

## Positions of Special Function (PSF's)

1. These are volunteer standing positions that have been confirmed by the Board. Terms are yearly with appointments routinely occurring each May. Board vote will determine who takes the position should more than one person apply.
2. An individual may serve in more than one position at any time.
3. If one person or family holds any combination of the following: PSF, coach, board member or manager the family will receive cumulative Service Time (DIBS) credit.
4. Listed below are the PSF's, a brief description of each PSF, and the service credits associated with each PSF.

Position	Dibs Credit
Accountant	paid position
DOH (Director of Hockey Operations)	full dibs
Co- DOH	full dibs
Apparel Coordinator	3
Bleacher Assembly	2 people get 6 hours each and others will sign up for dibs
Equipment Coordinator	6
Concession Stand Manager	paid position
Game Scheduler 1	full dibs
Game Scheduler 2	full dibs
Fundraiser Director	
Ice / Rink Master	full dibs
Ice / Rink Master	trainee 5 hr
Learn To Skate Coordinator	12
Marketing Director (Signs)	10
Mite Coordinator	20 (can be split)
Picture Coordinator	3
Raffle Ticket Coordinator	6
Referee Coordinator	full dibs
Registrar (and USA Hockey Award Patch Coordinator)	full dibs
Facility Manager	paid position
Ice Scheduler	full dibs
Service Time (dibs) Scheduler	full dibs (if split, each can get 16)
Tournament Director	10
Webmaster	10
Team Managers	6
Gamesheets Coordinator and Manager of the Managers	TBD after 24-25 season

**Accountant - paid position**

This is a year-round PSF. Coordinates payments of invoices, referees, contracts, and payroll with the Treasurer. Responsible for preparation of Board Treasurer's reports, payroll reports, IRS reporting, and other annual reports.

**Director Of Hockey (DOH) - The Director of Hockey will receive full service hour credit.**

This is a year-round PSF. Follows the guidelines put in place by USA Hockey, and should be an experienced individual with a strong coaching background, hockey knowledge and commitment to the sport. Patience is a critical component, as well as an understanding of the time needed to execute the long-term vision of age-appropriate skill development. The hope is that the Director of Hockey commits to a multi-year appointment.

Director of Hockey should also:

- Possess strong communication skills, be able to create goals and objectives. Communicate a long-term vision of these goals and objectives and be able to "sell" these to the association.
- Be comfortable teaching coaches, players, parents and club board members.
- Have a strong inclination toward skill development of players in the club and exhibit a "love" of the game.
- In addition to a full list of duties suggested by USA Hockey (see [www.usahockey.com](http://www.usahockey.com)), the MHC's Director of Hockey will also:
  - Chair the Hockey Development Committee (HDC) and delegate duties to the HDC members.
  - Notify all coaches of requirements (SafeSport Training, Background Checks, Coaching credentials) needed by MHC, WAHA and USA Hockey
  - Work with the HDC to provide guidance and/or recommendations for game scheduling before August 1st
  - Meet with Board members for additional responsibilities as necessary.
  - Develop a try-out process and assure its implementation every year.
  - Appoint head coaches and assistant coaches
  - Evaluate the mites on a monthly basis
  - Encompass full knowledge of player numbers at all levels
  - Develop the formats and drills for development camps (Summer Ice, Fall Clinic, Dry Land)
  - Format practice schedules for all age groups one month in advance
  - Attend biannual WAHA meetings

**Apparel Sales Coordinator- Will receive 3 service hour credits.**

Works with a distributor to outfit the association with Mosinee Pride logo wear. This position will:

- Select apparel
- Coordinate order of apparel with distributor
- communicate with hockey families regarding multiple ordering opportunities, purchasing questions and order distribution
- Respond to apparel questions/compliments/complaints
- Distribute apparel.
- Report to the Board on funds raised
- Communicate with hockey families regarding multiple ordering opportunities, purchasing questions, order distribution, and order issues.

**Bleacher Assembly and Tear Down Coordinator** (2 person position)

Assembles bleachers and have them ready for the start of season and unassemble the required section of bleachers before the rink is turned over to the city in spring.

