



ST. FRANCIS YOUTH HOCKEY ASSOCIATION BOARD OF DIRECTORS – POSITION DESCRIPTIONS

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BOARD OF DIRECTORS - ORGANIZATIONAL CHART

The Board of Directors (“Board”) shall be organized into administrative and hockey operations splinter groups.

These groups shall focus on the assigned areas of responsibility as shown on the chart below.

Results from the groups shall be presented at the regular membership meetings. All voted decisions shall occur at the regular membership meeting. The President and Vice President shall chair the splinter groups.

ADMINISTRATIVE	HOCKEY OPERATIONS
President (chair)	Vice President (chair)
Treasurer	Hockey Development Director
Assistant Treasurer	Boys Director
Secretary	Girls Director
IT Director	Mite Director
Equipment / Apparel Director	Assistant Mite / Recruitment Director
Gambling Manager	Goalie Director
Concessions Manager	
Fundraising & Sponsorship Director	
Volunteer Coordinator	
Registrar / SafeSport	
Ice Scheduler	
Tournament Director	
Community Outreach & Social Media Director	

BOARD OF DIRECTORS - COMMITTEES

The Board of Directors may from time to time appoint, modify, or delete committees that may carry out various powers and functions of the Board, including but not limited to:

- **EXECUTIVE BOARD** – President (chair), Vice-President, Treasurer, Secretary
- **FINANCE COMMITTEE** – Treasurer, President, Vice-President, Equipment Manager, Ice Purchaser
- **FUNDRAISING COMMITTEE** – Fundraising & Sponsorship Director (chair), association members
- **TRYOUT COMMITTEE** – President, Vice President, Secretary, Hockey Director, Boys/Girls Director, Goalie Director
- **COACH SELECTION COMMITTEE** – Hockey Director (chair), Boys/Girls Director, Vice President
- **TOURNAMENT COMMITTEE** – Tournament Director (chair), Boys/Girls Director, Volunteer Coordinator, Fundraising & Sponsorship Director, Concessions Manager, Ice Scheduler
- **S.K.A.T.E. BANQUET COMMITTEE** – Community Outreach & Social Media Director (chair), Fundraising & Sponsorship Director, Volunteer Coordinator, association members

PRESIDENT

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

Current active Board member, must be in good standing, and have a minimum of two-year current SFYHA Board experience

POSITION OVERVIEW:

The President serves as the Chief Executive Officer of SFYHA and Chair of the Board of Directors, providing strategic leadership as well as overseeing daily operations

DUTIES:

- Chairperson of the SFYHA Administrative splinter group
- Presides over all meetings of the Board of Directors and membership meetings
- Manages the SFYHA calendar, and yearly activities and due dates of the Board and association
- Oversees all policies and resolutions set forth by the Board
- Calls any special meetings of the Board, as needed
- Represents SFYHA, or appoint a representative, at all District 10 functions, or any other organizations SFYHA is affiliated with and is required to be represented
- Builds relationships with the community, other sports associations and any other groups that serve the interest of SFYHA
- Secures USA Hockey Insurance Coverage
- Ensures correct Board member administrative access is provided to the association website
- Participates in all Department of Revenue audits
- Shall perform such other duties as may be determined from time to time by the Board

COMMITTEES:

- Executive Board – Chairperson
- Finance Committee
- Tryout Committee
- Coach Selection Committee – As needed, if a current committee member is interested in coaching for their level

VICE PRESIDENT

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

Current active Board member, must be in good standing, and have a minimum of one-year current SFYHA Board experience

POSITION OVERVIEW:

The Vice President acts in the absence of the President, assists the President as needed, and leads SFYHA Hockey Operations.

DUTIES:

- Represent SFYHA at Board of Director meetings, District 10 meetings, and other affiliated organizations, or in the absence of the President
- Meet the same requirements and hold the same credentials as the President
- Responsible to follow up on overdue collections with the membership, as identified by the Treasurer
- Chairperson of the SFYHA Hockey Operations splinter group
- Shall perform such other duties as may be determined from time to time by the Board
- Contacts and hires independent evaluators for tryout process
- Coordinates orders, delivery, installation, and removal of team placement banners at East Bethel Ice Arena

COMMITTEES:

- Executive Board
- Finance Committee
- Tryout Committee
- Coach Selection Committee

SECRETARY

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Secretary attends all Board and committee meetings, records and maintains official minutes and records, issues required notices and prepares certified copies as needed, and communicates Board information to the Association membership.

