



DEMONS YOUTH HOCKEY

Representing

Ashland, Holliston and Hopkinton Massachusetts

BY LAWS of the DEMONS YOUTH HOCKEY ASSOCIATION

Effective 1 August 2013

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Article I: Association Name and Address

Section 1: Description

1.1. This organization shall be known as the Demons Youth Hockey Association (“*Association*”) and may consist of instructional, competitive, team or other skating / hockey programs as voted by the Board of Directors.

Section 2: Address

2.1. The principal mailing address of this Association is:
Demons Youth Hockey Association
P.O. Box 203
Ashland, MA 01721

Article II: Mission Statement

Section 1: Mission

- 1.1. The mission of the Association shall be to implant firmly in the boys and girls of the communities the ideals of good sportsmanship, respect, honesty, loyalty, courage and reverence so that they may be finer, stronger and happier boys and girls and will grow to be good, clean, healthy men and women.
- 1.2. This mission will be achieved by providing supervised instructions, adequate ice facilities and competitive athletic events and games. All Members of the Association shall bear in mind that the attainment of exceptional individual skill or the winning of games is secondary. Team play and development of future men and women is of primary importance.

Section 2: Non-Profit Organization

2.1. The Association is organized exclusively for charitable, educational or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the IRS Code of Law. Further, no part of the earnings of the Association shall inure to the benefit of, or be distributed to its Members, Board of Directors, Officers, Board of Governors or other private persons. However, the Association shall be authorized to pay reasonable compensation for services rendered as set forth hereinafter – however the Association shall not in any way act contra in these activities to Section 501(c)(3) stipulations of the IRS.

Article III: Government

Section 1: Board of Directors

1.1. The officers and Executive Board of Directors (“*Officers*” or “*Executive Board*”) of the Association shall consist of the following members:

- President
- First Vice President
- Second Vice President
- Treasurer
- Registrar
- Skills and Development Director
- Coaching Director
- Ice Coordinator/League Representative
- Secretary
- Program Director
- Membership Director
- Transition Director
- Technology Director

1.2. An Expanded Board of Directors (“*Expanded Board*”) shall consist of the following:

- Equipment Coordinator
- Developmental Assistant
- Assistant Registrar

1.3. The Executive Board and Expanded Board shall collectively constitute the “*Board of Directors*” or “*Board*”.

1.4. All members of the Executive Board shall be elected by the Association Members at the Annual Meeting and shall serve for one Elected Year.

1.5. All members of the Expanded Board shall be appointed by the Executive Board and shall serve for one Elected Year term.

1.6. Each member of the Executive Board will be responsible for overseeing and if required, serving on committees and assuming the role of champion for a particular activity of the Expanded Board.

1.7. If a vacancy occurs on the Executive Board or Expanded Board during the year, the Executive Board may appoint someone to that position by a 7/13 vote and he/she shall serve for the remainder of the Elected Year.

1.8. The government of the Association shall be under the supervision of the Executive Board who shall determine all policy matters and make such reasonable rules and regulations as may be necessary to carry out the objectives and purposes of the Association.

1.9. A Quorum shall consist of at least 7 out of the 13 Executive Board members (“*Quorum*”).

Section 2: Elections

2.1. The Elected Year of the Association shall be from July 1 of each year to June 30 of the following year.

2.2. The Executive Board shall be chosen by ballot of Members of the Association who are present at the Annual Meeting. Absentee ballots and/or proxy votes will not be allowed.

2.3. Each Member of the Association shall have a single vote.

2.4. Nominations for all Executive Board positions shall be submitted in writing to the President prior to May 1 to be considered at the Annual Meeting.

2.5. Any Member of the Association in good standing is eligible for nomination for any Executive Board position.

2.6. At least three members of the Executive Board must consist of members that currently have children actively skating in the program.

