



AAA MIDGET, BANTAM, PEEWEE & SQUIRT HOCKEY *Some call it a sport... we call it a lifestyle!*

Board Positions and Job Descriptions

Board Positions and Job Descriptions within the USA Hockey association format. These job Descriptions can be modified, can form a committee to take on different responsibilities (but need one person to oversee the position and job description.)

Please read over these and comment on your thoughts; possible board members, possible committee members, item within the job description not needed or items that need to be added to these job descriptions, etc.

Other Black Ice Hockey Bylaws Duties of Executive Committee Members

- a. Director At-Large: The Directors shall be members of the governing Executive Committee that sets goals, objectives, budgets, and other needs.
- b. The Executive Committee can establish or terminate committees as needed. Each committee shall have a presiding officer and can include any member in Good Standing. The Executive Committee shall appoint the presiding officer annually. Examples include but not limited to: Fundraisers, advertisement, tournament, alumni, enrollment.

Black Ice Hockey Association (BIHA) Board Position & Responsibilities

President\Chair of the Board

The president is the lead volunteer for the association. They are elected by, and accountable to, the association's board of directors. The individual presides over the board to ensure the association operates in an effort to achieve its mission and goals. A successful candidate in this role will work in conjunction with the board to oversee an association's overall health and direction.

Black Ice Hockey Bylaws Duties of Executive Committee Members

- a. Chair of the Board: The Chair shall preside at all meetings and provide oversight/handling on all administrative and corporate matters.

Job Description

- Review, understand, and evaluate the association's:
 - Articles of incorporation
 - Bylaws

- Policies & procedures
- Governing rules and regulations
- Preside over board meetings, including setting agendas
- Oversee the affairs of all elements of the association including, but not limited to: fundraising, negotiating contracts, financial health, strategic planning, and goal setting
- Work closely with the Treasurer and financial committee to develop and establish an annual budget, and subsequently aid with the monitoring of expenses and revenues
- Appoint committee chairs and leadership positions
- Monitor committees and board leadership on their initiatives
- Maintain focus on, and an understanding of, the growth of the association
- Support the implementation of age-appropriate programming and the American Development Model (ADM)
- Act as an association representative at the District and Affiliate level
- Delegate other duties as necessary within the scope of the association's bylaws

Qualifications

- Strong leadership ability
- Efficient organizational and administrative skills with a commitment to follow-through
- Objective and detail oriented
- Excellent communication (oral and written), problem solving and interpersonal skills
- Ability to build and maintain relationships with membership, donors, and the community
- Comfortable with delegating
- Ability to understand, keep record of and balance financial reports
- Passionate about the success of the association and youth hockey
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Vice President\General Manager

The Vice President works to support to the President, and will fulfill the duties of the President in his or her absence. Additionally, the Vice President's aids all board members and committees with their tasks, as well as assisting with communication to the association's general membership.

Secondary vice presidents may be selected to oversee individual divisions within the association.

Black Ice Hockey Bylaws Duties of Executive Committee Members

- a. General Manager: The General Manager shall be responsible for the day-to-day operations and activities associated with the program offered by the organization.

Job Description

- Review, understand, and evaluate the association's:
 - Articles of incorporation

- Bylaws
- Policies & procedures
- Governing rules and regulations
- Preside over board meetings in the absence of the President
- Lead and/or attend committee meetings as needed
- Plan, develop, and enforce club policies and bylaws
- Ensure the organization is meeting its goals
- Identify candidates to serve in leadership roles
- Oversee volunteer recruitment and retention
- Act as an association representative at the District and Affiliate level
- Support the implementation of age-appropriate programming and the American Development Model (ADM)
- Assist the President in any or all tasks

Qualifications

- Strong leadership skills and/or experience
- Effective and efficient decision-making
- Passionate about the success of the association and youth hockey
- Ability to build and maintain relationships with membership, donors, and the community
- Excellent communication (oral and written), problem solving and interpersonal skills
- Objective and detail oriented
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Vice President \Vice Chair

The Vice President works to support to the President, and will fulfill the duties of the President in his or her absence. Additionally, the Vice President's aids all board members and committees with their tasks, as well as assisting with communication to the association's general membership.