DUTIES:

- Records the minutes of all Board meetings and files such minutes in the Association record book
- Maintains timely and accurate information on the SFYHA website
- Works with the Board to distribute informational updates to membership via SFYHA.org and email communications
- Creates and distributes an Association newsletter outlining important dates, registration information, team news, and general topics for the season
- Owns and manages Tryout Engine software during tryouts, including but not limited to:
 - Tryout system setup and troubleshooting
 - Evaluator preparation and documents
 - Score reporting to the Tryout Committee
 - Posting official team assignments on SFYHA.org in compliance with SFYHA tryout process.
- Works with Equipment and Apparel Director to ensure that necessary tryout jerseys/pinneys are on hand
- Owns setup and reporting on Board voting through the Simply Voting software

COMMITTEES:

- Executive Board
- Tryout Committee

TREASURER

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

Recommended that candidate have accounting and budgetary experience. Experience with QuickBooks Online, as well as familiarity with bookkeeping or accounting practices and the application of these within a 501(c)3 operation, is a plus.

POSITION OVERVIEW:

The Treasurer manages the Association's finances by receiving, safeguarding, and disbursing funds in accordance with Board authorization.

DUTIES:

- All accounts payable, accounts receivable, record keeping, bank reconciliation, and submitting financial statements to the Board
- Budgeting/Forecasting for new season as a member of the Executive Board
- Bank reconciliations of SFYHA checking account(s)
- Monthly reporting of Balance Sheet, P&L, and CF statements
- Issuing checks as necessary
- Work with outside CPA for audit/reviewed financial statements for SFYHA
- Oversee Ice Bills and Collections
- Provides reimbursement to members of the Association (following prior approval for expenditures and submission of itemized receipts)
- Delegate duties to Assistant Treasurer as needed

COMMITTEES:

- Executive Board
- Finance Committee – Chairperson

ASSISTANT TREASURER

VOTING POSITION: No

ELECTED: No - Appointed

TERM: 2 Years

POSITION REQUIREMENTS:

Experience with QuickBooks Online, as well as familiarity with bookkeeping or accounting practices and the application of these within a 501(c)3 operation, is a plus.

POSITION OVERVIEW:

The Assistant Treasurer assists the Treasurer in all above-listed tasks as requested by the Treasurer.

DUTIES:

- Conducts day-to-day finance related operations of SFYHA
- Works with the SFYHA Treasurer to assure all invoices are paid in a timely manner
- Assists Treasurer in the collection of any outstanding balance in accordance with payment expectations set by the association
- Works with the Concessions Manager to support and maintain cash in cash drawer prior to opening and closing of Concessions at East Bethel Ice Arena
- Deposits Concessions proceeds into designated bank account
- Provides bank deposit slips and reconciliation reports to Treasurer for recording purposes
- Issue payment to paid concessions workers via ACH

COMMITTEES:

HOCKEY DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

USA Hockey level 4 coaching certified

POSITION OVERVIEW:

The Hockey Development Director oversees all details related to coaching, coaching development, and chairs the Coach Selection Committee.

DUTIES:

- Coordinates activities between coaches, team representatives, and the Board
- Manages all coaching requirements and documentation, and sets deadlines for documentation submission prior to roster sign-off, including but not limited to:
 - USAH CEP certification training and Age Module requirements
 - Concussion training and signed certification forms
 - Background checks
 - Collaborates with SafeSport Coordinator on Coaching SafeSport training completion
 - Student Coaching documentation
 - Notifies coaches of all schedules and due dates
- Opens/closes coaching registration within the SFYHA registration platform
- Conducts coaches' meetings:
 - Prior to tryouts, for all potential coaches to discuss expectations and coaching requirements
 - Mid-season and end-of-season check-ins with all coaches, including any post-season surveys related to coaching, to promote open communication and team alignment within SFYHA expectations
- Recruiting of properly qualified coaches for all levels of the association, including potential non-parent coaching candidates
- Leads all coaching candidate interviews, in collaboration with the Coach Selection Committee
- Manages relationships with high school level head coaches in order foster relationships and understand expectations of player development
- Works with Age Directors to address any coaching problems and work to provide solutions in a timely manner
- Manages coaching content on SFYHA website, including but not limited to Coaching Registration page, Coaching Resources page, Student Coaching page, and Positive Coaching Alliance page.
- Owns and provides resources to SFYHA coaches, including but not limited to:
 - Ice Hockey System subscriptions and coaching access
 - USAH skill development and cross-ice programs and local skill development sessions.
 - Coaching skill development training opportunities
 - Dissemination of USAH or MN Hockey training materials
- Leads the Positive Coaching Alliance partnership by coordinating and schedules appropriate workshops
- Represents SFYHA, or appoints a representative, at any coaching-related seminars, or any other organizations SFYHA is affiliated with and is requested to be represented

COMMITTEES:

- Tryout Committee
- Coach Selection Committee

BOYS DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Boys Director oversees all details related to players, player development, and all specific Hockey Operations related to the SFYHA Boys traveling teams and program.

DUTIES:

- Manages the Squirt, Peewee, and Bantam levels of SFYHA including working within any current, or potential, partnership or co-op programs to ensure the best experience for all SFYHA youth.
- Serves as liaison between the Board, players, parents, coaches and managers for the SFYHA Boys traveling program, and provides issue resolution to challenges such as team disputes, player or coaching issues, and administrative needs
- Provides communication to members about Boys Traveling events such as registration, pre-skates, season start dates, etc.
- Collaborates with the Hockey Director on the coach interview and selection process as part of the Coach Selection Committee and is included in coach recruitment for non-parent/paid coaching candidates
- Collaborates with the Registrar on player estimates per level and owns recommendations on leveling with an emphasis on promoting competitive play at each level.
- Organizes and conducts pre-skates for Squirt, Peewee, and Bantam level players
- Owns and coordinates the annual tryout process (including coordination, communication, documentation, and ice scheduling) for Squirt, Peewee, and Bantam level players
- Schedules Tryout scrimmages with other associations as needed
- Collaborates with the Tournament Director and makes recommendations for Boys' team tournaments
- Collaborates with the Tournament Director on establishing hockey operation decisions regarding SFYHA-hosted tournaments, including matchups, game times and tournament rules
- Works with Ice Scheduler to secure ice required for league dates as well as required referee needs
- Reviews tryout processes and provides recommended changes/improvements to the Tryout Committee and the Board for review
- Responsible for securing and planning player skill development programs such as 3rd party development training and body contact clinics.
- Responsible for working with the Boys High School program to align on overall player development strategies

COMMITTEES:

- Tryout Committee
- Coach Selection Committee
- Tournament Committee

GIRLS DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Girls Director oversees all details related to players, player development, and all specific Hockey Operations related to the Norther Tier Stars (NTS) Girls traveling cooperative program.

DUTIES:

- Manages the U10, U12, and U14/15 level of Northern Tier Stars (NTS) Co-op including working within any current, or potential, partnership or co-op programs to ensure the best experience for all SFYHA youth.
- Serves as liaison between the Board, co-op Associations, players, parents, coaches and managers for the NTS Girls traveling program, and provides issue resolution to challenges such as team disputes, player or coaching issues, and administrative needs
- Provides communication to members about NTS Traveling events such as registration, pre-skates, season start dates, etc.
- Collaborates with the Hockey Director on the coach interview and selection process as part of the Coach Selection Committee and is included in coach recruitment for non-parent/paid coaching candidates
- Collaborates with the Registrar on player estimates per level and owns recommendations on leveling with an emphasis on promoting competitive play at each level, in collaboration with other co-op peers
- Organizes and conducts pre-skates for U10, U12, and U14/15 level players
- Owns and coordinates the annual tryout process (including coordination, communication, documentation, and ice scheduling) for U10, U12, and U14/15 level players
- Schedules Tryout scrimmages with other associations as needed
- Collaborates with the Tournament Director and makes recommendations for NTS team tournaments
- Collaborates with the Tournament Director on establishing hockey operation decisions regarding SFYHA-hosted tournaments, including matchups, game times and tournament rules, as needed
- Works with Ice Scheduler to secure ice required for league dates as well as required referee needs
- Reviews tryout processes and provides recommended changes/improvements to the Tryout Committee, Co-op Committee, and the Board for review
- Responsible for working with the Girls High School program to align on overall player development strategies
- Must attend joint Co-Op meetings when requested.

