



# ***North Hills Hockey Club***



## **Executive Board Members Duties and Responsibilities** **SECRETARY (2 years)**

1. Attend monthly Executive Board meetings.
2. Document minutes of monthly meetings and any emergency meetings and distribute to board members.
  - a. Prepare a sign in sheet/or document meeting attendance.
3. File minutes and originals of special documents such as rink contracts, audit reports, and coach job descriptions in an organized manner.
4. Prepare for distribution or delegate to club member:
  - a. Team Rosters
  - b. Executive Board Directory
  - c. Club Handbook
  - d. Monthly Newsletter
5. Assist with paperwork involved with club registration.
6. Assist with the mailing of Club related paperwork as needed.
7. Additional duties as required.



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## **Executive Board Members Duties and Responsibilities** **TREASURER (2 years)**

### Summary:

Oversee accounting and finance activities of the Club

Work closely with President and Executive VP to set and execute internal operations activities

### Principal Duties:

1. Perform accounting and finance activities to ensure the fiscal integrity and accuracy of monthly and annual reports
2. Bill and collect all fees and other monies due the Club and approve and pay all bills incurred by the North Hills Hockey Club.
3. Prepare and present the monthly financial statement of the Club to the Board of Directors.
4. Prepare and present non-audit year-end Financial Statements as reviewed by CPA to the General Assembly at the Registration Meeting (June).
5. Duties related to Budget Preparation:
  - a. Prepare detailed budget with Executive Board.
  - b. Determine annual player fees (with the Board) after reviewing budget.
  - c. Establish payment schedule.
  - d. Present Budget to General Assembly for approval at Annual Banquet in the spring.
6. Duties related to securing Revenue:
  - a. Collection of player fees.
    - i. Provide Payment schedule for Registration meeting to be given to all parents.
    - ii. Bill and invoice players according to the payment schedule.
    - iii. Provide follow-up invoices for delinquent accounts in excess of 30 days.
    - iv. Notify Board of past due accounts. Call player's Parents if delinquent > 45 days.
    - v. Notify President/Board and discuss if a delinquent player is not permitted to practice or play in any games until fees are current. This is a discretionary action and all factors should be considered.
  - b. If budget permits, there is a sibling discount available to a family player.
  - c. If an injury is incurred during a NH game or practice, that player may be eligible for a discount depending upon length of disability.
7. Fundraising
  - a. Collect cash and checks associated with Fundraising activities
  - b. Bill players as required for participation & other costs/fees incurred (i.e. jerseys)
8. Collection of North Hills School Board Funding
  - a. Prepare the necessary documents for presentation.
    - i. Budget for present club year.
    - ii. The formula used to calculate this allotment has been 10% of the operating budget and \$10.00 per rostered player.
    - iii. Team roster for current season.
    - iv. Financial statements from previous season based upon the Club's QuickBooks accounting system and format presentation prepared by outside CPA.
  - b. Submit package to Superintendent of NHHS



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- c. Call Athletic Director of NHHS to ensure funds have been budgeted
9. Duties related to Club Expenses:
  - a. Practice Ice Time - payments are made monthly in advance for the term of the contract.
  - b. PIHL Game Ice - payments are made to the treasurer of the PIHL as scheduled by that treasurer (Nov-Jan).
  - c. Reimburse Team VP's for Referees contracted by the club for scrimmages. Refs are paid in cash and are asked to sign a receipt. Valley Ambulance Service (EMT) will bill Club Treasurer directly for scrimmages. (or checks issued directly from club)
  - d. Coaching staff is paid on a monthly basis September through February at the end of each month (distribution of coaching stipend is determined by the head coach of that team)
  - e. Any expenses not in the budget must have Board approval.
  - f. All checks over \$250.00 must have 2 signatures. Authorized signers are the Treasurer, Executive VP and President.

#### Other Duties:

1. Prepare monthly Bank account reconciliation
2. Invest excess Club proceeds in short term CD's
3. Additional duties as required.



# ***North Hills Hockey Club***



## **Executive Board Members Duties and Responsibilities** **BOOSTER CHAIR (2 years)**

1. Liaison between NHSD activities director and NHHC.
  - a. Coordinate participation in homecoming (w/ var team mgr/coach)
  - b. Coordinate "school spirit" and other school activities
  - c. Coordinate fundraising activities with school as required as a club sport and other clubs to eliminate conflict.
  - d. Promote fundraising activities with announcements at school.
2. Attend and vote at Club board meetings.
3. Coordinate a fundraising plan with the board/club.
4. Direct and report all fundraising activities to the board on a monthly basis.
5. Develop a committee including individual team fundraising contacts, chairs for annual fundraising events.
6. Design activities that promote fundraising and public relations for the team outside the club and activities that include participation by the players.
7. Maintain records of all activities and a binder documenting these activities to be handed back to the club after each term.
8. Additional duties as required.