2.7. The election process shall be conducted as follows:

- The President shall announce the position to be elected and the nominations for that position.
- In the event that only one person is nominated for a position, the President shall declare the position elected by acclamation and move on to the next position.
- In the event that more than one person is nominated for a position, the President shall open the floor for favorable comments on behalf of the nominees.
- After all comments from the floor have been heard, the President shall call for a show of hands for each nominee.
- The nominee with a simple majority of votes shall be declared the winner.
- In the event of 3 or more nominees, if one of the nominees does not receive a simple majority of the votes during the first show of hands, then the nominee with the least number of votes will be eliminated, and the President shall call for another show of hands for the remaining nominees. This process shall continue until one nominee has received a simple majority of the votes.
- In the event of a tie between the final two candidates, the Officers present – excluding any Officers who may be running for the position in question – will select the winning candidate by a simple majority vote.
- In the event that the Officers present remain deadlocked, and in accordance with “Robert’s Rules of Order”, the President shall select the winning candidate, unless the tie occurs during the vote for President, in which case, the First Vice President shall select the winning candidate.

Article IV: Meetings

Section 1: Annual Meeting

- 1.1. The Annual Meeting of the Association will be held at a designated location in June each year ("**Annual Meeting**"). Notice of the Annual Meeting shall be provided to Members at least 7 days prior to the Annual Meeting. The purpose of this Annual Meeting shall be for the election of Officers and a report of the financial status of the Association.
- 1.2. A Quorum must be present to constitute the Annual Meeting.

Section 2: Board Meetings

- 2.1. There will be a meeting of the Board held monthly at a time and place to be determined by the President ("**Board Meetings**"). All Board Meetings will be open to all Members, as well as other invited guests. A Quorum must be present to constitute a Board Meeting.
- 2.2. If necessary, the President may call an Executive Board meeting to immediately follow each Board Meeting to discuss sensitive or private matters. The Officers and other invited guests shall attend such Executive Board meetings. A Quorum must be present to constitute an Executive Board Meeting.
- 2.3. Additional meetings can be called at any time by the President on request of at least one active Board member.
- 2.4. Any member of the Board who misses three Board Meetings during a Fiscal Year shall be subject to dismissal by a simple majority vote of the remaining Officers. In the event that a Board member cannot attend a meeting, it is their responsibility to notify the President and/or Secretary of their impending absence, other than in an emergency situation.
- 2.5. All meetings will follow the standard protocol as stated in "Robert's Rules of Order".

Article V: Membership

Section 1: Members

- 1.1. Except as otherwise stated herein, any boy or girl ("**Player**") meeting the requirements as to age and residence set forth in the rules of the Massachusetts Hockey Association (Mass Hockey) or any affiliated girls figure skating organizations, shall be eligible to participate in all non-governing activities of the Association.
- 1.2. For the purposes of this document, children who reside within the towns of Hopkinton, Holliston or Ashland shall be designated as "**Residents**". Residents shall be eligible to become Players in accordance with the following criteria:
 - All Residents who meet the other eligibility criteria defined herein shall be automatically eligible to participate as Players in the Developmental Program on a "space available" basis.
 - All Residents who meet the other eligibility criteria defined herein shall be automatically eligible to participate as Players in the Travel Program, provided that they complete the registration process in accordance with the communicated deadlines on an annual basis, regardless of which organization the Player participated in the previous season. In the event that a Resident fails to complete the registration process in accordance with the communicated deadlines, such Player will be allowed to participate in the Travel Program on a "space available" basis, as determined by the Executive Board.
- 1.3. For the purposes of this document, children who reside outside of Hopkinton, Holliston or Ashland shall be designated as "**Non-Residents**". Non-Residents shall be eligible to become Players in accordance with the following criteria:
 - All Non-Residents who meet the other eligibility criteria defined herein shall be automatically eligible to participate as Players in the Developmental Program on a "space available" basis.
 - All Non-Residents wishing to participate as Players in the Travel Program must submit a formal request to the Executive Board for review. The Executive Board will approve such requests on a "space available" basis, giving first priority to residents of Hopkinton, Holliston or Ashland, regardless of ability. Once a Non-Resident has been approved as a Player in the Travel Program, he/she need not reapply for approval for as long as he/she maintains his/her continuous membership in good standing with the Association. To be clear, if a Non-Resident is approved to participate in the Travel Program as a Mite, he/she may continue to participate in the Travel Program each year through the other age divisions, without reapplying for approval, provided such participation is continuous. In other words, if the Non-Resident Player leaves of the Association for any reason, and then decides to rejoin, he/she must reapply.
- 1.4. Any parent or legal guardian of a registered Player is automatically a Member of the Association.
- 1.5. Any person interested in supporting the purposes of the Demons Youth Hockey program is eligible for membership in the program. For example, coaches without children in the program are eligible to be Members. To apply for membership, they must provide name and contact information to the Board and they must submit and pass a CORI evaluation.

