Members are expected to make all Monthly Board meetings held every third Monday of each month and any scheduled BYHA Operations meetings that require their attendance.

Constantly seeking out improvement ideas and presenting them to the board with a willingness to champion those ideas are how this organization grows and improves.

Tryouts (late Sept through late Oct) is a very busy time that require all-hands-on-deck.

Board Member Responsibilities always take priority over any team level duties such as coaching or managing.

Due to the importance of completing all organizational task work and maintaining communications to all Coordinators, Team Staff and Members; it is recommended that board members avoid taking on coaching and other coordinator type responsibilities.

Basic computer skills will be required to perform any role well. Website tools, spreadsheets (Excel), word processor (Word) and email/messaging skills (Outlook / SportsEngine) are needed to communicate and gather the information required to complete the task work for any role.

**TIME** will be the key to success with helping on this board. While the minimum requirements may demand less time, you will be disappointed in your own results if you do not set your expectations around 6-12 hours per week (or more) depending on the time of the year. Getting help to delegate to is a great way to “Divide & Conquer” and drive good results.

The following pages explain the role descriptions and primary tasks for each BYHA Board Member Volunteer Position.

A huge **THANK YOU** to all who considers running for the Blaine Youth Hockey Association Board and offering your commitment to the young hockey players and hockey families in our community! This Youth Hockey offering would not be possible without you!!



## **PRESIDENT**

The president is the Chief Officer of the Blaine Youth Hockey Association. The President does not vote on motions except when a vote is needed to break a tie.

### *Primary Tasks:*

- Oversee the overall operation of BYHA.
- Preside at all meetings of the Board of Directors, including working with the Secretary to define and prepare an agenda and paperwork for each meeting.
- General supervision over the business activities/practices of the Association.
- Oversee all policies and resolutions set forth by the Board of Directors.
- The President or the President's delegate shall represent BYHA at all Minnesota Hockey District 10 functions and meetings.
- Represent BYHA and build relationships with the community, sponsors and other sports associations and any other groups that serve the interest of BYHA.
- Always look for way to expand BYHA membership base.
- As defined by the Minnesota Charitable Gaming Board, the BYHA President serves as the CEO of the charitable gaming organization. In this role, the President is responsible to assist the Gambling Manager in the growth, stability, and financial success of the charitable gaming operation.
- Responsible for maintaining all organization operating/legal documents, including the Articles of Incorporation, policies and procedures, non-profit status applications, tax forms, ice agreements, etc.
- The president is responsible for requiring and verifying financial audit information for the BYHA gambling operations and the BYHA general operations.
- Lead, organize, or participate in meetings or hearings required to confront and find resolution or proper disciplinary actions for any complaints, misconduct, or behavior issues that arise within the BYHA Membership.

### *Interacts with the following groups and individuals:*

- BYHA Membership
- District 10 (attending monthly board meetings & special meetings as required)
- MN Hockey Association
- USA Hockey
- The City of Blaine
- Other Youth Hockey Organizations
- Fogerty Ice Arena
- National Sports Center – Super Rink
- Centennial Sports Arena
- BYHA Pull-Tab Sites



## **VICE PRESIDENT**

The vice-president is responsible to act in all capacities for the president when he or she is not available to carry-out their duties. The vice-president is the chairperson for the Hockey Operations Committee.

### *Primary Tasks:*

- Oversight of In-house and Traveling Boys & Girls Program Directors and Processes.
- Responsible for the oversight and assistance in coordinating the promotion of annual player registration.
- Responsible for the oversight and assistance in coordinating tryout evaluation process.
- Responsible for oversight of preparation, delivery, and processing results of year-end coaches survey.
- Works with Hockey Director to effectively design training programs that will benefit teams at each of their levels.
- Hand delivers all donations that are requested and approved to assure recipients are aware and understand the importance of supporting the source of the funding (gambling sites).
- Acts as the lead coordinator for the following:
  - Recruitment Open Houses and Events.
  - BYHA Summer Fest / Bjugsted Camp.
  - Health and Safety.
- Lead, organize, or participate in meetings or hearings required to confront and find resolution or proper disciplinary actions for any complaints, misconduct, or behavior issues that arise within the BYHA Membership

### *Interacts with and serves as secondary intermediary with the following groups and individuals:*

- BYHA Membership
- Monthly District 10 Board Meetings
- Minnesota Hockey
- USA Hockey
- The City of Blaine
- Ice Arenas
- Other Youth Hockey Organizations
- Donation Requestors and Recipients



## **TREASURER**

The treasurer shall have custody of all BYHA general funds and maintain records with full and accurate accounts of all receipts and disbursements. The Treasurer is the vice-chair of the administrative operations committee.

