



**MCKENZIE COUNTY HOCKEY CLUB  
COMMITTEE HANDBOOK**





## **ROLE OF MCHC BOARD COMMITTEES**

**Committees Description:** McKenzie County Hockey Club (MCHC) Committees are essential tools for managing tasks on the board's agenda and providing valuable recommendations. These committees are instrumental in organizing and streamlining the board's workload. To ensure efficiency, MCHC emphasizes defining clear responsibilities and scopes of work for each committee. Committees do not have decision-making authority; their recommendations must be reviewed and approved by the Board of Directors.

### **How MCHC Selects Committees:**

- Each committee is led by a designated Chair (a board member or appointed by the Board) and may include up to three board members, avoiding a quorum.
- Members are selected based on their skills, availability, and alignment with the committee's tasks. Final selections are made by the Board after a volunteer sign-up process is shared online.
- Committees reflect the diversity of MCHC and may include non-members with relevant expertise, approved by the Chair.
- Meeting minutes are recorded and presented to the Board for approval. Periodic rotation of board members across committees enhances organizational knowledge.
- The size of each committee depends on its specific purpose, scope of work, and the organization's requirements, acknowledging that no single committee size fits all needs.
- Members are encouraged to apply if committed to MCHC's mission and understand that committees advise and recommend but do not make final decisions.

## **BYLAWS AND ORGANIZATIONAL STRATEGY COMMITTEE**

### **Description:**

The Bylaws and Organizational Strategy Committee is an advisory body dedicated to guiding the long-term development of McKenzie County Hockey Club (MCHC). Its mission is to define and advance the organization's goals and vision over the next five years, ensuring alignment with founding principles and fostering growth. By organizing MCHC's internal and external responsibilities, the committee helps the board—and ultimately the organization—reach its full potential.

### **Tasks:**

- Develop recommendations for changes to governing and non-governing documents, ensuring alignment with MCHC's mission, vision, and founding Bylaws.
- Oversee and refine the club's strategic direction, including updating Duties of Officers and Handbooks as needed.
- Present recommendations to the Board of Directors for review and approval.
- Facilitate discussions that enhance organizational development and sustainability.

### **Candidate Areas of Expertise/Leadership Qualities:**

- Diverse backgrounds and experiences, paired with community involvement.
- Strong interpersonal skills, with an understanding of human dynamics and relationship building.
- Experience in organizational development and good governance practices.
- Respected by the board and knowledgeable about the organization's operations and purpose.
- Ability to challenge current practices constructively and remain impartial in decision-making.
- Committed to fostering growth while leaving personal agendas behind.

## **BUDGET AND FINANCE COMMITTEE**

### **Description:**

The Budget and Finance Committee plays a vital role in ensuring the financial stability of McKenzie County Hockey Club (MCHC). This committee is responsible for overseeing financial resources and making recommendations to the Board of Directors to ensure the organization has the funds needed to deliver its programs and fulfill its mission. Operating under the guidance of the MCHC Board, the committee safeguards organizational assets and drives sustainable fiscal practices.

### **Tasks:**

- Collaborate with the Treasurer to monitor financial resources and ensure sufficient funding for the organization.
- Research and pursue grants and large donations to support MCHC, working closely with the Finance committee.
- Develop and present a 5-year savings plan to promote financial sustainability.
- Draft fiscal policies and procedures to safeguard assets and anticipate financial challenges.
- Provide accurate and complete financial information to the Board, supporting informed decision-making.
- Assist the board in understanding financial statements and the organization's overall financial health.
- Ensure compliance with federal, state, and local reporting requirements.

### **Candidate Areas of Expertise/Leadership Qualities:**

- Background or degree in financial education, accounting, banking, investments, or financial management.
- Fundraising experience and ability to identify funding opportunities.
- Strong communication skills for effective collaboration and presentation.
- Leadership abilities to guide and inspire committee members.
- Established connections within the community to build partnerships and garner support.

## **TOURNAMENT COMMITTEE**

### **Description:**

The Tournament Committee plays a critical role in organizing, promoting, and managing all tournaments, promotions, and activities hosted by the McKenzie County Hockey Club (MCHC). This committee ensures the seamless execution of events by coordinating logistics, communicating with teams, and overseeing volunteers. Working in partnership with the Fundraising Committee, they bring budget-related items to the Board of Directors for approval. A designated Tournament Director will represent each age level at every tournament to provide leadership and support.

### **Tasks:**

- Manage and oversee volunteer members during tournaments and jamborees, ensuring smooth operations.
- Verify that teams have completed registration payments.
- Communicate with and host participating teams, which includes:
  - Creating hotel agreements for tournament weekends.
  - Developing brackets and locker room assignments.
  - Sending emails and updates to participate teams.
  - Scheduling setup/take-down at each tournament.
- Oversee and fill schedules for roles such as box operations, check-in tables, and concessions.
- Recommend and coordinate purchases for awards, medals, silent auction items, and merchandise, pending Board of Directors' approval.