***Two people will receive 4 service hour credits each and others sign up through dibs.***

**Equipment Coordinator - Will receive 6 service hour credits.**

Oversees the exchange and use of player equipment, recommending replacement or repair as needed. The Equipment Coordinator will also:

- Ensure that jerseys will be disbursed on the dates provided by the board starting the 1st week in November.
- Schedule Bantams to have the 1st pick of jerseys followed by: Peewees, Squirts, Mites and Learn to Skate (LTS).
- Work with the LTS Coordinator to schedule LTS equipment hand-out.
- Responsible for equipment room to be tidy, organized and ask board for help if needed.
- Provide a report to the board on jersey and equipment returns and make recommendations for new jersey's/equipment for the upcoming season at the May board meeting.

**Game Scheduler(s) - *Two schedulers receive full service hour credit.***

Schedules all games for teams in accordance with times allotted by the Ice Scheduler/Rink Manager following the Scheduler's Guidelines from the HDC. They will:

- Work with Tournament Director to get home tournament dates
- Work with Rink Manager and MHC Board to get dates of events scheduled at the rink (Silverblades Ice Show, Badger State Games, Playdowns, State Tournaments, Storm ice, etc.)
- Host Region 2 Schedulers Meeting in August and starts scheduling games in August.
- Confirm games with other schedulers.
- Work with Mite Coordinators to obtain Mite League game schedules.
- Load games on the website and verify entries.
- Communicate with coaches to choose away tournaments, reviews the process for rescheduling or canceling games, and reminds coaches to have managers reconfirm games prior to the weekend.
- Reschedule/cancel games, once ice time is committed to a team for a game and there is an approved cancellation by the president, the scheduler will update the website, notify the rink manager, service time coordinators, concession stand manager, referee coordinator, coaches and team manager of the cancellation and fill the ice time in the following manner:
  - Alternate game for the scheduled team.
  - Game for another team in the organization provided there is compensatory time for the originally scheduled team.
  - Time will be offered to the originally scheduled team for their utilization.
  - If none of the above occur the scheduler will notify the rink manager for other groups to use.

**Ice Master - *full service hour credit, a trainee will receive 5 service hour credits***

Oversee ice, boards, nets, zamboni room, and rink set up and tear down. Required to attend board meetings during the hockey season (Sept-April), at a minimum, and send a monthly update to the Mosinee Youth Hockey board.

Pre-season Ice and rink prep:

- Works with treasure to ordering ice supplies to put in ice: paint- redline, blue line and goalie crease, blue line/red line paper, goal line paper, slush ice, white paint, Mosinee purple paint, face off dots if needed
- Preseason checks: Chillers, dehumidification system- Call and set up. Point of contact
- Check and ensure enough supplies are in-house for board repairs
- Floor Cleaning- Rink: Work with Chris Nelson to get floor machine prior to making
- Lying slush ice. laying down water, Ice painting ice and after taking out ice. Find worker(s) to complete floor cleaning

In Season Duties:

- Ice shaving: ceiling drips-anytime it is warm must be done before people skate, done daily during fall and spring
- Edging and dry shaving- Weekly and dry shaving prior to HS games
- Check ice depth weekly/as needed

- Zamboni: contacting Tim and Roach with any Zamboni needs- assuming after we get our new Zamboni these men and their respective companies are interested if their company logos are not on the new Zamboni. They do this for free or minimal charge as of now, Taking the Zamboni for it's yearly-pre year inspection at R and J's Auto, Blade changes , Ordering LP tanks, work with Treasurer for any parts needed for Zamboni, Big needs (>\$500) need Board approval, Keep Zamboni maintenance log.
- Point of contact for any glass needs and board needs during practices and games- think broken glass and broken boards. Train volunteers or PSF functions on glass and board repair.

#### End of Season Duties

- Schedule ice removal and compressor shutdown. Note- bleachers must be removed prior
- Main ice board takedown and set up
- Training workers on Zamboni, special training for SB events
- Check and ensure appropriate size and enough glass is available for repairs as needed
- Assist with any cleaning or needed maintenance on benches and announcer table area.