### *Primary Tasks:*

- General bookkeeping and P-L in QuickBooks software
- Budgeting, Costing and Revenue Forecasting for seasons/programs
- Program pricing
- Monthly reporting for Board Meeting: profit & loss, balance sheet, cash flow statements
- Process weekly expenses/invoices and cost allocations to specific programs
- Collection of member fees
- Issuance and board approvals for all cash outflows or checks
- Executing, or supervising, the deposit of all organization receipts, organization debts and financial agreements, and maintaining the appropriate records as required by city, state, and federal tax codes for non-profit organizations
- Supervises and tracks budgets to maintain the financial health of the organization
- Works with outside Accounting firm(s) for annual audits, reviews financial statements and tax filings
- Tracking of Members not in good standing for voting eligibility and collection activities
- Manages legal agreement obligations and maturities

### *Interacts with the following groups and individuals:*

- Board Members
- Ice Scheduler and Partner Arena Mangers
- Vendors
- Active Membership
- Accounting Firm
- Coordinators and Team Staff (financial topics)



## **SECRETARY:**

The Secretary is responsible for recording and publishing the minutes of each board meeting. The Secretary is the vice-chair of the hockey operations committee.

### *Primary Tasks:*

- Maintaining a register of all documentation, including meeting minutes, Treasurer's reports, charitable gambling reports, approved motions and any other reports and documentation that is submitted at all official board meetings.
- Manages incoming donation requests
- Schedules all monthly Board meetings and annual Membership meeting.
- Manages the Jim Sheid Memorial Scholarship program
- GameSheet point of contact for teams and managers
- Organizes annual managers meetings for Traveling and In-House Programs.
  - Coordinates iPads for traveling team use
  - Training on GameSheet and SportsEngine
- Acts as the lead coordinator for the following:
  - Apparel Program
  - Bengal Aces (annual academic program)
  - Concussion Testing
  - Fundraising Program
  - Volunteer Program
  - Blaine Festival Parade (June)

### *Interacts and assists with communications between the following groups and individuals:*

- Board Members
- BYHA Membership
- Charitable Gambling Manager
- Registrar
- Ice Scheduler
- Fogerty Arena
- National Sports Center



## **HOCKEY DIRECTOR** (formerly ACE Director)

Responsible for managing in-house, traveling players, and coaches training.

### *Primary Tasks:*

- Manages overall Training Budget for each season
- Coordinates Tryout planning and scheduling with program Directors
- Assists with all Tryout Activities
- Manages all BYHA Training programs, tools and partnerships (winter and summer)
- Oversees all coaching certifications and assists Registrar with any non-compliant coaches
- Organizes and oversees coaching training needs
- Recruitment and Managing the BYHA Goalie Coordinator
- Acts as lead coordinator for the following:
  - Summer Academy Program
  - Pre-Tryout Camp Program
  - BYHA Goalie Training
  - BYHA Player Training

### *Interactions with the following groups and individuals:*

- Board Members
- Ice Scheduler
- Registrar
- Traveling and In-House Coaches
- Training Providers and Facilities



## **EQUIPMENT DIRECTOR**

Responsible for managing all player uniforms, team equipment, coaching supplies needed for all hockey activities and managing first year player equipment starter package vouchers.

### *Primary Tasks:*

- Maintains and tracks all inventory of breezer covers, game jerseys, tryout jerseys, practice jerseys, hockey socks and goalie equipment for BYHA
- Maintain safety stock levels for all inventory as needed
- Tracks and forecasts end of life and replacement of all equipment
- Manages equipment budget for each season
- Maintains records of all issued equipment
- Manages all equipment pick-up and returns for all teams
  - Track returned all items and condition items were returned in
  - Request invoices to be sent for any families not willing to return equipment
- Monitor equipment condition and complete repairs as needed
- Propose budgets needed for purchase of new or replacement equipment
- Monitor first year signups and deliver Equipment Starter Package Vouchers
  - Track Vouchers sent out and approve related invoices for those Vouchers
- Manages all team pictures for In-House and Traveling
  - Communicate and coordinate plan with Jr Gold as found helpful/beneficial
- Recommends jersey design updates for both Traveling and In-House players

### *Interactions with the following groups and individuals:*

- Board Members
- Team Coaches
- Team Managers
- Outside Vendors
- BYHA Membership



## **IN-HOUSE DIRECTOR**

The In-House director is responsible for the boy's and girl's Mite/8U/Cubs In-House programs. The In-House program is intended and structured for player development.

### *Primary Tasks:*

- Manage In-House programming, coaches, ice scheduling.
- Identify number of teams at each level and names for each.
- Identify colors, sizes, and place order for all game jerseys.
- In the event of disputes, act as arbitrator in any matter concerning the players, parents, and coaches within the In-House Program.
- The In-House director must interpret and apply the rules and regulations of USA Hockey, MN Hockey, District 10, and the BYHA Policies & Procedures.
- Recruitment and Managing the In-House and Sponsorship Coordinators.
- In-House Director acts as lead coordinator for the following:
  - In-House Program budgeting.
  - Order game jerseys for program each season.
  - In-House Coaches Recruitment, Selection, & Retention.
  - Definition and Execution of the In-House Initiation Skate.
  - Manage Ice Schedule for Inhouse - Practice and Game Scheduling.
  - Oversee In-House Jamborees for all teams.
  - Disbursement of Team Sponsorship Fundraising.
  - BYHA/SLP Pond Hockey Classic planning and coordination.
  - Manage Summer Academy Program.

### *Interactions with the following groups and individuals:*

- Board Members
- Team Coaches
- Team Managers
- Ice Scheduler
- Registrar
- BYHA Membership



## **BOYS TRAVELING DIRECTOR**

The boys traveling director is responsible for the boy's Squirt, Peewee, and Bantam traveling programs.

### *Primary Tasks:*

- Manage Boys Traveling programming, coaches, ice scheduling.
- Forecasts projected numbers coming from In-House Program to Traveling Program to properly plan team counts, coaching needs, and program budgets for upcoming season.
- In the event of disputes, act as arbitrator in any matter concerning the players, parents, and coaches of the Boys Traveling Program.
- The Boys Traveling Director must interpret and apply the rules and regulations of USA Hockey, MN Hockey, District 10, and the Blaine Youth Hockey Association Policies & Procedures.
- Recruitment and Managing of all Boys Tryout Evaluators and on ice helpers.
- Recruitment and Managing of all Boys Head Coaches.
  - Assist coaches with getting team staff selected and expectations delivered.
- Recruitment and Managing the Boys Traveling Coordinators.
- Assures all Boys teams are visited multiple times per season and all needs/issues are managed and BYHA expectations are being met.
- Boys Traveling Director acts as lead coordinator for the following:
  - Coach Recruitment and Retention.
  - Player Recruitment and Retention.
  - Definition and Execution of the Boys Tryout Process.
  - Assist Ice Scheduler with Game Scheduling.
  - Monitor Performances of All Boys Traveling Teams and team staff.
  - Provide Regular communication and feedback to all coaches throughout season.

### *Interactions with the following groups and individuals:*

- Board Members
- Boys Coordinators (Squirt, Peewee, Bantam)
- Tournament Coordinators
- Team Coaches
- Team Managers
- Ice Scheduler
- Registrar
- BYHA Membership



## **GIRLS TRAVELING DIRECTOR**

The Girls Traveling Director is responsible for the girl's 10U, 12U, and 15U traveling programs. The Girls Traveling Director manages any Co-Ops or agreements with outside associations.

### *Primary Tasks:*

- Manage Girls Traveling programming, coaches, ice scheduling.
- Maintains, updates, and negotiates with any other associations to create the best possible environment for the Girls Traveling Program.
- Forecasts projected numbers coming from In-House Program to Traveling Program to properly plan team counts, coaching needs, and program budgets for upcoming season.
- In the event of disputes, act as arbitrator in any matter concerning the players, parents, and coaches of the Girls Traveling Program.
- The Girls Traveling Director must interpret and apply the rules and regulations of USA Hockey, MN Hockey, District 10, and the Blaine Youth Hockey Association Policies & Procedures.
- Recruitment and Managing of all Girls Tryout Evaluators and on ice helpers.
- Recruitment and Managing of all Girls Head Coaches.
  - Assist coaches with getting team staff selected and expectations delivered.
- Recruitment and Managing the Girls Traveling Coordinator.
- Assures all Girls teams are visited multiple times per season and all needs/issues are managed and BYHA expectations are being met.
- Girls Traveling Director acts as lead coordinator for the following:
  - Coach Recruitment and Retention.
  - Player Recruitment and Retention.
  - Definition and Execution of the Girls Tryout Process.
  - Assist Ice Scheduler with Game Scheduling.
  - Monitor Performances of All Girls Traveling Teams.
  - Provide Regular communication and feedback to all coaches throughout season.

### *Interactions with the following groups and individuals:*

- Board Members
- Girls Coordinator
- Team Coaches
- Team Managers
- Ice Scheduler
- Registrar
- BYHA Membership
- Other Associations