1.6. Membership in the Association shall coincide with the annual Mass Hockey season which runs from September 1 to August 31.

1.7. All Players, Members, Board Members, Instructors and Coaches of the Association are expected to adhere to the Rules of the Association as indicated in Article VII or as indicated in other Association documents referenced herein.

1.8. The Executive Board, by a 7/13 vote, at any duly constituted meeting shall have the authority to suspend any Member, Board member, Instructor, Coach or Player of the Association whose conduct is considered detrimental to the best interests of the Association.

1.9. Upon receipt of substantial evidence of the misconduct of any Player, the Board of Directors shall notify the Coach or Instructor of the team or program of which the Player is a member at the earliest opportunity. The Coach or Instructor shall appear in the capacity of an advisor with the Player before a duly appointed committee of the Executive Board, which shall have the authority to recommend to the Executive Board the suspension or revocation of such Player's right to further participation.

1.10. All disciplinary actions of the Executive Board in suspending, removing or otherwise sanctioning a Player or Member will be conducted in accordance with the Rules of the Association as indicated in Article VII and the then current due process guidelines of Mass Hockey and USA Hockey, which may be found on the respective Web sites:

- Mass Hockey – <http://www.masshockey.com/>
- USA Hockey – <http://www.usahockey.com/>

Article VI: Financial Policy

Section 1: Financial Operations

- 1.1. The Fiscal Year of the Association shall be from May 1 of each year to April 30 of the following year.
- 1.2. To start a new Fiscal Year, the Executive Board must consist of at least a President, Treasurer, Secretary and Coaching Director.
- 1.3. The Executive Board shall decide and have the final say on all matters pertaining to the finances of the Association. It shall be a permanent policy to place all income in a common Association treasury account and to direct the expenditure of same in such manner that will give no individual Player or team an advantage over the others as to equipment, ice facilities, etc.
- 1.4. Bonding of the Treasurer and/or other members of the Board of Directors may be designated by the Executive Board. If so designated, the expense of said bond shall be borne by the Association.
- 1.5. The President, First Vice President and Treasurer will be approved to sign checks for the Association. All checks must be signed by the Treasurer or the President, or in the President's absence, the First Vice President.

Section 2: Fundraising

- 2.1. The Executive Board shall manage all Association fund-raising projects and shall ensure that any funds raised through such projects are contributed to the common Treasury of the Association, in order to equalize the benefits of the Association for all Members.
- 2.2. The Association shall prohibit the solicitation and/or contributions of third party funds directly to individual Members or specific teams within the Association.

Article VII: Rules

Section 1: By Laws

1.1. These By Laws, or any section thereof, may be amended or repealed by a 7/13 vote of the Executive Board at a regular Board meeting. Notice of such proposed changes shall appear in the notice for this meeting and distributed to all Members at least one week prior to the date that change is to be submitted to vote.

Section 2: Massachusetts Hockey

2.1. The Association and all Members shall abide by all Mass Hockey By Laws, Rules, Regulations and Policies & Procedures.

Section 3: Member Rules

3.1. All Members are subject to the Rules of the Association as indicated in the By Laws, the Annual Association Handbook or other official communications from the Association, including but not limited to the Association Newsletter and the Web Site. From time to time, the Executive Board may add to, modify or update such Association Rules as required, and will communicate the rule changes to the general membership.

Section 4: Local Playing Rules

4.1. For the ensuing season only, the Association shall adopt the Local Playing Rules for each league in which an Association team participates. Copies of the Local Playing Rules shall be distributed to all Coaches as a part of the Coaching Guidelines.

Section 5: Association Policies & Procedures

5.1. In addition to these By Laws, the Executive Board shall maintain a Policies and Procedures document which shall define the appropriate processes and policies for various standard Executive Board operating procedures such as expense reimbursement or Guinieri Fund allocations. The Policies and Procedures document may be modified or updated by a simple majority vote of the Executive Board.

Article VIII: Executive Board Position Descriptions

Section 1: President

Description: The President shall preside at all Association meetings and shall see that all rules, policies and principles of the Association are understood and observed. The President shall serve as head of the Association and as Chairman of the Board of Directors. The President shall provide leadership and guidance to the Board of Directors as it relates to the philosophy, goals, operation and direction of the Association. The President shall appoint special committees, supervise their activity and confer with Officers and others to whom responsibilities have been delegated.

