

Boys Traveling Director

Leads boys traveling committee and is ultimately responsible for all youth boys traveling teams (Squirt- Bantam) within CPYHA. Main point of contact between CPYHA Board/Board Liaison and Hockey Operations Personal (Hockey Development Director, Goalie Director, Boys Traveling Committee, Coaching Coordinator and Equipment Coordinator) on all hockey matters.

Duties/Responsibilities

- Works with Registrar and level coordinators to determine number of teams and size of teams
- Works with level coordinators to determine level of play at each level (AA/A, B1, B2 & C)
- Along with level coordinators, responsible for handling grievance process during hockey season, including:
 - Player grievances
 - Parent grievances
 - Coach grievances
- Member of coach selection committee
- Along with level coordinators, responsible for determining preliminary number of skaters/teams each spring in order to assist with registering traveling teams for their respective tournaments
- Responsible for tryout planning and scheduling, which includes evaluator selection
- Manages and oversee' s entire tryout process for Boys traveling program with the help of the tryout committee
- Ensures a meeting with all head coaches and assistant coaches is held to review the applicable policies and CPYHA By-Laws before October 31st of each year.
- Ensures each team (Coaches, Players & Parents) meet in the beginning of the season to discuss expectations for the upcoming season, along with reviewing player and parent code of conduct
- Review and update traveling policies in the CPYHA Handbook and bring changes to the CPYHA Board of Directors for approval.
- Along with level coordinators and coach coordinator, works with CPYHA Registration Director to validate all traveling team rosters each season
- Provide input and work with Player Development Director in developing player and coach development plans
- Collaborate with Equipment director and Player Development director to ensure equipment needs of association are met
- Approves tournament selections by level coordinators prior to providing selections to Tournament Director
- Constantly evaluates all facets of CPYHA hockey operations for ways to improve overall hockey experience for all stakeholders within the association
- Work with Coaching Coordinator and Hockey Development director to ensure coaches have everything necessary to run a successful hockey season

Equipment Coordinator

Oversees the equipment (non-goalie) needs of CPYHA. Role is part of the hockey operations with direct responsibilities to the hockey directors. Works with the hockey directors and coaches to make sure they have the equipment needed for their team's season.

Hockey equipment includes but not limited to pucks, nets, and training aids. Oversees the CPYHA equipment and exercise room at the Champlin Ice Forum with the hockey development director.

This role is to keep inventory and make requests to the board of directors for equipment purchases.

Also oversees:

- **Jerseys**
 - Oversees the jerseys needs of all levels. Administers jerseys to teams/players as defined in the jersey policy. Makes yearly recommendations to board of directors for replacements.
- **Apparel**
 - Works with vendors to have apparel shopping carts to association at (or close to) start of their seasons. Board of Directors to approve logos yearly.
- **Banners**
 - Works with traveling directors on banners to be added yearly per the CPYHA banner policy.
 - Coordinates with Champlin Ice Forum staff to have banners hung yearly during off season

Goalie Director

In charge of the entire goalie program (traveling boys/girls and mites). Oversees the training and development of all CPYHA goalies. Also, oversees all goalie equipment needs.

Member of traveling and mite committees. Works jointly with hockey directors on placement and development of goalies. Works with directors during tryout/evaluation processes as they are defined.

Yearly works to secure:

- Goalie Development Subcontractor
 - In charge of on and off ice skill development of goalies in season
 - Contract reviewed by traveling operations and approved by board of directors
- Traveling Tryout Evaluators
 - In charge of evaluating and recommendation of placement of CPYHA traveling goalies
 - Contract reviewed by traveling operations and approved by board of directors
- Clinics
 - Work with hockey development director in holding off season clinics (summer, fall, etc.)
 - Could be part of goalie development subcontractor

Goalie equipment inventory:

- Keep inventory list of equipment
- Clean equipment
- Provide mite equipment to intermediate, advanced, and 8U mite level
- Provide equipment as need to traveling levels
- Provide equipment for off-season training to goalies
 - \$150 deposit required
- Make recommendations to board of directors for equipment purchases

Hockey Development Director

In charge of hockey development program (traveling boys/girls and mites). Oversees the training and development of all CPYHA players and coaches.

Duties/Responsibilities entail:

- * Guiding the player development across the traveling (boys/girls) and mite/8u levels within CPYHA
- * Take the lead on organizing and coordinating all skill development programming within CPYHA; this includes Fall Clinics, Spring Clinics, Breakfast Club, and Monday Night Skills.
- * Coordinate and collaborate with CPYHA Ice Scheduler regarding available ice to utilize / plan for Clinics, Breakfast Club, and Monday Night Skills
- * Take the lead on off-ice player development programming (training room resources, age level programming options)
- * Lead coaching development programming and communicate with association coaches (training, best practices, education materials)
- * Collaborate with key hockey operations group stakeholders leveraging others experience and perspective for the best interest of CPYHA players, coaches, and families
- * Lead organization of traveling season coach's kick-off meeting
- * Manage and organize CPYHA hockey development resources while securing budget for any incremental investments to support CPYHA players and coaches
- * Collaborate with Mite Director on optimal mite / 8u player development programming
- * Develop age / level specific skills expectations, that are communicated to coaches, that are aligned with USA Hockey ADM
- * Assist with facilitating boys traveling tryouts as part of tryout committee
- * As needed, will form hockey development sub-committee from members comprised of Traveling Committee

Coach Coordinator

Duties/Responsibilities:

- *Traveling committee member in charge of notifying coaches of policies, meetings, etc.
- *Coordinates with registration director that all traveling coaches complete their trainings/certifications.
- *Chair of Coaches Selection Committee for the placement of traveling coaching staffs under the guidance of the traveling directors with direct input from each level coordinator.
- *Works with traveling directors and treasurer to notify paid coaching staffs of yearly compensation and reimbursements.
- *Handles communication to coaches from association, D10 and Minnesota Hockey, etc.
- *Handles advertising for open coaching positions as determined by traveling directors and level coordinators.
- *In charge of setting up interviews for open coaching positions. Panel set by traveling directors and coordinators.
- *Coordinates end of season coaches' evaluations each season and shares summary feedback with coaches and traveling directors
- *Maintain Coaches resources on CPYHA website
- *Works with level coordinators to help identify possibly coaching candidates for those teams that do not have paid coaching help.
- *Member of tryout committee and will assist in coordinating coaches at the end of tryouts for those boys traveling teams that do not have a paid-coac

Boys Traveling Committee Level Coordinators

Squirt Coordinators

- lead coordinator
- assistant coordinator

Pewee Coordinators

- lead coordinator
- assistant coordinator

Bantam Coordinators

- lead coordinator
- assistant coordinator

Each level (SQT, PW, BTM) will have a lead coordinator and assistant coordinator. Ideally the lead coordinator will have a second-year player (at coordinators level) and will train in the assistant coordinator that has a first-year player (at coordinators level). Assistant coordinator will roll into lead coordinator.

Works under the traveling directors, goalie director, development director. Oversees their level from tryouts throughout the winter hockey season and off-season.

Directly working with directors for their level:

- *Contributing member to Traveling Committee
- *Assist with facilitating boys traveling tryouts as part of tryout committee
- *Coordinates tryout groups
- *Evaluator score reporting
- *Roster and staff selection
- *Level of play recommendations
- *Set tournaments (for coordinators level) for tournament coordinator
- * In season will be first contact for teams (Players, Parents, or coaches) for any issues that can't be resolved at team level.
- *Set team/level beginning of season meeting to review player/parent code of conduct
- *Assist hockey development with player and coach development programs as needed