# ***North Hills Hockey Club***



## **Executive Board Members Duties and Responsibilities** **EXECUTIVE VP (2 years)**

1. Backup to President and responsibilities.
2. Acts as liason between coaching staff and executive board
3. Handles and attends meetings with the President on player/parent and coach problems.
4. Prepares Monthly Practice Schedule and send to Team VPs and a copy to Dave Hanson at ISC.
5. Work with teams to schedule scrimmages, and arranges with Dave Hanson (ISC - home ice) a locker room for visiting team.
6. Check master schedule on PIHL website for league game time changes and check with our PIHL Rep for changes also, and notify all related parties of any changes.
7. Schedule Senior Night on home ice and allow enough time before game for ceremonies, usually our practice ice slot before the game for festivities.
8. Dave Hanson (ISC) will give us a master practice schedule from Sep thru Mar with days and times that we use. The days never change but our times do. Dave also gives us a Blackout Schedule for the year with our days, that holidays and tournaments fall on, and that means our ice time is not available.
9. Acts as Equipment Manager (or delegates, but oversees the responsibilities) for:
  - a. ordering game jerseys
  - b. ordering game socks (DEV only gets one pair that matches their jersey)
  - c. warm-up suits for Varsity/jackets for head coaching staff, if needed
  - d. order water bottles, if needed
  - e. order pucks from Dave Hanson (ISC) - mandatory markless pucks by ISC
  - f. distribution/collection of shells, practice jerseys, and blood jerseys to all team VPs (except DEV)
10. Additional duties as required.



# ***North Hills Hockey Club***



## **Executive Board Members Duties and Responsibilities** **LEAGUE REPRESENTATIVE and ALTERNATE REP (2 years)**

1. Act as liaison between the PIHL and the Hockey Club.
  - a. Votes on league and team issues as a member of the Board of Governors.
  - b. Attends annual league rules interpretation meeting with team coaches and Club President
  - c. Also can be appointed to serve on league committees.
2. Attends monthly PIHL league meetings.
  - a. Obtains league information for the Executive Board and Team VPs
    - i. Financial statements/payments schedules.
    - ii. Team schedules and adjustments.
    - iii. Rule information.
3. Attends monthly Club Executive Committee meetings.
  - a. Distributes league information and relays information on league and team issues.
  - b. Monitors the PIHL website for league e-mail and schedule changes.
  - c. Assists team VPs with game forms.
4. Additional duties as required.



# ***North Hills Hockey Club***



## **Executive Board Members Duties and Responsibilities** **REGISTRAR (2 years)**

1. Attend annual registrar's training
2. Responsible for documentation necessary to properly register any player, coach, or club official with the PIHL and USA Hockey. Including but not limited to:
  - a. USA Hockey Membership
  - b. USA Hockey requirements
  - c. School District requirements, i.e. Sports physicals, insurance waivers.
  - d. PIHL requirements
  - e. Coaching certification and screening
3. Responsible for maintaining approved/updated rosters with USA Hockey and PIHL throughout the season
4. Compile post-season documentation as required.
5. Acquire earned patches and other awards.
6. Additional duties as required.



# ***North Hills Hockey Club***



## **Executive Board Members Duties and Responsibilities**

### **TEAM VP (1 year)**

**(VARSITY, JUNIOR VARSITY, MIDDLE SCHOOL, DEVELOPMENTAL)**

#### **Summary:**

The Team VP acts as the team manager and as such is responsible for the "off ice" management of the team's activities, relaying pertinent information between coaches, the board, parents, players, and other hockey organizations as needed.