Other specific duties:

- The President may, if requested, serve as a member of state or regional associations.
- The President shall insure that all Board activities and information are communicated to the Association Members, in a timely fashion.
- The President shall develop and submit for Board approval a list of goals, plans and activities for the upcoming year.
- The President shall be responsible for updating and maintaining all Association documents including but not limited to By Laws; Policies & Procedures and Annual Activities.
- The President shall review and sign, if necessary, all checks, drafts, notes and orders of payment of money along with the Treasurer.
- The President shall sign and execute all contracts in the name of the Association when authorized to do so by the Executive Board.
- The President shall present a written report of the Association's activities for the time he/she was in office.

Section 2: First Vice President

Description: The First Vice President shall preside in the absence of the President and shall fulfill the functions of the President if a vacancy should occur in that office. The First Vice President shall be responsible for all tournaments hosted by the Association, as well as coordinating and communicating information about tournaments held outside the Association in which Association teams may participate, including the Massachusetts State Playdowns. The First Vice President shall also coordinate with the Equipment Coordinator and shall serve as an additional League Representative if necessary. The First Vice President shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The First Vice President shall attend district meetings and shall prepare a report (written or oral) to the Board on the activities at these meetings.
- The First Vice President shall be responsible for and coordinate all tournaments put on by the Association, to include contracting for facilities, ice time, tournament book, team participation, levels of participation, etc.

- The First Vice President shall serve as point of contact for all travel teams as to possible local and away tournaments when appropriate.
- The First Vice President shall serve as Team Manager Coordinator to provide guidance and disperse Association news and activity information to the Association Members. The First Vice President shall maintain and distribute all the annual Demons Handbook to team managers.
- The First Vice President shall be responsible for coordinating all details of the Massachusetts State Playdowns with all travel teams. This shall include monitoring which travel teams are entered into the State Playdowns and coordinating and communicating the State Playdown schedules between Mass Hockey and the Association.
- In the event that Association travel teams are entered in more than one league, the First Vice President shall serve as an additional League Representative, if necessary, in coordination with the Ice Coordinator.
- The First Vice President shall oversee the management of the Association equipment with the Equipment Coordinator.
- The First Vice President shall carry out such other duties and assignments that may be delegated by the President.
- The First Vice President shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 3: Second Vice President

Description: The Second Vice President shall be responsible for all fundraising and sponsorship activities conducted by the Association. The Second Vice President shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Second Vice President shall be in charge of all fundraising and corporate sponsorship, and if required, serve on committees that are designated in this area.
- The Second Vice President shall coordinate fundraising activities associated with any Association tournaments in conjunction with the First Vice President.
- The Second Vice President shall manage relationships with sponsors including but not limited to a preferred vendor for the provision of Demons branded merchandise.
- The Second Vice President shall carry out such other duties and assignments that may be delegated by the President.
- The Second Vice President shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 4: Secretary

Description: The Secretary shall record the minutes of Board meetings and shall keep all records and correspondence of the Association. The Secretary shall ensure that meetings, votes and records are conducted according to proper formats and records are maintained as needed for information to the general Association Members. The Secretary shall serve as the primary point of distributed communications to the Association Members, including communications to the Team Managers. The Secretary shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Secretary shall record and prepare the minutes of all Board meetings, and shall provide such minutes to Board members prior to the next meeting.
- The Secretary shall make arrangements for all Board meetings and will notify all Board members and interested Association Members of the times and places of such meetings.
- The Secretary shall maintain and distribute all Association communications, including the Policies and Procedures Manual, By Laws and Website postings.
- The Secretary shall carry out such other duties and assignments that may be delegated by the President.
- The Secretary shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 5: Registrar

Description: The Registrar shall be responsible for the preparation of all required registration (individual and team) forms required by the local, state and national organizations. The Registrar shall coordinate activities with the Treasurer and verify registration and financial status of the Association and the Members. The Registrar shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Registrar shall be responsible for conducting Player registrations and insuring that all individuals and teams are properly registered by local, state and national organizations.
- The Registrar shall coordinate activities with the Development Assistant to insure that all developmental skaters are appropriately registered.
- The Registrar shall attend district Mass Hockey meetings and shall prepare a report (written or oral) to the Board on the activities at these meetings.
- The Registrar shall delegate as necessary and oversee the activities of the Assistant Registrar.
- The Registrar shall carry out such other duties and assignments that may be delegated by the President.
- The Registrar shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 6: Position: Treasurer