Secondary vice presidents may be selected to oversee individual divisions within the association.

Black Ice Hockey Bylaws Duties of Executive Committee Members

- a. Vice Chair: The Vice Chair shall assist the Chair and will perform the duties of the Chair when the Chair is absent. The Vice Chair shall also serve as the organization's Coaching Director.

Job Description

- Review, understand, and evaluate the association's:
 - Articles of incorporation
 - Bylaws
 - Policies & procedures
 - Governing rules and regulations

- Preside over board meetings in the absence of the President
- Lead and/or attend committee meetings as needed
- Plan, develop, and enforce club policies and bylaws
- Ensure the organization is meeting its goals
- Identify candidates to serve in leadership roles
- Oversee volunteer recruitment and retention
- Act as an association representative at the District and Affiliate level
- Support the implementation of age-appropriate programming and the American Development Model (ADM)
- Assist the President in any or all tasks

Qualifications

- Strong leadership skills and/or experience
- Effective and efficient decision-making
- Passionate about the success of the association and youth hockey
- Ability to build and maintain relationships with membership, donors, and the community
- Excellent communication (oral and written), problem solving and interpersonal skills
- Objective and detail oriented
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Hockey Development Coordinator

The Hockey Development Coordinator is responsible for ensuring that the on-ice programs are of the best possible quality. Not only does the Hockey Development Coordinator ensure coaches teach skills in a fun and engaging manner, but they are also responsible for communicating the implementation of long-term development principles to coaches and families. The ability to apply and promote USA Hockey's age-appropriate recommendations is key to both player development and consumer satisfaction.

A successful candidate in this role will drive an associations success on and off the ice.

Job Description

- Implement the on and off ice developmental guidelines and training priorities of the American Development Model (ADM) at each age and skill level
- Assign coaches to appropriate teams by interviewing candidates and matching them by qualifications and USA Hockey Coaching Education Program certification
- Facilitate monthly coaching meetings
- Coordinate with coaching staff on completing appropriate USA Hockey certifications:
 - Coaching Education Program level
 - Age-specific module training

- Background screening
- Safe Sport training
- Implement ongoing education & training programs (team building, practice plans, small games, etc.)
- Coordinate tryout process and clearly define the selection process
- Determine the structure and execution for introductory programming (learn to play)
- Attend and evaluate skills sessions, practices and games for all levels of play
- Regularly communicate with parents on the development plan being implemented
- Act as the main conduit between the hockey program and its board, coaches and parents
- Help organize season tournaments and events for BIHA and teams. (Work with Vice President\General Manger and any appointed committee members)

Qualifications

- A strong belief and knowledge of the American Development Model (ADM)
- Efficient organizational and administrative skills with a commitment to follow-through
- Excellent communication (oral and written), problem solving and interpersonal skills
- High-energy and passionate about youth hockey
- Commitment to professional development through the acquisition of appropriate USA Hockey Coaching Education Program certifications
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Growth Coordinator

The Growth Coordinator's leads the association's growth initiatives, primarily through completion of USA Hockey's 2 and 2 Challenge. The comprehensive growth program consists of Welcome Back Week, national Try Hockey For Free Day(s) and a Transition Program.

Job Description

- Acquire and retain youth hockey players in the 4 to 8 year old age group
- Coordinate programs and initiatives to complete the 2 and 2 Challenge
- Point of contact between the board and USA Hockey's Program Services department
- Have a presence at community activities
- Communicate with parents to maximize program development and satisfaction
- Coordinate loaner equipment availability
- Recruit volunteers to assist with growth initiatives
- Support the implementation of age-appropriate programming and the American Development Model (ADM)
- Maintain focus on, and an understanding of, the growth of the association

Qualifications

- A strong belief and knowledge of the American Development Model (ADM)

- Enthusiastic about the growth of the game
- Efficient organizational and administrative skills with a commitment to follow-through
- Excellent communication and organizational skills
- Passionate about the success of the association
- Ability to build and maintain relationships with membership and the community
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Treasurer

The Treasurer is the principal financial and accounting officer for the association, and is thereby a member of the executive committee and a voting board member. Primary duties include overseeing the financial management and reporting for the association. The treasurer drafts and presents an annual budget to the board, prepares the treasurer's report for scheduled board meetings and oversees financial transactions on behalf of the association.

