



YD YOUTH HOCKEY
PO Box 875
So. Dennis, MA 02660

YDYH Board of Directors Positions & Job Descriptions

Date 5-8-20

President / Chairman of the Board

The President shall be responsible for the following, but not limited to:

- Set the goals and direction of the Association for the year and lead the BOD and YDYH program to hitting said goals
- Planning and Presides monthly Board meetings in a professional and efficient manner
- Appoint non-elected committee director positions
- In the event that any voting member of the Board of Directors resigns or is unable to perform their duties, the President will appoint a replacement, subject to the majority vote of the Board of Directors
- Reviews any announcements, written correspondence or concerns of membership
- Supervise and control business and affairs of all BOD and Appointed Committee
- Chair Disciplinary Committee
- Audit all Association bank statements monthly designated a Board member to do so
- May authorize any expenditure up to \$500
- In charge of season try-out ratings during try-outs in conjunction with the Registrar
- Host Annual Banquet
- Sit on the Player Ranking Committee
- One Voting Privilege in the event of a tie - shall cast a vote

Vice President

The Vice President shall be responsible for the following, but not limited to:

- Oversee the Fundraising Committee and all activities undertaken by the Association related to the generation of non-tuition monies
 - Assume role of Fundraising Event chair(s) in the case none have been established
- Direct Hockey Operations
 - Work with Coaching director & coaches on overseeing all instructional player development programs
 - Create & Maintain practice plans per level
- Assume and discharge duties of President in his/her absence
- Work with President on strategic planning for upcoming season(s), events and further development of program
- Attend monthly board meetings
- Assist President with Tryouts (organize check in, pinneys, groups etc..)
- Sit on the Player Ranking Committee
- Assume the roll & duties of the South Shore Conference Director



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- May authorize any expenditure up to \$500
- Assumes One Voting Privilege

Treasurer

The Treasurer shall be responsible for the following, but not limited to:

- Receive, disperse and account for all YDYH related finances, funds, and securities
- Invoice & Collect all tuition monies
- Periodically check PO Box and distribute any information or mail. Deposit any money received by mail in a timely manner
- Count and record all monies from events on the day of the event.
- Deposit all monies in a timely manner and verify all cash deposits by an additional BOD member.
- Dispense YDYH funds as approved by the BOD.
- Proper keeping of books and prepare any financial statements as required by federal, state and local laws
- Prepare monthly P&L, updated Budget to actual, and Balance Sheet and present at monthly Board meetings
- Chair the Budget Committee and present the proposed budget by August BOD Meeting
- Obtain a financial review by an outside, non-interested CPA yearly
- Preside in the absence of the President and Vice President.
- Attend monthly board meetings
- One Voting Privilege

Registrar

- Keep an accurate up to date list of the names, birth certificates, and contact information of all members and post rosters on website.
- Collect USA Hockey numbers from all players and coaches prior to August 30th of each year.
- Attend the leagues Registrar's meetings
- Confirm Team Playdown teams with district
- Ensure coaches have completed any necessary accreditation for USA Hockey
- Be liaison with USA Hockey to set up, create, submit and update all hockey rosters for approval.
- Submit rosters to appropriate leagues and tournaments
- Provide Game labels to coaches or give them tools to do so themselves
- Assist President with Tryouts (organize check in, pinneys, groups etc..)
- Attend monthly board meetings
- One Voting Privilege



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Secretary

The Secretary shall be responsible for the following, but not limited to:

- Communicate and/or post all correspondence of YDYH delegated to him/her by the Board of Directors in a timely manner
- Maintain constant email communication with board, teams, and membership
- Manage and update website and all other forms of social media or designate someone to do so
- Schedule team and tournament photos in November with photographer
- Record the proceedings and archive accurate minutes of all Association proceedings
- Send out Board meeting minutes for approval within 2 weeks of meeting date for Board approval and post meeting minutes on the YDYH website within 5 days of approval.
- Handle and maintain all current and past correspondence
- Send all program communications to members
- Maintain Bulletin Boards in Lobby
- Plan Annual Banquet
- Obtain information for team and specialty awards. Order trophies for year-end banquet.
- Pass all Association property to successor
- Attend monthly board meetings
- Assist President with Tryouts (organize check in, pinneys, groups etc..)
- One Voting Privilege

Ice Scheduler

The Ice Scheduler shall be responsible for the following, but not limited to:

- Review previous year ice times and create proposed schedule for the following season
- Obtain sign off from BOD President prior to committing practice and game ice times @ TKA.
- Commit all practice and game ice times with TKA Rink Manager
- Update league's website with teams practice and game schedules
- Schedule time keepers and head referees for all home games as warranted by the league.
- Confirm YDYH team placements for play downs.
- Post and distribute Ice Schedule.
- Communicate any practice or game changes as needed.
- Assist President with Tryouts (organize check in, pinneys, groups etc..)
- Attend District 5 State meetings in Wareham
- Attend monthly board meetings
- One Voting Privilege



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TKA Reps (Tony Kent Arena) - 2 Individuals

The TKA Reps shall be responsible for the following, but not limited to:

- Represent YDYH and the BOD at all Tony Kent Arena (TKA) meetings
- Submit meeting minutes and report any TKA business to the YDYH BOD
- Co-Chair the YDYH Capital Budget Committee
- Attend monthly board meetings
- One Voting Privilege for Each Rep - Two Voting Privileges

Member Elect

The Member Elect / Coaching Director shall be responsible for the following, but not limited to:

- Chair Coaching Selection Committee
- Work closely with Registrar and assist in registration
- Liaison between Membership, BOD and Coaches to address any concerns of membership.
- Attend monthly board meetings
- Sit on the Player Ranking Committee
- One Voting Privilege

Director of Girls Hockey

- Works with the girl teams' coaches, President, Vice President, and Treasurer to create a program and environment that promotes girls hockey.
- Market CC Waves across the Cape
- Recruit girls players to fill CC Waves' teams and build enrollment and competitiveness on the ice and oversee Waves' Tryouts
- Create a fun and competitive atmosphere to draw new girl players and satisfy current
- Oversee Cranberry Tournament & Assume role of Tournament Director Chair in the case one has not been established.
- Manage and perform all tasks required for the Cranberry Tournament unless they have been delegated by the Director of Girls Hockey.
- Attend the Cranberry Tournament and be the main liaison through the whole weekend.
- Act as the point person during the Cranberry Tournament for all Rink Manager, Vendors, Timekeepers and Referees
- One Voting Privilege

Immediate Past President:

- The Immediate Past President is a one year appointment to commence upon the installation of a new President.
- This person shall assist the President in their duties and advise on any issues that may arise.
- One voting privilege.



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Appointed Committee Members

Equipment Manager

- Manage all program equipment and facilities
- Manage all bags for Grow Hockey
- Disburse and collect game shirts, coaches equipment - pucks, first aid kits, clip boards, pennies and any additional equipment used
- Purchase any additional shirts needed with Board approval
- Contact coaches or Registrar to determine number of players on each team for proper amount of equipment needed
- Take inventory at the beginning of each season to determine any additional equipment needs
- Collect goalie equipment for Mites and Squirts
- Attend monthly board meetings
- No Voting Privileges

Mite Coaching Directors

- Responsible for Grow Hockey Program
- Help create standardize practice plans with Mite coaches
- Marketing program, recruiting, and enrolling new players
- Distribute all flyers and be creative in ways of creating a fun atmosphere for new players to consider playing hockey
- Attend monthly board meetings
- No Voting Privileges

Goalie Coaching Director

- Conduct regular skill practices for goalies
- Work with Coaches to address goalie needs
- Create plans for coaches to run in their practices for goalies
- Attend monthly board meetings to provide a quick 15 min update on the status on the YDYH Coaches and any concerns/challenges there may be.
- No Voting Privileges



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Coaching Director

- The liaison between the coaches and the board.
- Must hold periodic meetings with all coaches to discuss issues that have coming during the course of the year, any changes in the rules and general issues that come up during the season.
- Must be sure that coaches are following the guidelines set forth by the board, Mass Hockey and USA Hockey.
- Work closely with the Member-Elect to communicate issues that come up with the membership.
- Should periodically attend practices.
- With the coaches, create skill goals and practice plans books per age level to teach the kids throughout the season.
- Ensure any supplemental player and goalie skills are coordinated and organized under guidelines set by BOD and budget
- Be sure coaches are following guidelines set forth by YDYH and USA / MA Hockey
- Attend monthly board meetings to provide a quick 15 min update on the status on the YDYH Coaches and any concerns/challenges there may be.
- No Voting Privileges

Chair(s) of Fundraising

- Assuming the role of Chair of the Summer Splash
- Assuming the role of the Co-Chair of the Cranberry Tournament Fundraising including fundraising functions for the tournament and the program booklet
- No Voting Privileges

Cranberry Tournament Director

- Assuming the role of the Co-Chair of the Cranberry Tournament Director
 - Secure teams & registrations
 - Schedule Ice
 - Run all on rink activities
 - Appoint someone in charge of Program Booklet and Fundraising for the tournament
- No Voting Privileges