Description: The Treasurer shall be responsible for all Association finances and preparation of all financial reports and forms. The Treasurer shall dispense Association funds as approved by the Executive Board and keep proper books of account. The Treasurer shall report on the status of the Association's funds and work closely with the Second Vice President on matters of fundraising and sponsorship. The Treasurer shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Treasurer shall prepare and sign checks, drafts, notes and orders for the payment of money in conjunction with the President and/or First Vice President.

- The Treasurer shall provide a financial status of the Association at all monthly meetings and the Annual Meeting.
- The Treasurer will develop an operational budget at the beginning of each Fiscal Year and present it to the Executive Board for approval.
- The Treasurer shall carry out such other duties and assignments that may be delegated by the President.
- The Treasurer shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 7: Coaching Director

Description: The Coaching Director shall be responsible for the recruitment and recommendation of all Coaches and shall submit such recommendations to the Executive Board for approval. The Coaching Director shall be the coordinator between parents and Coaches and bring to Executive the Board for disposition any and all problems of which he/she feels necessary. The Coaching Director shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Coaching Director will insure that the Coaching Guidelines are updated and approved by the Executive Board each year before the start of the season. The Coaching Director will insure that all Coaches, assistants and other appropriate people are appropriately certified and understand the Coaching Guidelines.
- The Coaching Director will assign Level Coordinators and will leverage the Level Coordinators to facilitate communications and policy enforcement.
- The Coaching Director shall also utilize the Level Coordinators to help with the annual tryout process.
- The Coaching Director shall prepare plans for player tryout/placement, team selection, player movement, Head Coach selection – including Learn to Hockey, Mosquito and Intramural Coaches – and placement for review and approval by the Executive Board.
- The Coaching Director shall serve as the Association's ACE Coordinator for USA Hockey.
- The Coaching Director shall be responsible for holding regular Coaches meetings during the season with a minimum of four (4) meetings per season.
- The Coaching Director shall assist the Head Coaches in selecting assistant coaches.
- The Coaching Director shall work with the Skills and Development Director on all specialty clinics administered by the organization.
- The Coaching Director shall carry out such other duties and assignments that may be delegated by the President.
- The Coaching Director shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 8: Ice Coordinator/League Representative

Description: The Ice Coordinator/League Representative shall be responsible for obtaining the amount of practice ice at the rinks voted on by the Executive Board. The Ice Coordinator shall be responsible for allocating practice ice and maintaining records in order to ensure that all teams receive the amount of ice time voted on by the Executive Board. As League Representative he/she shall represent the Association at all league meetings and shall obtain team game times in respective leagues based on the number of teams determined by the Executive Board. The Ice Coordinator/League Representative shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Ice Coordinator/League Representative shall develop and maintain the master schedule of all practice and game times for all teams in the Association on the Demons website.
- The Ice Coordinator/League Representative shall present a report (written or oral) of the results of the various league meetings at each monthly Board meeting.
- The Ice Coordinator/League Representative shall work with the Treasurer to determine total team requirements in regard to league entry and placement.
- The Ice Coordinator/League Representative shall carry out such other duties and assignments that may be delegated by the President.
- The Ice Coordinator/League Representative shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 9: Skills and Development Director

Description: The Skills and Development Director shall be responsible for the set up and administration of the Developmental Skating Program. The Skills and Development Director shall be responsible for acquiring adequate ice time to conduct the program. The Skills and Development Director shall be responsible for organizing skills sessions for teams, including specialty clinics for goaltenders. The Skills and Development Director shall be responsible for developing the curriculum for players, coaches and instructors for the Developmental Skating Program. The Skills and Development Director shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Skills and Development Director shall coordinate with the Coaching Director all aspects pertaining to Player evaluation and movement during the course of the season.
- The Skills and Development Director shall serve as League Representative for those teams not under the direction of the Ice Coordinator/League Representative. This pertains to Intramural/House level programs as they develop.
- The Skills and Development Director shall establish and manage a relationship with a qualified third party skating instructor or organization who will conduct on the on-ice instruction for the Learn to Skate and Learn to Hockey programs.
- The Skills and Development Director all coordinate with the Coaching Director for the selection of Head Coaches for the Learn to Hockey, Mosquito and Intramural programs.