#### **Learn to Skate (LTS) Coordinator - One person will receive 12 service hour credits.**

Coordinates the LTS program. Coordinator will:

- Communicate with the registrar, coaches, mite coordinators, managers and parents when a LTS player has been evaluated and will move up a level.
- Communicate with parents on expectations of moving up
- Communicate with parents throughout the season keeping them updated on hockey issues
- Work with mite coordinators/ schedulers to make sure LTS players have 20 ice touches
- Convey information with parents at the Fall Parent's meeting
- Be available for parent questions throughout the season
- Ensure LTS coaches have background checks and Safe Sport completed by the due dates.
- Exhibit on behalf of Mosinee Hockey Club at the Elementary School open house to inform parents about registration dates and answer any questions
- Coordinate jamboree

#### **Marketing Director - Will receive 10 service hour credits.**

- Chairs Marketing/Fundraising Committee, facilitates all fundraising and the sale of the rink signs.
- Maintain a clean document with detailed transactions shared with executive board and communicate with treasurer.
- All items need to be board approved prior to placement.
- This person will be in charge of Hockey Appreciate Night and any other activities.
- Help advertise for jamborees and events.
- Organizes a LTS table at elementary open house and creates flyers.

#### **Mite Coordinator(s) - One person will receive 20 service hour credits. (If this position is held by 2 people, they can choose to split the 20 service hours.)**

Oversees the mite program and Mosinee's participation in the Central WI Mite League (CWML). This person will work with the mite coordinators from Wausau, D.C. Everest and Stevens Point to set-up the season's league play for three skill levels of mites (Blue, White and Red). They will also:

- Communicate with all parents and host parents meeting, ask board to attend
- Update the registrar with player movement
- Get official roster from Registrar for reds when they play full ice
- Attend Sumer Central WI Mite League (CWML) meetings and further refine league rules and rotations.
- Bring expectations of CWML to the Mosinee hockey board for endorsement before the league begins.

- Ask the board for a designated 90 minute time slot for CWML.
- Determine dates when Mosinee can't host the league (Badger State Games, Playdowns, etc.).
- Communicate dates Mosinee can't host with the CWML
- Communicate league expectations and commitment with the coaches (and families)
- Share CWML rules and rotations with coaches, parents and schedulers and team managers.
- Notify/update Registrar of all player level changes and jersey numbers as they happen.
- Communicate regularly with the game schedulers about revisions to the schedule.
- Communicate regularly with the 3 mite team managers (determine if host managers will contact the other associations to determine # of teams or if they want the Mite Coordinators to contact).
- Communicate weekly with the Rink Manager for league locker room assignment.
- Work with the Tournament Director, coaches and parents for the Mite Tournament/Jamboree.
- Plan end of year party with scheduler

#### **Picture Coordinator - receive 3 dibs hours**

This person is responsible for coordinating team and individual pictures. They will:

- Determine dates
- Communicate details with the membership
- Attend picture day and work with the photographer
- Distribute picture to team managers

#### **Raffle Ticket Coordinator - One person will receive 6 service hour credits**

Coordinates and oversees raffle ticket handling. This person will be in charge of:

- prize acquisition - board approved budget - works with treasurer on prize purchase
- raffle ticket printing before season registration
- ticket disbursal and tracking
- ticket drawing - live on facebook
- Contact winners and disturbed prizes

#### **Referee Coordinator - One person will receive full service hour credit.**

Oversees the certification and scheduling of all referees. The Referee Coordinator serves as the first level of conflict resolution among referees, or between referees, and players, coaches, or parents. The Referee Coordinator will:

- report any conflicts and resolutions to the Board
- assist the Treasurer in recommending refereeing fees to the Board.
- Keeps spreadsheet of expenses and payouts
- Provides accountant info for W-9s first week of Jan

#### **Registrar - Will receive full service hour credit.**

This is a year round PSF. Works with the Club Secretary to oversee registration, keeping in compliance with the WAHA, USA Hockey and MHC regulations. Although the Registrar may assign various duties of registration to other association members, he/she retains authority and responsibility for the registration as granted by the Board. The Registrar will:

- Collect and compile the information necessary for registration of players.
- Collect registration fees and submit them to the Treasurer.
- Enter and maintain all players and teams into USA Hockey software portal.
- Work with coaches, team managers and Director of Hockey to maintain and update all team rosters.
- Supply each team manager and coach with game stickers as needed.
- Submit preliminary team rosters to USA Hockey by November 15th deadline and final rosters by December 31st deadline.

- Submit a roster of all registrants, their birth dates, phone numbers, and addresses to the Secretary for official Club use.
- Supply a copy of birth certificate to Region 2 Registrar to verify all player's birth dates.
- Supply copy of USA Hockey Approved Rosters to team managers and coaches for tournaments.
- Notify all association members, coaches, team manager and board members of all pertinent information throughout the season as needed.
- Notify all coaches, team managers and board members of requirements (SafeSport Training, Background Checks, Coaching credentials) needed by MHC, WAHA and USA Hockey.
- Verify that all coaches, team managers and board members have meet required deadlines by MHC, WAHA and USA Hockey and keep the executive board members and Director of Hockey up to date on individual's compliance.
- Register teams online for State Tournament and work with treasurer for payment prior to Nov 15th deadline.
- USA patch - complete paperwork communicate needs and deadlines with team managers

### **Facility Manager - paid position, separate contract**

Hire and schedule [rink workers](#), give tasks to rink workers or ask families to help with projects around the rink that need updating or completion. Oversee rink operations and upkeep of the building. This includes supervision of maintenance, paid employees, and volunteer workers (excluding the concession stand). Required to attend board meetings during the hockey season (Sept-April), at a minimum, and send a monthly update to the Mosinee Youth Hockey board.

- Finding, hiring and training new employees: expectations, cleaning, game prep (score board set up, pucks, sound system)
- Work with Ice Master on when to best train employees on Zamboni operations.
- Oversee Plan Day - Schedule workers, work on coverage for any sick calls and/or missed shifts.
- Point of contact for workers
- Work closely with the Rink Scheduler for special events, including but not limited to; Papermaker games, Any High School events, Silverblade events, ect.
- Work with the city on any needs for the parking lot: plowing, barricades and signs for special events (Note: it is best if the City is reminded we do not like them to salt our parking lot. Sand is best. Salt gets on our ice ☺)
- Work with the treasurer and/or the city, on any supplies needed for the facility including but not limited to: Cleaning supplies, toiletries, plumbing or electrical, ect.
- Work with the treasurer and/or city on any repairs needed for the facility.
- Work with Concession Stand Manager on any needs including but not limited to; maintenance, pest control, ect.
- Schedule and assist with bleacher assembly and take down- work with Bleacher Assembly PSF (work with school and City for their bleacher needs).
- Contact point for any score board and sound system issues.
- Work with the city for the pre/postseason inspections. This includes fire inspections.
- Point of contact for any vendors/deliveries.
- Point of contact for Dave- Our cleaning guy
- Order game pucks, Check practice puck bucket for adequate supply

### **Ice Scheduler - Full dibs**

Schedule all ice outside of the game schedule, including youth hockey practices, camps, tournaments. Coordinate scheduling with the high school event schedule, CW Storm, Papermakers, Silverblades, and outside groups that want to rent our facility. Communicate with the facility manager for rink workers, concession stand manager and service time coordinator (DIBS). Required to attend board meetings during the hockey season (Sept-April), at a minimum, and send a monthly update to the Mosinee Youth Hockey board.

- Work with HS boys and girls (usually coaches) on their practice times. Send HS's their invoices for the season, need Boy's HS contract and girls per hour ice time to invoice
- Enter practice times, scheduled ice rentals and invoice the following groups: Papermakers, Silverblades, High School boys JV and varsity hockey, and Central Wisconsin Storm.
- Invoicing any sold ice per board pricing during the regular season.
- Schedule and invoice any spring ice rentals. (year by year board decision).
- Schedule any Free Skating into Crossbar and contact City on when Free Skating will be (Note: per contract- 150 hours needed)
- Create locker room schedules for all practices and scheduled games. This includes but not limited to: Referee locker rooms, Tournament schedules, Girls locker rooms, Papermaker games and or tournaments, High School JV and Varsity Games, CW Storm games
- Ensure the beer trailer is removed for HS and Silver blades events. Work with those entities for those dates.
- Assign and maintain documentation of key fob assignments. Disperse and collect when appropriate.
- Work closely with the facility manager and assist in monitoring plan day for rink workers, including events that will need special or additional workers.
- Work closely with the facility manager attending any necessary city counsel or park and recreation committee meetings.

**Service Time Scheduler - Full dibs, if split, two people can get 16 service hour credits each.**

Schedules and coordinates all volunteer service time for families. The Scheduler will:

- Add each family to the new DIBS Season at the beginning of the year
- Post hours monthly to be claimed
- Email the association once hours are posted
- Print weekly schedules for the concession stand managers
- After each day of hours worked you have to go into the DIBS system and mark them as completed so there hours get applied to their acct
- Work with the board to assign credits from summer fundraising events, PSF's, Coaches, etc.
- Provide the board a monthly report as to where each family stands with their hours.
- Work directly with the Rink Manager, scheduler, concession stand manager
- Watch everyone's DIBS accounts and make sure no one goes over the specified limits.
- Email families if there are game cancellations or changes
- Try to attend all board meetings during the hockey season to provide reports and feedback.
- Calculate out the prorated DIBS needed for Mite and up and LTS at the end of the season if needed.
- January, February, and March everyone's DIBS are posted at the rink for everyone to see.

**Tournament Director - if needed *only have this position when we host playdowns or a state tournament- will receive 10 hours credit***

- Chairs the tournament committee and oversees home tournaments and playdowns.
- Fill out tournament forms online
- Give tournament dates to Treasurer to register with WAHA
- Advertise on WAHA website and with other associations
- Update flyers, posters and registration forms with dates and contact information
- Work with webmaster to load documents on the website
- Provide tournament dates to schedulers
- Determine with Rink Manager the start time of games and last game of day depending on Papermakers, LTS, or Silverblades.

- Form a Tournament Committee
- Purchase desired trophies once the tournament is set. Secure up to \$500 in raffles, any additional raffle prizes can be donated and provided by team parents for extra club revenue.
- Be the main tournament contact and direct contact information to the appropriate level managers.
- Meet with all managers to discuss tournament layout and will have subsequent meetings as needed.
- Determine with coaches well in advance, the style of tournament and number of teams to invite. Eight tournament/12 games are pretty standard.
- Determine the amount of teams participating in the tournament. The earlier the sign-up, the better for obtaining rosters.
- Schedule concessions through DIBS and the Website Coordinator.
- Tournament program advertising
- Coordinate tournament raffles (service time, set-up purchase items).
- Coordinate vendor for sales of apparel/accessories.
- Assign locker rooms with the Rink Manager.
- Supply times and games to the Referee Coordinator.
- Responsible for State Tournaments.
- Report all fundraising income/expenses to the Board with shared document with treasurer

**Webmaster - Will receive 10 service hour credits.**

The webmaster designs, prepares, and maintains the club website. The webmaster:

- Keeps the homepage and any subsequent pages current with activities of the club
- Posts Monthly Meeting Minutes and Monthly Agenda, supplied by Secretary, to the website.
- All documents on the website are kept up to date,
- Meeting minutes are posted in PDF format
- Being the contact person for club members who may need help navigating the website
- Communication with the executive board for any needs, documents, or questions
- Assist secretary in communication needs via the website.

**Team Manager - will receive 6 service hours**

For each traveling team, the coach has the option of working with a team manager to free the coach from non-coaching tasks, allowing him/her to concentrate on coaching. More than one person may share the manager duties. (Although only one person per traveling team, will receive service time credit for team manager duties.) Manager duties include, but are not limited to:

- Collecting and caring for the team game jerseys. (Only if team chooses the manager to perform this task. See page 48.
- Keeping the binder containing the official WAHA team roster and Emergency Consent forms for the team. -- (This should be brought to each game and returned to the Mosinee Hockey Club before the start of the next season.)
- Filling out the scorecard before the game, getting it to the visiting team for their roster, making sure it is complete after the game, and distributing the copies appropriately.
- Finding people to perform the off-ice official duties such as Score-Keeper, Public Address Announcer, Penalty Box Officials and Scoreboard Operator.
- Receive the monthly newsletter and other communications and distribute to the team.
- Serve as a contact person for communication:
  - Among the coaches, players, and parents.
  - Between the Association and team/parents.
  - Between outside associations and the team.
- Review league records for the team for accuracy.
- Place newspaper articles about the team.



- c. Make arrangements for team participation in tournaments.
- d. Reports all league game scores to the Club person responsible for contact with the league secretary.
- e. Otherwise assist the coaches, team, or Association as needed.
- f. If the Team Manager would like to participate on the ice or the bench area during games or practices, a coaching card is required.
- g. Tournament coordination (Refer to p. 6, Tournament Committee)
- h. Team managers will coordinate the Registrar for USA Hockey Award Patches. This person will oversee all the games sheets at the end of the season to determine hockey award patches (hat trick, zero club and playmaker). Contact head coaches for game sheets, determine awards, complete paperwork.

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