

AHYHA BOARD POSITION DESCRIPTIONS AND TERMS

2/1/2026

- [E] = Term begins in even years
[O] = Term begins in odd years
[A] = Term is appointed annually
[C] = Contract Employee

Administration Committee

- [E] President
- [E] Secretary
- [O] Treasurer
- [O] Registration Director
 - [A] Registration Assistant
 - [A] Volunteer Coordinator
- [E] Mite Administration Director
- [A] Academic Banquet Coordinator
- [E] Marketing / PR Director (Sponsorships, Grants, External Fundraising, Social Media, PR)
- [E] Gambling Manager

Operations Committee

- [O] Vice President
- [O] Youth Director
 - [A] Tournament Director
- [E] Girls' Director
- [E] Coach Development Director
- [O] Mite Operations Director
 - [A] Mite A/B/U8 Coordinator
 - [A] Mite C/ D/ Jr. Huskies Coordinator
 - [A] Mite Scheduler
 - [A] Mite Jamboree Coordinator
- [O] Equipment Director
- [E] Tryout Director

AHYHA Secretary

Duties of the Secretary include the following:

- Attend all meetings of the members and the Board of Directors and record minutes of the proceedings of all such events.
- Take roll call at all Board of Directors meetings to ensure attendance.
- Post previous month's approved minutes on the Association web page.
- Give all notices as required by AHYHA By-Laws or resolutions.
- Be responsible for managing publicity for AHYHA as defined by the AHYHA Board of Directors.
- Work with the Registration Director to submit notice of registration dates to the local newspaper for publication in their last two issues prior to registration.
- Update Policies and Procedures Manual at board meeting in June and make approved changes for registration in July.
- Administrator of AHYHA Website.
- Administer the email and electronic document storage system.
- Coordinate/plan promotional events (i.e., Maddy Rooney day, Mite Expo, etc...)
- Plan and coordinate Traveling Team Pictures with photographer. Work with ice scheduler for team schedules.

Annual Meeting

- Submit notice of the annual meeting to the local newspapers at least 14 days prior to the meeting.
- Take attendance at Annual Meeting.
- Record Annual Meeting minutes.
- Record By-Law changes and update manual.

AHYHA Marketing / PR Director

Duties of the Marketing / PR Director include the following:

- Promote hockey.
- Provide year round better hockey awareness and publicity within the community as well as grow the Association hockey player numbers.
- Promote AHYHA through social network platforms (Facebook, etc) AHYHA web master.
- Maintain the web site to keep information current. Post communication and advertisements as needed or requested.
- Ensure information and promotion material is posted in a timely manner via the AHYHA web site and other media.
- Oversee/Coordinate all aspects of AHYHA external fundraising programs and promotional events such as the annual golf tournament.
- Set fundraising goals and budget proposal
- Identify and prioritize fundraising program opportunities
- Identify and apply for grants
- Develop and market a sponsorship package
 - Contact and secure sponsors for events
- Plan and coordinate recruiting events such as the Andover City Parade.
- Ordering and maintain banners of winning teams on display at the Andover Community Center.
- Assist other Board Directors with hockey opportunity ventures (advertise summer programs, Jr Huskies, Try Hockey For Free, Intro to Hockey, etc.)

AHYHA Mite Administration Director

Duties of the Mite Administration Director include the following:

- Work closely and assist with the Mite Operations Director.
- All Communication with Mite Parents/Coaches/Managers, etc.
- Register for Mite Jamborees that the association pays for.
- Recruit Andover players.
- Assist Mite Operations Director in coordinating the Jr Huskies and “Try Hockey”/”Intro to Hockey Programs.
- Secure ice time through the Ice / Scheduling Coordinator for Jr Huskies and “Try Hockey”/”Intro to Hockey” Programs.
- Work closely with the Registration Director to ensure all Jr Huskies, Mite registration, Mite coaches’ registration is correct.
- Assist with Mite team books.
- Work closely with Equipment Director re: equipment and jerseys for all Mite/ 8U.
- Organize and update the Mite/8U web page.
- Organize and run the Mite Meet & Greet held in October.
- Help assist and organize Elementary Schools Open Houses and Wednesday Folders.
- Assist Mite Operations Director as liaison with High School Coaches
 - Interact with High School Girls and Boys Hockey teams (e.g. jersey nights, HS clinics, player mentors)
 - Coordinate teams skating during High School games with HS Booster Club.
 - Assign volunteer high school players to assist at all sessions of Jr Huskies.
- Plan and coordinate Mite Pictures with photographer. Work with ice scheduler for team schedules.
- Train all Mite managers.
- Manage Mite team mailboxes.
- Update all formal brochures/flyers and any information going out to Mite families.
- Order end of the year trophies for all Mite/8U players.
- Keep up to date with District 10 policies.