- The Skills and Development Director shall oversee the activities of the Development Assistant.
- The Skills and Development Director shall carry out such other duties and assignments that may be delegated by the President.
- The Skills and Development Director shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 10: Program Director

Description: The Program Director shall be responsible for execution of critical projects needed to maintain and improve the Association. The Program Director shall support any/all Board members with project-oriented activities as prioritized by the Board of Directors. The Program Director shall work with other officers and committee members.

Other specific duties:

- The Program Director shall develop and annual “improvement plan” for the Association.
- The Program Director shall develop and maintain coaches training curriculum
- The Program Director shall carry out such other duties and assignments that may be delegated by the President.
- The Program Director shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 11: Membership Director

Description: The Membership Director shall be responsible for the growth and viability of the Association. The Membership Director shall work closely with the Coaching Director and Skills and Development Director to promote the Developmental Program and travel teams to ensure active participation. A key objective of this position is to enroll Ashland, Holliston and Hopkinton Youth Hockey players in the Demons organization. The Membership Director shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Membership Director shall be responsible for identifying and organizing Association participation in local community events (Town Days) to help promote the Association.
- The Membership Director shall be responsible for establishing and maintaining relationships with local school systems to promote the Developmental Program.
- The Membership Director shall organize Demons Night with the local High School Hockey Programs from Holliston, Hopkinton, and Ashland
- The Membership Director shall organize a Demons Night at a local college or AHL hockey game.
- The Membership Director shall manage and execute the annual Demons Scholarship Program.
- The Membership Director shall manage an annual public relations campaign to promote the programs and activities of the Association.
- The Membership Director shall be responsible for overseeing the activities of the Webmaster and the Newsletter Editor and will, if required, serve on committees designated in this area.

- The Membership Director shall carry out such other duties and assignments that may be delegated by the President.
- The Membership Director shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 12: Transition Director

Description: The Transition Director shall be responsible for coordination of player transfers into the Association. The Transition Director shall work closely with the Executive Board to assure new members have a voice in the Association. The Transition Director shall work with other Officers and committee members and also serve as a member of the Executive Board.

Other specific duties:

- The Transition Director shall be responsible for coordinating tryout and registration conflicts for new members.
- The Transition Director shall provide overviews of the tryout process, league structure, and Association philosophy to members or future members.
- The Transition Director shall recommend alternative policies to help new players transition into the Association.
- The Transition Director shall carry out such other duties and assignments that may be delegated by the President.
- The Transition Director shall present a written report of the activities of this position along with recommendations for that period in which he/she was in office.

Section 13 Technology Director

Description: The Technology Director will be responsible for disseminating information about the activities of the Association to the Association Members via the Association Website. He/She shall also be responsible for maintaining the online image of the Association.

Other specific duties:

- The Technology Director shall coordinate activities with the Membership Director.
- The Technology Director shall be responsible for the development and maintenance of a public Association Website.
- The Technology Director shall be responsible for posting association information and communications submitted by the Board Members in a timely fashion. Such communications will include, but are not limited to: Association Newsletter; Events; Announcements; Policies and Procedures; Board Meeting Minutes; Team Rosters; Tryout Information; Association Schedules; etc.

Article IX: Expanded Board Position Descriptions

Section 1: Equipment Coordinator

Description: The Equipment Coordinator is responsible for maintaining and acquiring a sufficient inventory of all Association equipment for use by the teams. This inventory will describe quantities, serviceability and location of the equipment. The Equipment Coordinator will be responsible for developing an equipment replacement/repair program to insure all Association teams are adequately supplied with quality and safe equipment.

Other specific duties:

- The Equipment Coordinator shall coordinate activities with the First Vice President and Coaching Director.
- The Equipment Coordinator shall distribute equipment to the various Association teams at the beginning of each season and collect this equipment at the end of each season.
- The Equipment Coordinator shall perform an inventory of current equipment owned by the Association and report changes in the status of this equipment to the Board of Directors as required.
- The Equipment Coordinator shall coordinate skate and equipment swaps during the registrations or at other times deemed appropriate.