Black Ice Hockey Bylaws Duties of Executive Committee Members

- a. Treasurer: The Treasurer shall receive all monies, pay all bills, report the financial status at meetings as necessary and shall assist the General Manager in the development of the operating budget. The Treasurer shall also serve as the association's representative to the Vermont State Amateur Hockey Association (VSAHA).

Job Description

- Responsible for keeping financial records, managing bank accounts and accounts payable and receivable
- Ensure proper paperwork is filed with the IRS and state:
 - Taxpayer ID (Employer Identification Number)
 - 501c(3) tax exempt status
 - IRS 990
 - Incorporation
 - 1099 & W2
- Work with board to establish and implement an annual budget
- Track incoming revenue and outgoing expenses associated with the operations of the association against the established budget
- Provide documented and verbal reports to the full board regarding the association's financial status
- Ensure that the external reporting to donors, association members and local regulators are completed on a timely basis
- Work with the board to develop bylaws and policies that match the needs for fiscal operations
- Communicate with Marketing/Fundraising Coordinator to forecast projected essential or ancillary revenues
- Serve as the primary contact with a professional financial advisor and/or advisors in regards to tax preparation, audits and investments

- Act as a voting board member

Qualifications

- Ability to understand, keep record of and balance financial reports
- Experience in preparing and overseeing financial information
- Comfortable utilizing accounting software
- Efficient organizational and administrative skills with a commitment to follow-through
- Effective communication skills, both in-person and written
- Objective and detail oriented
- Passionate about the success of the association
- Recommended BA in Business Administration
- Passionate about the success of the association and youth hockey
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Secretary

The Secretary maintains the administrative process of the organization. Their primary role includes being the focal point of communication to and from the club's board and its entire membership as well as being a thorough and accurate record keeper.

Black Ice Hockey Bylaws Duties of Executive Committee Members

- a. Secretary: The Secretary shall record the minutes of the meetings, shall handle the notice of all meetings, shall coordinate and handle all corporate communications, and shall assist the General Manager in communications involving the organization's programs. The Secretary shall also serve as the organization's Registrar.

Job Description

- Act as main point of contact between association membership and the Board of Directors
- Act as main point of contact for outside communications as required
- Communicate upcoming meeting schedule
- Distribute board meetings agenda no less than 7 days prior to the board meeting
- Distribute previous meeting minutes at least 48 prior to every meeting
- Keep minutes at all board meetings and other meetings as needed
- Ensure up-to-date by-laws and policies are distributed to the Board
- Organization administrative documents
- Serve as signing officer for documents according to bylaws
- Perform other duties assigned by the President or member of the board

Qualifications

- Efficient organizational and administrative skills

- Ability to capture key discussion points in a clear and concise manner
- Effective communication skills, both verbal and written
- A working knowledge of Microsoft Word
- Notary of the Public is a plus
- Passionate about the success of the association and youth hockey
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

SafeSport Coordinator

The responsibilities of a local program's SafeSport Coordinator is dependent on the Affiliate (whether the Affiliate has multiple or regional SafeSport Coordinators) and the duties the local program has put in place.

The association's SafeSport Coordinator serves as the gatekeeper for SafeSport issues, is responsible for receiving reports of suspected misconduct or abuse, and then following the appropriate steps for reporting and responding to allegations. The local program's SafeSport Coordinator ensures that SafeSport Training and background screening requirements are met. This individual could be asked to provide guidance to the Association on how to handle disciplinary matters.

Job Description

- Be (or become) familiar with the U.S. Center for SafeSport, and the reporting obligations to the Center
- Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct.
- Communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions.
- Track and maintain a filing system for the program's SafeSport Reports, investigations and outcomes following investigations, hearings or appeals.
- Communicate effectively and efficiently with members and volunteers via telephone and/or e-mail.
- Coordinate, oversee and monitor status of background screening program for coaches, officials and volunteers.
- Be a resource for Affiliate and local programs on how to create and foster a positive SafeSport culture.
- Work to educate participants and parents about the SafeSport Program.
- Understand the complaint reporting procedures and structure within USA Hockey.