Tryout Director

The objective of the AHYHA Tryout Director is to develop, coordinate, and implement a tryout process that is an accurate and a fair assessment of each skater in the Andover Huskies Youth Hockey Association (AHYHA) and to place each and every skater on a team with similar skills as to promote player development.

Items that the Tryout Director will be directly or indirectly responsible for will include but not limited to the following:

- Develop a yearly Tryout Policy and Procedure Manual that is approved by the AHYHA Board.
- Work with the Ice / Scheduling Coordinator and Rink Manager to develop ice times/schedule for Tryouts.
- Coordinate focus group meetings with the AHYHA membership to review Tryout Process (i.e. scoring, tabulation, judges, format, required skills, website information)
- Secure Judges for the Tryout process
- Mail out and post times/groupings 1 month prior to Tryouts.
- Work with Volunteer Coordinator to schedule volunteers.
- Meet with Traveling Coaches to get their input for the Tryout process.
- Work with Traveling Director/ President for declaration of teams at each level.
- Coordinate Tryout meeting with ALL AHYHA players/parents 1 week prior to Tryouts. This will explain the process and ability to discuss any questions or concerns.
- Work with Equipment Director to inventory Pinnies, water bottles, etc
- Secure EMT's for Tryouts.
- Post Tryout results on the Associations website. www.ahyha.com

Coach Development Director

The following is a limited list of qualifications and responsibilities for this board member: Purpose – Lead coach development within the association and to help insure a positive athletic experience with coaching excellence and accountability.

- Qualifications and skills needed:
- Strong coaching background – level 3 or 4 CEP certification
- Good communication, organizational and planning skills
- Commitment and ability to work with others
- Interviewing and conflict management skills

Responsibilities:

- Chair Coach Development Committee
- Provide HEP (Hockey Education Program) training for coaches using principles outlined in "Coaches Who Never Lose" HEP manual
- Establish and promote a coaching resource library
- Lead and participate in coach identification and selection process. This process starts with recruiting and interviews. The Coach Development Director must be directly involved with selecting coaches during the tryout/team selection process.
- Provide coaching related communication to all AHYHA coaches or potential coaches.
- Develop measurable coaching evaluations
- Lead and/or participate in coach or parent complaint/discipline review process
- Develop and maintain documented AHYHA coaching policies and guidelines.
- Mentor coaches by evaluating practice sessions and games and providing improvement feedback to the association coaches
- Function as AHYHA Coaching Education Program (CEP) coordinator - monitor, oversee and report to district on completion of USA CEP training certification for all levels of association coaches
- Function as association ACE Coordinator (Association Coaches Education) - lead coach development and assist with player development in the association
- Plan, organize and conduct skill development training sessions for coaches

AHYHA Treasurer

The Treasurer is responsible for all financial activities of the Andover Huskies Youth Hockey Association. Duties include accounts payable, accounts receivable, record keeping, bank reconciliations, and submitting monthly financial statements to the Board.

Duties of the Treasurer include the following:

- Budgeting/Forecasting for new season (Work with Executive Board of AHYHA).
- Bank reconciliations (e.g. AHYHA checking & savings accounts).
- Monthly reporting for Board Meetings (e.g. Balance Sheet, Profit & Loss and CF statements).
- Issuing checks as necessary.
- Work with outside CPA for audit/reviewed financial statements for Association.
- Work with Ice / Scheduling Coordinator(s) on available ice for AHYHA and distribution of paid ice.
- Meet with Traveling Managers for expectations, distribution of team checkbooks and collection responsibilities.
- Work with President and Marketing / PR Director on expected inflows and expenses.
- Oversee Ice Bills/Collections.
- Collect member fees.