COMMITTEES:

- Tryout Committee
- Coach Selection Committee
- Tournament Committee

GOALIE DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Goalie Director oversees all details related to goaltenders, goaltender development, and all specific Hockey Operations related to the support of goaltenders within the association.

DUTIES:

- Manages goalies across all levels of SFYHA, including working within any current, or potential, partnership or co-op programs to ensure the best experience for all goaltenders
- Coordinates tryout details for Goaltending, including but not limited to:
 - Works with the tryout committee to determine goaltender tryout dates and times
 - Secures 3rd party evaluators for goaltender tryouts
 - Works with high school level coaches to secure shooters for goaltending tryouts
- Evaluates all goaltenders and make recommendations as to an individual's development.
- Works with the Hockey Development Director to train coaches and provide resources on goalie techniques, including content within the Goalie Coaches resource page on SFYHA.org
- Owns relationship 3rd party Goaltending Skill Development partnerships or collaborations
- Coordinates in-season Goaltending development program with the 3rd party skill development partner
- Works with the Ice Scheduler to obtain ice hours required for goalie training program
- Communicates the goalie training program schedule to all participants
- Maintains SportsEngine goalie “team” to communicate important information and dates specific to goalies
- Works with the Board on the status and quality of goaltending equipment, including requests for purchasing goalie specific equipment

COMMITTEES:

- Tryout Committee

MITE DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Mite Director oversees all details related to Mite players, Mite player development, and all specific Hockey Operations related to the SFYHA Mites program.

DUTIES:

- Serves as liaison between the Board, parents, coaches and managers at the Mite age level program, and provide issue resolution to challenges such as roster assignments/team disputes, player or coaching issues, and administrative needs
- Provides communication to members about Mite events such as registration, pre-skates, season start dates, etc.
- Collaborates with the Hockey Director on the coach selection process, CEP requirements, and coaching documentation needs
- Collaborates with the Registrar to estimate the number of teams and number of ice hours needed
- Organizes and conducts HEP evaluations at the beginning and end of each season
- Places skaters on the correct team based on HEP scoring results, current skill level, and development needs and ensures the correct division of teams.
- Organizes and conducts Parent/Coach meetings for new and returning players
- Attends Mite Director D10 Meetings
- Collaborates with the Ice Scheduler and Assistant Mite Director to schedule Mite home games and referees and enter and maintain schedules on SFYHA.org
- Collaborate with the Equipment and Apparel Director to secure required equipment for each team and goalies.
- Coordinates the SFYHA-hosted year-end Mite Jamboree, including.
 - Managing teams' registrations
 - Providing information to managers and coaches of each Mite team
 - Collaborating with Tournament Committee on ice scheduling needs, vendors, volunteers, etc.
 - Order, purchase, organize, and disperse end of year Mite Jamboree trophies/medals
- Offers guidance and direction to parents as questions arise
- Assists with recruiting efforts at LTS Learn to Skate Program and Try Hockey for Free Day
- Retains, analyzes and produces annual Mite Stats to share with the Board
- Captains the Summer Sniper Shooting Program for all Association levels (Mites through Bantams)

COMMITTEES:

- Tournament Committee (Jamboree specific)

ASSISTANT MITE DIRECTOR / RECRUITMENT DIRECTOR

VOTING POSITION: No

ELECTED: No - Appointed

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Assistant Mite Director assists the Mite Director in all previously listed tasks as requested by the Mite Director