### **Candidate Areas of Expertise/Leadership Qualities:**

- Strong connections within the local community.
- Comfortable collaborating with the Fundraising Committee to secure sponsorship.
- Previous experience hosting tournaments or large-scale events.
- Highly organized with exceptional communication skills.

## **HOCKEY COMMITTEE**

### **Description:**

The Hockey Committee is composed of qualified individuals, including parents, coaches, board members, and others approved by the Board of Directors. This committee meets at least quarterly to discuss and provide recommendations related to the McKenzie County Hockey Club (MCHC) On-Ice Program and curriculum. While the committee does not hold decision-making authority, its input serves as a valuable resource for the Hockey Director in developing the program and curriculum. Final decision-making authority regarding the on-ice program and curriculum rests with the Board of Directors, guided by recommendations from the Hockey Director. Membership selection for the committee is handled solely by the Hockey Director and Hockey Chair.

### **Tasks:**

- Recommend team assignments and levels to the Board of Directors.
- Assist with player evaluations and head coach selections for each team.
- Support new coach onboarding and determine tournaments, game schedules, and head coaches for teams.
- Provide input on the acquisition of updated hockey training aids and resources.
- Offer suggestions for the on-ice curriculum ensure practices are being run efficiently and effectively maximizing player growth potential.
- Collaborate with the Marketing Committee on player recruitment efforts.
- Discuss and propose off-season programs to enhance development opportunities for players.
- Work with the MCHC Scheduler to suggest hockey programs and present off-season initiatives to the Board of Directors for approval.
- Recruit, support, and evaluate coaches by organizing educational coaching programs and clinics.
- Implement player development models, including goalie development and curriculum.
- Develop good communication habits between coaches, participants, and parents.
- Assist other coaches and team managers with guidance as needed.

- Provide feedback and recommendations to the Board of Directors with the intent of enhancing each athlete's experience within the MCHC.

**Candidate Areas of Expertise/Leadership Qualities:**

- Hockey coaching experience is encouraged but not mandatory.
- Transparency and effective communication abilities.
- Commitment to following through on board-approved plans.
- A collaborative mindset with the ability to prioritize the best interests of all children in the program.

**FUNDRAISING, MARKETING & COMMUNICATIONS COMMITTEE**

**Description:**

The Fundraising, Marketing and Communications Committee plays a key role in ensuring the financial stability and growth of McKenzie County Hockey Club (MCHC) while promoting the organization and expanding its reach. This dynamic team works in partnership with the MCHC Board of Directors and Budget and Finance Committee, engaging the entire club in fundraising efforts and guiding marketing strategies to boost recruitment and retention. By showcasing MCHC's values, programs, and community impact, the committee contributes to both the organization's financial health and its mission of welcoming families into the program.

**Tasks:**

- Oversee organizational financial planning alongside the Budget and Finance Committee, raising funds to ensure MCHC's financial stability and viability.
- Plan and coordinate fundraising events, including monitoring gaming income, promoting association growth, and easing cost burdens for members.
- Provide guidance on marketing efforts, participate in brainstorming sessions, and develop innovative strategies to promote MCHC and attract new members.
- Identify marketing opportunities, share best practices, and offer feedback on strategies and tools like communications plans, media, and social media campaigns.
- Foster opportunities that financially benefit the organization, promote its values, and draw attention to its programs and initiatives.

- Develop and execute strategies to manage internal and external messaging, branding, and engagement.
- Manage websites, social media, newsletters, and promotional materials.
- Facilitate member outreach, coordinate marketing for events, and ensure consistent brand identity across all platforms.
- Work alongside the Hockey Committee for recruitment programs.

**Candidate Areas of Expertise/Leadership Qualities:**

- Fundraising and marketing experience, with creative ideas to drive initiatives forward.
- Strong communication skills—both writing and public speaking.
- Financial management skills and experience.
- Leadership abilities and community connections to engage stakeholders effectively.
- Organized, detail-oriented team players with engaging personalities.
- Collaborative decision-making skills and a strong understanding of MCHC’s mission and vision.

**EQUIPMENT AND JERSEY COMMITTEE**

**Description:**

The Equipment and Jersey Committee oversees all aspects of managing and distributing gear and uniforms for the McKenzie County Hockey Club (MCHC). This committee ensures that players have access to the necessary equipment and jerseys to participate safely and confidently. The team works closely with the MCHC Board of Directors to maintain high standards, manage inventory, and uphold the club’s image by providing quality gear and uniforms to participants.

**Tasks:**

- Set up policy for inventory Control by maintaining a current inventory list of all equipment and jerseys by utilizing an inventory management program.
- Develop and manage a jersey program, including design, printing, colors, distribution, costs, and timely delivery for all levels.