Special Requirements

- Attention to detail is essential.
- Bookkeeping skills and knowledge of Quick Books systems helpful.
- Planning and forecasting ability and knowledge.
- Time available to dedicate to the Board and the duties of the Treasurer's positions.

AHYHA Registration Director

Duties of the Registration Director include the following:

- Organize team's/player's records from prior year (birth certificates etc).
- Have all Board Members complete a criminal background form.
- Oversee and provide work direction to Volunteer Coordinator and Registration Assistant.
- Complete all roster changes by December 31.
- Collect team books at end of season from all team managers. Complete annual report on registration to present at annual meeting.
- Complete annual budget for registration to present to AHYHA Treasurer (i.e. – supplies, copies).

Online Registration:

- Input and update player's registrations to online database from the in-person registration.
- Attend USA Hockey/District 10 registration meeting as scheduled.
- Process IMR's and transit to District 10/USA Hockey within two weeks of final registration.
- Organize traveling tryout player lists for Tryout Director for each level (youth & girls).
- Identify traveling teams and transmit TMA's to District 10 & USA Hockey.
- Hold a manager meeting along with other board members to provide information and direction to managers at the beginning of the season.
- Have all managers & coaches fill out appropriate forms.

Complete registration of all traveling team coaches:

- IMR's, background checks, coaching certifications, SafeSport training.

Roster all traveling teams:

- Assign players/coaches to teams in the computer and create the computerized roster sheet for each team to sign.
- Create and organize a team book for each traveling team.
- Present traveling books to District 10/USA Hockey for sign off.
- Create and print game labels for each team.
- Distribute team books to all team managers.
- Organize and distribute Mite/U8 player list to Mite Directors.
- Hold a manager & coaches meeting along with the Mite Directors. Have all managers & coaches fill out appropriate forms.

Complete registration of all in-house team coaches:

- IMR's, background checks, coaching certifications, SafeSport training.
- Roster all in-house teams: Assign players/coaches to teams in the computer and create the computerized roster sheet for each team to sign.
- Organize and hold registration for Jr. Gold program.
- Transmit TMA's for all in-house and Jr. Gold teams to District 10/USA hockey.

AHYHA Equipment Director

The main focus for the Equipment Director is to order, distribute, manage inventory & make repairs of all Association owned equipment.

Traveling Team Jerseys:

- Home: White and Vegas Gold / Away: Black
- Tryout Jersey ordering and distribution
- Distribution of Team Jerseys – following the try-out process to team managers/coaches
- Collection of Team Jerseys – following District Tournaments (or regions, state) from team managers/coaches
- Inventory of Jerseys – missing jerseys, repairs, loose stitching, etc.
- Ordering new jerseys
- Assist with Logos, branding, flyers, signs, etc.

Mite Team Jerseys:

- Mites A – Home & Away Jersey
- Mites B-D – 1 Jersey
- U8 – 1 Jersey

Association Team Socks:

- Bantam A thru C – Home and Away
- Pee wee A thru C – Home and Away
- Squirt A thru C – Home and Away
- A Mites – Home and Away
- U14/U12/U10 – Home and Away
- U8 – Home and Away
- Mite D-B – One set of socks

Goalie Equipment:

- Order goalie equipment
- Goalie equipment provided for Mite level thru U10/Squirt Level
- Leg pads, glove, blocker, chest protector, stick (jr. size)

Team Equipment – All Levels:

- Pucks and Puck Bags – blue pucks for mites and black for all other teams
- First Aid Kits
- Training equipment for arenas

Mite Operations Director

The Mite Operations Director will be the liaison between the Mite parents, coaches and the AHYHA board. The Mite Director will attend monthly board meetings.