DUTIES:

- Serves as liaison between the Mite Director, parents, coaches, and managers at the Mite age level program
- Coordinates Mite teams skate between periods at High School Games with High School coaches
- Assists with Mite Jamboree off-ice coordination, set-up, and communication
- Manages Mite referees and scheduling for Mite C, B, A, U6 and U8 Girls teams as well as work with association members to find Referees in our association
- Provides age level information about Referee classes offered through D10 or MN Hockey
- Owns and coordinates Learn to Skate (LTS) and Try Hockey for Free (THFF) programs, including but not limited to:
 - Schedules program dates
 - Registration
 - On-ice coaches/volunteers/mentors with intent of providing a low student to teacher ratio for better instruction sessions
 - Coordinates with Ice Scheduler to obtain needed hours
 - Collaborates with the Community Outreach & Social Media Director and Secretary to advertise in schools (prior to year-end), and on the SFYHA website, and newsletter
 - Coordinates representative(s) at walk-in registration
 - Keeps track of all registrants and program fee deposits
 - Properly places players in age-appropriate classes
 - Provides hockey sign-up information and answers general hockey questions to new parents

COMMITTEES:

- Tournament Committee (Jamboree specific)

TOURNAMENT DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Tournament Director plans, executes, and manages the budget for all SFYHA-hosted tournaments, and coordinates tournaments for all traveling teams.

DUTIES:

• HOSTED TOURNAMENTS:

- Owns the budget for all hosted tournaments and reviews budget plans with the Executive Board for final approval of expenses
- Determines tournament structure, age divisions, tournament formats and dates
- Submits tournament sanction application
- Chairs and works with the Tournament Committee on tournament planning and logistics, including:
 - Volunteer Coordinator - Volunteer needs and scheduling volunteer shifts for things such as concessions, penalty box, and scoreboard coverage, as well as decorating East Bethel Ice Arena
 - Fundraising & Sponsorship Director - 50/50 raffle, vendors, and fundraising activities such as silent auctions, chuck-a-puck, or other Association revenue driving opportunities
 - Age Group Director - Recommendations for tournament levels, tournament rules & regulations (in compliance with D10, MN Hockey, and USA Hockey rules), and matchups/times that are as beneficial to SFYHA teams as possible
 - Age Group Director and Ice scheduler - Schedule teams in a fashion that maximizes ice availability and make sense for participating team travel
 - Concessions Manager – Ensuring concession inventory and supplies are properly planned for event size
 - Equipment and Apparel Director – Apparel design, pre-sale, and pricing
- Collects rosters from teams and uploads team information into Gamesheets
- Supervises the tournament to ensure smooth and safe operation, addressing any issues that arise
- Ensures tournaments are a positive experience for visiting teams and best represents SFYHA as the host organization – including trophies/medals, goodie bags, and tournament specific decorations
- Provides a final post-tournament line-item budget review with the Executive Board and final reporting to the Board

• TRAVELING TOURNAMENT PLANNING

- Maintain statewide tournament schedule and submission dates annually
- Work with Age Group Directors to enter teams in tournaments based on strength of team to promote competitive games
- Work with Age Group Directors to schedule Tournaments that generally fall into the travel restrictions and are cost effective to the overall budget
- Schedule all traveling teams for requisite number of tournaments (excludes Mites)
- Schedule hotel blocks for teams

COMMITTEES:

- Tournament Committee – Chairperson

EQUIPMENT & APPAREL DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Equipment Director oversees the repair, replacement, and purchase of Association equipment in accordance with the Board-approved budget; manages uniforms and annual purchasing for all age levels; and coordinates the annual SFYHA apparel program.