- Establish and maintain a goalie equipment policy, detailing what the Association provides, individual goalie responsibilities, and sign-in/sign-out procedures.
- Coordinate and optimize equipment storage solutions, whether on-site or at external facilities.
- Conduct annual inventory of all association equipment, assess conditions, and recommend necessary upgrades.
- Work with the Board to establish an apparel program, determining availability, vendor selection, and team responsibilities.
- Collaborate with beginner hockey and skate lease programs to ensure essential equipment like pads, skates, and sticks is available.

**Candidate Areas of Expertise/Leadership Qualities:**

- Strong organizational and inventory management skills.
- Familiarity with hockey equipment and safety standards.
- Experience in vendor relations and negotiating contracts.
- Attention to detail in design and customization processes.
- Good communication skills to effectively coordinate distribution and address concerns.
- Ability to work collaboratively and ensure equity and accessibility for all players.

**FACILITY COMMITTEE**

**Description:**

The Facility Committee is integral to the success of the McKenzie County Hockey Club (MCHC), providing expertise and oversight in facility-related matters. The committee focuses on long-term physical planning, project management, developing policies and procedures, and ensuring efficient operations and maintenance. Through strategic partnerships with community entities, the Facility Committee works to optimize MCHC's facilities while minimizing costs and promoting sustainability.

**Tasks:**

- Utilize a work order system to manage maintenance activities.

- Identify, prioritize, and advocate for facility needs and services that align with MCHC's mission and goals.
- Offer recommendations for the strategic direction and implementation of facility enhancements.
- Foster collaborative relationships with the Rough Rider Center, Park Board, and other community partners to improve facilities and manage costs effectively.
- Act as the primary liaison between the committee and the Rough Rider Center for all facility-related concerns.
- Ensure consistent upkeep, maintenance, and improvements to MCHC facilities, supporting organizational objectives.
- Monitor outside service providers such as cleaners or technicians.
- Provide regular updates to MCHC Board.

**Candidate Areas of Expertise/Leadership Qualities:**

- Established leaders in the community with strong ties to local networks.
- Demonstrated expertise in building maintenance and facility management.
- Exceptional communication skills to collaborate with stakeholders and community members.
- Ability to build and maintain partnerships that align resources with MCHC's needs.

**DISCIPLINARY COMMITTEE**

**Description:**

The Disciplinary Committee is responsible for upholding the policies and guidelines established by the McKenzie County Hockey Club (MCHC). This committee consists of three to five reasonably disinterested and impartial members appointed by the Board of Directors. Information from the Disciplinary Committee is communicated to the Board of Directors through the MCHC President. The committee ensures that disciplinary matters are addressed fairly and consistently, supporting a safe and respectful environment for all participants.

**Tasks:**

- Hear and resolve disciplinary issues involving players, coaches, team managers, and parents/guardians participating in MCHC.
- Administer actions such as probation under defined terms, suspension from games or practices, exclusion from activities, or dismissal from the organization.
- Enforce disciplinary actions against parents by suspending or excluding their child from participation if the parent fails to comply with MCHC's directives.
- Ensure all disciplinary measures are imposed fairly, consistently, and proportionate to the wrongdoing, without considering the player's importance to the team.

**Candidate Areas of Expertise/Leadership Qualities:**

- Impartial and reasonably disinterested individuals appointed by the Board.
- Strong knowledge of MCHC bylaws and operational procedures.
- Experience in professional discipline or conflict resolution.
- A solid ethical foundation, coupled with organizational and deadline-management skills.
- Collaborative decision-making abilities and active listening skills.
- Capacity to act in a fair, respectful, culturally competent, and courteous manner always.

**CONCESSIONS COMMITTEE****Description:**

The Concessions Committee is essential to support the operations of McKenzie County Hockey Club (MCHC) during tournaments, games, and events. This committee is responsible for managing all aspects of the concessions, ensuring a welcoming and efficient environment for attendees while generating revenue to support MCHC programs. The team works closely with the Board of Directors to coordinate logistics, maintain inventory, and implement strategies to maximize profitability.

**Tasks:**

- Oversee the planning, setup, and operation of concession stands during MCHC events.
- Manage inventory, including ordering food, beverages, and supplies, and ensuring proper stock levels.
- Collaborate with the Board of Directors to establish pricing, budget goals, and guidelines for concession sales.
- Train and coordinate volunteers to staff the concession stands, ensuring excellent customer service.
- Monitor cleanliness, food safety regulations, and work with facility committee for any equipment maintenance at concession area.
- Track sales data and expenses to provide financial reports and recommendations for improvement.

**Candidate Areas of Expertise/Leadership Qualities:**

- Strong organizational and logistical skills.
- Familiarity with inventory management and food safety practices.
- Excellent communication and team coordination abilities.
- Creative thinking to improve efficiency and maximize profits.
- Commitment to creating a positive, engaging experience for event attendees.