Qualifications

- Successfully pass background screen and complete SafeSport Training.
- Understanding and ability to maintain confidentiality on sensitive membership information and complaint details.
- Must be objective and compassionate.

- Excellent organizational, communication (oral and written), problem solving, listening and interpersonal skills.
- Efficient planner with a commitment to follow-through on tasks.
- Positive attitude and strong work ethic.

Registrar

The Registrar is one of the most important roles for a local association because the individual is responsible for managing an association's online USA Hockey Registry.

USA Hockey provides each member program with their own Registry. The Registry is a cloud-based web tool that allows each program to claim their players, coaches, managers and volunteers to build their program database. Claiming these individuals completes their registration, ensuring that all USA Hockey member benefits are in place for your program. The Registry also facilitates the generation of Official Team Rosters and provides access to a number of reports and USA Hockey forms.

There is an application process to receive access to your program's Registry. For more information contact memberservices@usahockey.org.

Job Description

- Create and maintain an active membership list within USA Hockey's online Registry.
- Create and manage team rosters within USA Hockey's online Registry; including the management of compulsory documentation for participants, coaches and volunteers.
- Ensure that rosters meet Affiliate, District and USA Hockey registration and composition requirements.
- Ensure that all members and the association adhere to all requirements of the Affiliate, District and USA Hockey.
- Depending on your association, your duties may include record keeping, date of birth & citizenship verification, player commitment forms, creating & updating rosters, data collection, monitoring SafeSport training, coaching education program (CEP) training, and screening.
- Communicate effectively and efficiently with association leadership and members.
- Complete and submit documents and reports as required or requested.

Qualifications

- Comfortable navigating spreadsheets and mastering the portal-based USA Hockey Registry
- Ability to maintain confidentiality on sensitive membership information.
- Must be objective and detail oriented.
- Excellent organizational, communication (oral and written), problem solving and interpersonal skills.
- Efficient planner with a commitment to follow-through on tasks.
- Positive attitude and strong work ethic.
- Passionate about the success of the association and youth hockey.
- Based on Affiliate requirements, successfully pass a background screen.

- It is encouraged that you complete SafeSport Training.

Player Safety Coordinator

The Player Safety Coordinator will be responsible for promoting USA Hockey's safety programs within their association. They will provide educational materials to association leaders and members in an effort to foster a safe playing environment and reduce the occurrence of hockey related injuries. The coordinator will be a resource for these materials, and does not need to be a specialist.

It is important to note that the Player Safety Coordinator should not be involved with disciplinary procedures. The association and/or Affiliate policy will go into effect if there is an injury resulting from an on-ice incident.

Job Description

- Promote safety education, training opportunities and the use of proper equipment.
- Communicate effectively and efficiently with association leadership and members.
- Ensure that all members and the association are cognizant of the safety policies and procedures that apply to the association.
- Monitor the occurrence of hockey related injuries.

Qualifications

- Positive attitude and strong work ethic.
- Passionate about the success of the association and the safety of its players.
- Must be objective and detail oriented.
- Efficient planner with a commitment to follow-through on tasks.
- Excellent organizational and communication (oral and written) skills.

Goaltending Development Coordinator

The Goaltending Development Coordinator is responsible for implementing a development curriculum that will improve the association's goalie culture and develop high-quality athletes. The coordinator will ensure that coaches are teaching age-appropriate skills in a fun and engaging manner. They will need to communicate to coaches and parents how long-term athlete development principles are being implemented.

Job Description

- Work closely with coaches to offer age appropriate goalie specific practice plans to maximize goaltender development

- Track athlete development on a monthly basis and communicate that progress with coaches and parents
- Organize and run weekly or bi-weekly association-wide goaltender sessions to provide an added skill development focus for each age group
- Act as a resource for goaltending coaches, players and families
- Coach according to the age-group for which you are responsible (teach age-appropriate skills)

Qualifications

- Commitment to professional development through the acquisition of appropriate USA Hockey Coaching Education Program certifications
- Understanding of the goaltending position; goaltending playing and coaching experience preferred
- A strong belief and knowledge of the American Development Model (ADM)
- Excellent organizational, communication (oral and written) and problem solving skills
- Efficient organizational and administrative skills with a commitment to follow-through
- Positive attitude and strong work ethic
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training