DUTIES:

- **EQUIPMENT:**
 - Tracks and keeps an accurate inventory of all equipment owned by SFYHA
 - Responsible for the repair and replacement of equipment and purchase of new equipment
 - Conducts inventory following season completion and provides pre-season planning
 - Provides any equipment needs to the Board for consideration
 - Checks-in and checks-out equipment to SFYHA members
 - Works with team managers to dispense equipment to teams and players as needed, documenting all team distributions and collects all association equipment at the end of the season
 - Manages the equipment storage lockers at East Bethel Ice Arena and provide access to teams as needed.
 - Equipment responsibilities include pucks, puck bags, and First Aid kits ensure sufficient inventory
 - Facilitates equipment donations and exchanges as needed
- **UNIFORMS**
 - Prepares all uniforms (game jerseys and socks) for all players
 - Works with the vendor approved by the Board to create art mock-ups
 - Presents mock-ups to the Board for final approval
 - Coordinates and orders all SFYHA jerseys for travel teams, mite teams, and girls co-op teams (as prescribed by any current co-op agreement).
 - Coordinates and orders practice jerseys and tryout jerseys/Pinneys
- **APPAREL**
 - Facilitates association apparel opportunities with 3rd party partners like Innovations Plus, Lettermen, or other similar organizations
 - Coordinates and orders all annual SFYHA apparel for non-direct sales, including custom team or coaching apparel
 - Updates and maintains the apparel page on the SFYHA.org
- **GRANTS**
 - Actively searches and applies for grants that fall in-line with the overall mission of SFYHA
 - Manages and maintains grants received and file all reporting requirements.
 - Works closely with the Treasurer and Assistant Treasurer to follow all fiscal grant requirements.

COMMITTEES:

REGISTRAR / SAFESPORT COORDINATOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Registrar / SafeSport Coordinator organizes and coordinates registration of hockey participants, tracks player and team insurance, and maintains accurate records to ensure all necessary parties have completed SafeSport training and background checks.

DUTIES:

• REGISTRAR:

- Responsible for membership notification of upcoming registration as least (1) month in advance, including things such as:
 - Placing ad in local media
 - Coordinating yard sign placements in approved community locations
 - Coordinating registration information on SFYHA website and newsletters in collaboration with the Secretary
 - Accepts and returns any/all registration calls and questions
- Coordinates registration paperwork including contacting families that submit incomplete player information (to include birth certificate, waiver form, medical history, registration form, USA Hockey registration, and payment); verify birth dates to ensure correct player level
- Provides reports and works with Age Group Directors and Hockey Director to obtain needed rosters, certifications, and background check information for all team coaches and managers.
- Attends D10 Registration meeting
- After teams have been formed, assembles team books according to D10 requirements
- Creates contact lists for all Team Managers and Coaches that will be submitted to D10 and also used with intra-association communication
- Facilitates roster sign-off by providing each team with their original roster, gives signing instructions and date to return
- Attends team manager meeting and instructs team managers on roster sign-off and familiarize them with the team book, and ensures all Team Managers attend required training

• SAFESPORT:

- Administers and monitors USA Hockey SafeSport Policy within SFYHA
- Ensures all Board members, coaches, and volunteers have completed SafeSport training and background checks
- Provides SafeSport education and awareness training
- Responds to and reports any concerns of abuse under the SafeSport Policy
- Provides all relevant Coaching information to Hockey Director
- Owns documentation of all injury protocols
- Coordinates between coaches and managers for each team on locker room monitors
- Ensures locker room lockbox is functional and that all coaches and managers understand the process for accessing the locker room keys at East Bethel Ice Arena

COMMITTEES:

ICE SCHEDULER

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Ice Scheduler assigns ice time to each team and keeps records of hours and billing information.

DUTIES:

- Provides ice hours to the Tryout Committee for tryout schedules
- Provide ice hours to the Mite Director for the mite evaluation process
- Schedules District 10 traveling league games with Ice Directors from other associations.
- Schedules all District 10 mite games with personnel from other associations
- Processes all game change requests that may be generated internally or externally during the season and updating the Board regarding these changes during regular Board meetings
- Communicates mite game schedule to all refereeing personnel
- Creates practice schedules and secures ice times for each team to satisfy the ice usage plan
- Inputs team schedules into software package and publishes team schedules to the SFYHA.org
- Provides regular scheduling and ice appropriation updates to the Board during the hockey season.
- Works with the Board and Level Directors to determine total and ongoing ice needs

COMMITTEES:

- Tournament Committee

CONCESSIONS MANAGER

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Concessions Manager is responsible for all operations of the concessions stand at East Bethel Ice Arena.