Section 2: Development Assistant

Description: The Development Assistant shall be responsible for the advertisement, set up and skater registration of the Developmental Skating Program. The Development Assistant shall perform his/her duties under the direction of the Skill and Development Director and shall coordinate activities with the Registrar, Membership Director and Treasurer, as required.

Other specific duties:

- The Development Assistant shall conduct all registration activities for the Developmental Skating Program.
- The Development Assistant shall develop and maintain a current list of skaters in the program and provide this list to the Registrar and/or Treasurer.
- The Development Assistant shall coordinate with the Registrar to ensure that all registrations and team applications are submitted according to local, state and national requirements.

Section 3: Assistant Registrar

Description: The Assistant Registrar shall be responsible for the preparation of all registration (individual and team) forms required by the local, state and national organizations. The Assistant Registrar shall perform his/her duties under the direction of the Registrar and shall coordinate activities with the Treasurer as required.

Other specific duties:

- The Assistant Registrar shall be responsible for collecting and filing all required registration paperwork with the appropriate local, state and national organizations.
- The Assistant Registrar shall help coordinate activities with the Development Assistant to insure that all developmental skaters are appropriately registered.
- The Assistant Registrar shall coordinate with the Registrar to ensure that all registrations and team applications are submitted according to local, state and national requirements.
- The Assistant Registrar shall carry out such other duties and assignments that may be delegated by the Registrar.

Article X: Other, Non Board Position Descriptions

Section 1: Team Manager

Description: Each Team Manager will be the primary interface between the First Vice President, Webmaster and other Board members and the parents of the team that he/she represents. Each Team Manager will be responsible for communicating information that affects his/her team to all team parents. Each Team Manager will be responsible for communicating any pertinent information to the Publicity Director concerning his/her team's activities.

Other specific duties:

- Each Team Manager shall be responsible for collecting and delivering team reports to the Webmaster for posting.
- Each Team Manager will coordinate the "opt out" process for parents wishing to withhold website postings for their child/children.
- Each Team Manager shall collect money from the parents as required (fund raising activities, tournaments, etc.) and distribute such funds to the proper coordinator.
- Each Team Manager shall set up his/her team banquet at the end of the year.

Section 2: Coaches (Head and Assistant)

Description: Each Coach will have primary responsibility for developing the individual and team skills for each Player on his/her team. Coaches will also be responsible for communicating with Parents about team and player expectations for the season. Coaches will be responsible for working closely with Team Managers to disseminate Association information to the team Parents. Coaches will adhere to the Coaching Guidelines provided by the Coaching Director.

Other specific duties:

- Coaches will be responsible for planning and executing efficient and effective practices.
- Coaches will attend all required league meetings, as required.

- Coaches will attend all Association Coaches meetings.
- Coaches will provide player evaluations and actively participate in the tryout/placement process for the following season.
- Coaches will be responsible for enforcing Association rules and codes of conduct on the ice and within the rink.
- Coaches will adhere to the Coaching Guidelines, as provided by the Coaching Director.
- Coaches will adhere to all guidelines and rules defined by USA Hockey, including, but not limited to proper USA Hockey coaching certification.

Section 3: Level Coordinators

Description: Level Coordinators will facilitate communications within the Association and assist the Coaching Director and Program in organizing activities that affect most/all of the teams within the Association. The Level Coordinators do not take the place of Team Managers and they are not intended to add a layer of communications to the process. Instead, Level Coordinators should be a source of information for Association Members and a vehicle for Members to communicate with the Board.

Assignment: Level Coordinators will be assigned by the Coaching Director at his/her discretion. Typically, the Coaching Director will assign Level Coordinators for the following levels:

- Learn to Hockey/Mosquito
- Mite/Squirt
- Pee wee/Bantam/Midget

Other specific duties:

- Level Coordinators will support the Coaching Director with the tryout process by soliciting and organizing evaluators and on-ice helpers.
- Level Coordinators will support the Coaching Director by communicating and helping to enforce the Coaching Guidelines.
- Level Coordinators are expected to regularly attend Board Meetings and be able to answer questions for Members about Board Meeting discussions and decisions.
- Level Coordinators should be available to Members to raise issues/questions for the Board on Members' behalf.
- Level Coordinators shall carry out such other duties and assignments that may be delegated by the Coaching Director.