Duties of the Mite Director include the following:

- Organize and present at the Mite parent informational meeting with AHYHA President and Vice President at the beginning of the hockey season
- Work with and manage Mite Coordinators and report progress to the AHYHA Board
- Recruit, select and oversee coaches and assist with practice plans
- Attend District 10 Mite meetings
- Determine number of teams; communicate team declarations to District 10 and AHYHA Board
- Coordinate and lead HEP testing, HEP practice and team selection
- Schedule games and practices
- Assist Mite Admin Director in Jamboree scheduling
- Work with Equipment Director
- Oversee Jr. Huskies Program

Youth Director

The Youth Director position is responsible for being actively involved with the Hockey Operations and player development of the Andover Huskies Youth Hockey Association. This position will be primarily responsible for decisions and programs related to player and team development and competition. This position seeks input from the level representatives and works very closely with the Tryout Director and the Coach Development Director.

Duties of the Youth Director include the following:

- Forecast teams for the following season (usually in spring). If team/player number issues, work on alternatives, options, recruiting to address the issues.
- Be actively involved in the Hockey Operations of AHYHA.
- Find and recruit level reps (SQ/PW/BA) for the next season. Usually done in spring since tournaments are booked June 1st for the next season.
- Work with the level representatives and Hockey Operations Committee to determine the team declarations and roster sizes for each season.
- Lead the design and implementation of player development programs, including the AHYHA Fall Skills Development Program and Goalie training programs.
- Recruit coaches (parent and non-parent coaches) with Coaching Director.
- Work with Tryout Director to ensure the tryout process is finalized.
- Critical position in the coach selection process may include managing the interview process.
- Attend meetings with the Level Representatives.
- Update the Board on a monthly basis of any major issues at the various levels.
- Provide Competition Report at board meetings
- Work with the membership on securing Traveling Coaches evaluations at the end of the season.
- Season end Traveling Coaches interviews to recap season.
- Collaborate with association's ACE Coordinator (Association Coaches Education)
- Assist with coach development in the Association
- Work with the association and teams to achieve the HEP game to practice ratios
- Serve as one of the Association liaisons in a disciplinary hearing or conflict resolution.
- Provide direction and assume overall responsibility for the Level Representatives duties.

Special Requirements

- Ability to conduct meetings and prepare and follow agendas.
- Strong coaching background – level 3 or 4 CEP certification.
- Good communication, organizational and planning skills.
- Ability to remain calm when dealing with upset people.
- Ability to dedicate time to the AHYHA Board and possibly Executive Committee.

Girls' Director

The Girls' Director position is responsible for being actively involved with the Hockey Operations and player development of the Andover Huskies Youth Hockey Association. This position will be primarily responsible for decisions and programs related to player and team development and competition. This position seeks input from the level representatives and works very closely with the Tryout Director and the Coach Development Director.

Duties of the Girls' Director include the following:

- Forecast teams for the following season (usually in spring). If team/player number issues, work on alternatives, options, recruiting to address the issues.
- Be actively involved in the Hockey Operations of AHYHA.
- Work with the level representatives and Hockey Operations Committee to determine the team declarations and roster sizes for each season.
- Lead the design and implementation of player development programs, including the AHYHA Fall Skills Development Program and Goalie training programs.
- Recruit coaches (parent and non-parent coaches)
- Work with Tryout Director to ensure the tryout process is finalized.
- Critical position in the coach selection process, this may include managing the interview process.
- Attend meetings with the Level Representatives.
- Update the Board on a monthly basis of any major issues at the various levels.
- Provide Competition Report at board meetings
- Work with the membership on securing Traveling Coaches evaluations at the end of the season.
- Season end Traveling Coaches interviews to recap season.
- Collaborate with association's ACE Coordinator (Association Coaches Education)
- Assist with coach development in the Association
- Work with the association and teams to achieve the HEP game to practice ratios
- Lead the development and implementation of supplemental and off-season programs (summer camps, OS, Acceleration, etc.).
- Serve as one of the Association liaisons in a disciplinary hearing or conflict resolution.
- Provide direction and assume overall responsibility for the Level Representatives duties.

Special Requirements

- Ability to conduct meetings and prepare and follow agendas.
- Strong coaching background – level 3 or 4 CEP certification.
- Good communication, organizational and planning skills.
- Ability to remain calm when dealing with upset people.
- Ability to dedicate time to the AHYHA Board and possibly Executive Committee.