DUTIES:

- Orders supplies, tracks and stocks inventory, and accepts weekly deliveries
- Ensures all equipment is in working order and schedule repairs when needed
- Works with the Volunteer Coordinator to ensure that volunteers are scheduled to cover open shifts
- Ensures volunteers know how to operate all equipment and follow food preparation and clean-up instructions
- Ensures the concessions stand cleanliness to maintain MN department of health and safety standards
- Works withing the Tournament Committee to ensure concession inventory and supplies are properly planned for event size

COMMITTEES:

- Tournament Committee

VOLUNTEER COORDINATOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Volunteer Coordinator oversees and tracks all volunteer hours required of the general membership by the Board of Directors.

DUTIES:

- Manages all Volunteer/Dibs requirements for the upcoming season
- Collects and tracks volunteer check from each family
- Works with the Tournament Committee to facilitate volunteer opportunities
- Works with the Concession Manager to facilitate volunteer opportunities
- Manages communication of volunteer requirements and opportunities on SFYHA.org
- Works with the Secretary and/or Social Media Coordinator to communicate new volunteer opportunities to families within the Association through email or social channels
- Manages all paid teen worker concession stand operations and coordination, and collaborates with Assistant Treasurer on payment to workers
- Keeps an accurate and up-to-date record of all hours worked and the type of work performed
- Communicates volunteer records to the Board to verify that each family within the Association meets all minimum requirements

COMMITTEES:

- Tournament Committee
- S.K.A.T.E. Banquet Committee

FUNDRAISING & SPONSORSHIP DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Fundraising Director is responsible for revenue generating opportunities, other than through the registration process, to assist the association in making the program more affordable for individuals as well as adding revenue to the general fund.

DUTIES:

- Responsible for brainstorming and identifying fundraising opportunities for both the association as whole and individual families.
- Remains up to date on any/all specific rules pertaining to team or association wide fundraisers
- Track and provides all fundraising sales and respective credits with the SFYHA Treasurer and Gambling Manager (as needed) and ensures all order proceeds are collected
- **ASSOCIATION FUNDRAISING:**
 - Proposes ideas for new fundraising
 - Reports performance of current year fundraising programs and recommending any changes for following years
 - Provides fundraising opportunity information to members during registration
 - Manages information on SFYHA.org
- **TEAM FUNDRAISING / SPONSORSHIP:**
 - Establishes sponsorship funding policy with the Board
 - Leads and coordinates traveling team sponsors for upcoming year, as possible
 - Collect sponsorship forms, donation checks and deliver to SFYHA Treasurer
 - Collaborates with the Secretary and Social Media Manager to include sponsorship information Association communication
 - Updates team sponsorship info on the SFYHA website annually
 - Teams may identify their own sponsors but must communicate said sponsorship to the Coordinator.
- **EVENT FUNDRAISING:**
 - Finds and secures vendors for tournaments and mite jamborees
 - Facilitates revenue driving opportunities such as 50/50 raffles, chuck-a-puck, or silent auctions (including coordinating baskets for upcoming events from each team)
 - Collects donations & solicits prizes from local businesses for the S.K.A.T.E. Banquet
- Coordinates association-wide team and individual photos
- Captains the *In the Sticks* fundraising tournament weekend, with support from the Tournament Committee

COMMITTEES:

- Tournament Committee
- S.K.A.T.E. Banquet Committee

COMMUNITY OUTREACH & SOCIAL MEDIA DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Community Outreach & Social Media Director owns SFYHA's community engagement and communications efforts, including event promotion and social media presence, in alignment with Board priorities and approved budgets.