1. Attends monthly Club Executive Committee meetings.
2. Attends PIHL Team Manager Beginning of Year Meeting as well as PIHL Playoff Meeting for Team Managers (year-end).
3. Attend practices as needed and games.
4. Distribute information from the coaches to the players and parents and make any necessary phone calls/e-mails regarding:
  - a. Tournament info
  - b. Practice/Game schedules and changes.
  - c. Scrimmages.
5. Distribute information from the Executive Committee to players and parents.
  - a. Update on any Club events/news.
  - b. Distribute parent passes
6. Relay concerns of parents and/or players to the coaches and/or Board.
7. Establish contacts with other hockey clubs and organizations to arrange scrimmages and investigate tournament opportunities. Work with coaches to schedule scrimmages.
  - a. For home scrimmage games:
    - i. Coordinate EMT - billing sent to Treasurer
    - ii. Arrange for referees / payment for referees
  - b. For away scrimmage games:
    - i. If splitting costs with home team, get check from Treasurer.
8. Responsible for game day duties/preparations.
  - a. Schedule parents to collect gate fees and 50/50 drawings at home games. Also, schedule parents to run the clock at home games, the scoresheet at away games, and the penalty box at all games.
  - b. Maintain blood shirts, cash box and gate fees, 50/50 can, tickets, and money (all monies turned in to Treasurer), video camera and accessories (Varsity)
  - c. Scoresheet completion and accuracy, keep track of player suspension and related, and turning in scoresheet to statistician.
  - d. Varsity Team VP - if winning team, will call local newspapers for score update.
  - e. Developmental team VP is also responsible for ensuring proper medical staff is on hand and scheduling referees for home games.
  - f. Have the proper USA Hockey paperwork at all games.
9. Work with team fundraising contact to distribute fundraising material and collect fundraising orders.
10. With the coaches, other board members and parents, help ensure that the team has a successful, safe, and most of all, enjoyable season.
11. Additional duties as required.



# ***North Hills Hockey Club***



## **Executive Board Members Duties and Responsibilities** **PRESIDENT (2 years)**

1. Ensures that the Hockey Club operates within the guidelines set forth in the Constitution and Bylaws.
2. Schedules and facilitates monthly Executive Board meetings.
3. Acts as liaison between North Hills School Board, Athletic Director and the Executive Board.
4. Attends North Hills School Board meetings.
5. Facilitates two yearly General Assembly meetings - Annual Banquet (spring) and Team Registration (June)
6. Facilitates Grievance/Discipline Committee meetings.
7. Delegates duties of ice scheduling.
8. Coordinates registration procedures.
9. Works with coaches and Executive Board to coordinate tryouts.
10. Member of the Booster Club
11. Appoints additional committees as required (per the bylaws) may include scholarship selection committee, coach selection committee.
12. Works with the secretary to produce the Club Newsletter.
13. Must authorize/sign expenditures over \$250.00.
14. Records and maintains confidential documentation of PA required background checks of coaches and administration as required by law guidelines.
15. Additional duties as required.



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## **Executive Board Members Duties and Responsibilities**

### **HOCKEY OPERATIONS ADVISOR**

**(Approved 4/2015, non-voting member, 1 year)**

#### **Strategic Impact of Implementing this Position:**

The work of this position strongly effects the overall growth & development of the organization. It will establish a custodian of the program that transcends the attrition of a traditional organization. The Hockey Operations Advisor will work closely with the Executive Board acting as an advisor on all aspects of the hockey program from an objective position.

1. Assist with implementing policy around Parent Conduct and Sportsmanship to comply with PIHL
2. Rostered on All Teams
3. Assist with leveraging opportunities that come with the 501(c)(3) status
4. Assist Varsity Head Coach with:
  - a. Spring/Summer Teams
  - b. Off-ice Conditioning
  - c. Weight Training
  - d. Camps/Clinics & Skill Development
  - e. Team Building
  - f. Recruiting
  - g. Tryouts
  - h. Coaching & Player Development
5. Assist with archiving the history of the club
6. Assist with the evaluation and hiring of coaches
7. Branding
8. Build organization into identifiable community hockey club with a unified approach
9. Assist with the continued streamlining of uniforms and apparel
10. Develop and Assist the ACE Coordinator Position
11. Youth Hockey & Community Relationships
  - a. Ross Township Youth Hockey Clinics
  - b. Ross Township Recreation Department Liaison
  - c. In-line Hockey Program Liaison
  - d. NHSD Intramural, Activities & Events Liaison
  - e. Dek Hockey Liaison
  - f. Alumni Relations
12. Alumni Game Coordinator & Liaison
13. Assist when necessary with media, public relations & communications
  - a. Social Media
  - b. Press Releases
  - c. Articles
  - d. Contact for News Outlets
  - e. Monthly Newsletter
  - f. Website, Assist VP with Online Calendar