



Woodstock Youth Hockey Board Members and other ways to help!

The WYH board consists of 9 "at large" board members, each serving 3-year terms. Of those 9, 4 are annually nominated to Executive Board Member positions including President, Vice President, Treasurer, and Secretary. Every season, a Parent Representative is selected from each team to serve on the board as well, rounding out the group to 9-20 individuals that contribute and vote at monthly meetings. In addition to these "official" positions there many other roles needed to help WYH thrive. These are also voted on annually but do not require being on the board. Please see the below descriptions for more information.

Executive Board

- *President: oversees the entire organization and is responsible for filling the duties of any of the below roles in the event no one is elected.
- *Vice President: supports the President, and is the main liaison to our rink, Union Arena.
- *Treasurer: responsible for managing our finances through Quickbooks including AP, AR as well as non-profit & small business filings.
- *Secretary: responsible for taking minutes at our monthly meetings and posting them on our website.

Team Responsibilities

*Parent Representatives are Board Members elected by the parents of the team they represent by a team consensus prior to each season. They communicate team successes and concerns to the Board and vice versa and are responsible for organizing the smooth administration of home game duties and schedule changes in conjunction with coaches. Board meeting attendance and background checks are required.

*Locker Room Monitor(s) are typically 1 or 2 parents (and can be the parent representative) selected by the Head Coach each season to assist in keeping the locker room safe and productive when they are not able to be in there. An effort to keep conversations and behavior appropriate and communicate concerns to coaches is encouraged. A female locker room parent is required for girl teams with male coaches and co-ed teams. Background checks and Safesport are required.

Additional Roles

*Coaching & Player Registrar: This person handles the administration of what it means to be registered with WYH (local organization), VSAHA (state organization), NED (district organization) and USA Hockey (governing body) through an online portal. Additionally, this person makes sure the administrative aspect of Coaching credentials and modules are being abided by and deadlines are met.

*Tournament Director: WYH has a long history of running successful tournaments that attract teams from all over New England and occasionally beyond. A girl's tournament run over 2 weekends in November (Veterans Day Girls Classic) and a youth tournament 1 weekend in March (Pot o' Gold Invitational). WYH has been able to keep basic fundraising to a minimum due to the success of these events.

*Webmaster: This person manages the website content, calendar and applications, as well as takes the lead on social media.

*Scheduler: This person either on their own or with the assistance of team coaches works to schedule a competitive and reasonable travel season for all WYH teams. A significant portion of scheduling is done at the annual VASAHA Face-Off meeting at the end of August, but changes and tweaks are fairly regular throughout each week.

*Equipment Manager: This person is responsible for organizing, tracking, distributing and collecting of team and practice jerseys. They also place orders with Stateline Sports for items such as nameplates and helmet stickers. Responsibility is heavy at the beginning and end of season.

*Ref-In-Chief: This person is responsible for making sure all home games and home tournaments are staffed with the appropriately qualified referees. This role is more organizational but inevitably responsible for checking in with the board if issues arise. Required to communicate with scheduler and be comfortable searching the website for updated information.

*State Representative: This person travels to Berlin, VT for the monthly VASAHA (State) meeting on the 2nd Tuesday of the month, September – April. This person is a representative of WYH and has voting power at the State meeting. They are responsible for reporting out at our local meetings.

*Fundraising Chair: This person is responsible for investigating grants and other scholarships to aid in supporting the children and programming of WYH. Works with Tournament Director leading up to events.

*Media Coordinator: This person collects weekend and event updates from team's coaches and/or parent reps to send to local newspapers. During the season this is done weekly.

*Safe Sport Representative: This person makes sure all WYH volunteers have Safe Sport certification and works with Registrar to make sure coaches are up to date as well. USA Hockey has created a great program to help insure the safety of all our children.

*Coaching Director: This person meets regularly with Head Coaches and Assistant Coaches to share ideas, troubleshoot and make sure we're providing a great product for our community. It can be a current coach.

*Volunteer Coordinator: This person helps us properly staff our special events (ie tournaments), track family volunteer hours and organize the invoicing when hours are not met.