DUTIES:

- **TOWN/CITY EVENTS:**
 - Managers Association involvement in local town/city events such as Pioneer Days (St. Francis) and Booster Days (East Bethel)
 - Coordinates parade float decoration and construction, promo giveaways and informational flyers
 - Coordinates information booth and games/activities/promo giveaways for booth visitors
 - Coordinates with Mite/Assistant Mite Directors to provide details on all SFYHA programs (i.e. Learn to Skate, Try Hockey for Free, 1st year free registration, etc.).
 - Adds events and details to SFYHA.org
 - Collaborates with the Volunteer Coordinator to recruit volunteers for each event
- **ELEMENTARY OPEN HOUSES:**
 - Coordinates an SFYHA table at each elementary school open house (St. Francis, Cedar Creek & East Bethel)
 - Provides promo giveaways and informational flyers
- **S.K.A.T.E. BANQUET**
 - Establishes and leads the S.K.A.T.E. Banquet Committee to plan and execute the S.K.A.T.E. banquet end-of-year party including food, beverages and decorations utilizing Board approved budget
 - Promotes S.K.A.T.E. program to all SFYHA players/families
 - Determines eligibility and collects student report cards of athletes within the association
 - Collaborates with the Fundraising & Sponsorship Director to collect donations & solicit prizes from local businesses
 - Provides S.K.A.T.E. certificate for each student athlete that meets eligibility requirements
- **SOCIAL MEDIA**
 - Shares communications on the SFYHA social channels:
 - important information and upcoming events, in collaboration and alignment with the Secretary for email/newsletter information
 - Team/association news and updates, in collaboration with Team Managers
- **SIGNAGE**
 - Coordinates orders, delivery, installation, and removal of program signage (Learn to Skate, Registration Now Open, etc.) at East Bethel Ice Arena and additional public spaces
 - Maintains an inventory of signage materials and track usage and replacement needs
- Coordinates Minnesota Wild and Frost Youth Nights / Mite Game for the Association, in collaboration with the Mite Director

COMMITTEES:

- S.K.A.T.E. Banquet Committee - Chairperson

INFORMATION TECHNOLOGY (IT) DIRECTOR

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The IT Director oversees all technology operations and analyzes the business requirements of the association to determine all technology needs to meet established goals.

DUTIES:

- Establishes IT policies and systems to support strategies set by the Board
- Owns Board collaboration technology, ensuring consistent structure, access, security, and lifecycle management across current and future platforms
- Owns processes, standards, and governance for Board and Association documents, records, and communications within any established collaboration technology
- Identifies the need for IT upgrades by inspecting the use of technological equipment and software to ensure functionality and efficiency, configurations or new systems
- Ensures SFYHA iPads are up to date and ready for use for tryouts & games/scrimmages
- District 10 Game Sheets contact.
- Trains and supports team managers in Game Sheets needs
- Manages all Microsoft licensing for SFYHA operational needs
- Builds relationships with vendors and creates cost-efficient contracts
- Owns the process for updating/publishing information to the TV screen in the East Bethel Ice Arena based on content generated by the Board

COMMITTEES:

GAMBLING MANAGER

VOTING POSITION: Yes

ELECTED: Yes

TERM: 2 Years

Paid Position

POSITION REQUIREMENTS:

POSITION OVERVIEW:

The Gambling Manager is a paid position and manages all gambling activities and oversees the development of all gambling opportunities for SFYHA.

DUTIES:

- Required to maintain a current license by attending accredited continuing education classes
- Responsible for all operations on a daily, weekly, monthly, quarterly and annual basis, including, but not limited to; all purchasing of gambling and office supplies, deposits, payroll, accounting and daily game auditing
- Complies with the internal controls and appropriate State Statutes and City Ordinances established for the operation of a Minnesota Licensed Gambling operation.
- Attends all monthly Board meetings and presents a monthly gambling managers' report, to be included as part of the monthly Board meeting minutes. This report shall include all state mandated reports, as outlined by Minnesota Gambling Control Board
- Investigates and proposes future gambling opportunities for SFYHA
- Responsible for hiring, training, and managing all personnel for SFYHA's gambling operation
- Ensures SFYHA is operating in compliance with Minnesota Gambling Board, State and Federal Regulations

This job description is not limited to the above responsibilities and is subject to review by the SFYHA Board of Directors or by recommendations by the Minnesota Gambling Control Board through compliance reviews.

COMMITTEES: