

SCHENECTADY YOUTH HOCKEY ASSOCIATION

Overview of Board Member Duties

1. President:

- Oversees and is responsible for all aspects of the Association;
- Presides over all Board meetings, Executive Committee meetings and is chairman of the Schenectady County Recreational Facility Rink Management Committee (SYHA is responsible for the management of the rink);
- Attends all Northern Zone and NYSAHA meetings as a representative of the SYHA and is the communication link to the Northern Zone President;
- Member of the Coaching Selection Committee and stand-in member of the Disciplinary Committee and the Tryout committee.

2. Executive Vice President:

- Assists the President in carrying out all presidential duties;
- stands in for the President if the event he or she is absent, incapacitated and/or the position is temporarily vacant;
- Attends all Northern Zone and NYSAHA meetings;
- Member of Executive Committee, Coaching Selection Committee, Tryout Committee and Disciplinary Committee.

3. Vice President of Player Development:

- Assesses strengths and deficiencies of our player skills across all levels of the Association.
- Works with the ACE Director to develop a comprehensive player development program for SYHA players and seek to upgrade the overall performance of SYHA players by improving the quality of coaching and skill development through our own in-house coach improvement program, and also seek to attract quality coaches from outside the SYHA to coach here.
- Coordination with the Union men & women's hockey coaching staff to provide additional coach & skill development programs for our SYHA coaches and players is a possible function of this role as well.
- Responsible for Off-Season Programming
- Collaborate with the VP of Early Age Programming and Coaching to make sure that the level of instruction at the lower levels adequately prepares our players for the more advanced levels of hockey.
- The VP of Player Development is a member of the Coach Selection Committee and the Try-Out Committee.

4. Vice President of Entry Level Programs:

- Oversees the content, hockey skills and drills and game format progressions, and the quality of coaching and programming offered at our early age programs from LTS, LTS for Hockey, LTP, Mini-Mites and House Mites would fall under this position.
- Ensure that we are doing what we should be doing to attract, develop and keep our young players.
- Collaborate with the VP of Player Development to promote parent education emphasizing the importance of skills over competition at the lower levels, and making sure that practice to game ratios are reasonable based on the age group involved, emphasizing skill development and puck touches over competitive games.

5. Treasurer:

- Oversees and is responsible for all financial aspects of the Association – book-keeping, tax filings, prepares Annual Association budget, supervises cash management and deposits, turns over required financial records for annual audits, accounts for fundraising donations, etc.;
- Member of the Executive Committee and Chairman of the Finance Committee, prepares a written financial and budget report for each Board meeting;
- Member of the Rink Management Committee – oversees rink finances and works closely with Schenectady County.

6. Secretary:

- Takes minutes at all Board meetings and is the official repository for all SYHA corporate documents;
- Member of the Executive Committee;
- Responsible for communication to entire Association;
- In charge of all Association and USA Hockey awards (Morrison, Moody and USA patches);
- May be asked to attend Rink Management and Disciplinary Committee meetings to record proceedings & take minutes.

7. Registrar:

- Coordinates preparation and distribution of annual registration packets, registers all members with USA Hockey, works closely with NYSAHA Associate Registrar;
- Prepares and submits official team rosters for approval in a timely manner;
- Tracks, records and reports all member registration fees and payments, and passes revenues collected and necessary registration information on to Treasurer;
- Files list of members not in good financial standing with NYSAHA at year end;

- Attends all Northern Zone and NYSAHA Registrar meetings;
- Member of Executive Committee

8. Division Directors:

- Responsible for all communication to division;
- Oversees coaches, team reps, off-ice officials, etc.;
- Member of Coach Selection Committee, Discipline Committee for issues involving own division;
- Member of Tryout Committee (only to be present for division that he/she is director of);
- Coordinates and supervises divisional tryouts, with the assistance of the President, Vice-President and Try-Out Director, (if established);
- Recruit players and coaches for division, if needed.
- Strongly preferred that the Mite Division Director be a House Mite parent

9. ACE Director:

- Member of Coach Selection Committee and Discipline Committee;
- Responsible for maintaining records of coach certification levels and screening forms for Association coaches;
- Recruiting and evaluating all coaches in the association.
- Perform the essential duties for the ACE Director as prescribed by USAHockey, and including the following:
- Oversees the recruitment, screening, selection, certification and evaluation of all coaches for the association; to develop, (with the guidance and input from the coaches committee
- Implement season plans for each division (and in particular, the make-up of full ice practices, half ice practices, number of and nature of small games sessions, and nature and number of PSD sessions, etc.)
- Train our coaches through an in-house coach improvement training program, with the assistance of the VP's described above and the Union College hockey coaching staff, and others selected by the ACE Director.

10. Equipment Manager:

- Responsible for distribution and collection of all jerseys and off-season storage and maintenance
- Coordinates and tracks jersey numbers
- Obtains, affixes and removes jersey nameplates as needed
- Inventories, allocates and collects all Association goalie gear, pucks, score sheets and medical kits

11. Concession Manager:

- Responsible for stocking and maintaining of all inventory in concession
- Prepares sign up sheets and maintains log of hours worked
- Works closely with the Association treasurer on financial concerns of concession – bill paying, change, bank deposits, etc.

12. Marketing and Communication Director:

- Promotes SYHA through community events and the media
- Publishes “The Blue Line”
- Maintains the SYHA website

13. Fundraising Director:

- Arranges annual apparel sale
- Arranges Association fundraising activities including the annual 50/50 raffle, Union College hockey ticket sales, restaurant fundraising events, etc.
- Obtain Corporate Sponsorships
- Oversees team fundraising events to avoid duplication/competing events

14. At-Large (2):

- Attend all Board meetings
- Expected to assume responsibilities during the year as needed
- May be appointed to the coaching selection committee and discipline committees

15. Tournament Director:

- Coordinates dates and ice times with the master ice scheduler for home tournaments, files application with USA Hockey
- Responsible for publicizing tournament via flyers, emails, SYHA website and working with team schedulers to promote tournament
- Oversees all financial aspects of the tournament, accounting and allocating proceeds if a multi-division tournament, prepares financial report for the Board
- Coordinates fundraising effort with parents from participating SYHA teams

16. Master Ice Scheduler:

- Set up master ice schedule for entire season in accordance with season plans
- Oversees all official schedules, works directly with CDIHOA
- Obtains any ice time needed outside of SCRF
- Works with other Board members to obtain supplemental ice time for SYHA clinics, camps, tournaments, tryouts, etc.