

# Rock Ridge Youth Hockey Association

## Board Position Descriptions

Updated March 22 2026

Mission Statement: *The Rock Ridge Youth Hockey Association (RRYHA) is committed to providing a fun, competitive, and safe environment that promotes growth and skill development while teaching life lessons through the sport of hockey.*

The Rock Ridge Youth Hockey Association shall be comprised of two primary branches:

1. Board of Directors (Board)
2. Hockey Operations Committee (HOC)

The Board shall be the governing body responsible for the overall operations of the organization, focused primarily on business and financials. The HOC shall be responsible for the hockey organizational structure, player development, and day-to-day hockey operations.

Although the Board will act as the overall governing body of the organization, the Hockey Operations Committee will act autonomously on all decisions related to hockey, on and off ice, organizational structure, player development, and day-to-day hockey operations.

<b>Governance</b>
Rock Ridge Youth Hockey Association (BOD)
President
Vice President
Treasurer
Secretary
Equipment Director
Volunteer Coordinator
Tournament Director
Canteen Manager
(4) At Large Members
Gambling Manager * Paid Position
<b>Paid Positions:</b>
Scheduler - Appointed
Referee Coordinator - Appointed
Gambling Manager also on BOD
<b>Volunteer Position:</b>
Arena Facilitator - Appointed

### Player Development

#### GIRLS Hockey Operations Committee (HOC)

Rock Ridge HS Varsity Head Coach and Assistant Coach

##### *Level Coordinators:*

12 U Level Coordinator

12 UA Head Coach

12 UB Head Coach

10U Level Coordinator

10U Head Coach

8U Level Coordinator

Youth Hockey Director also on BOD

### Player Development

#### BOYS Hockey Operations Committee (HOC)

Rock Ridge HS Varsity Coaches

##### *Level Coordinators:*

Mini Mite Coordinator

Mite Coordinator

Squirt Coordinator

PeeWee Coordinator

Bantam Coordinator

Youth Hockey Director also on BOD

Any other person(s) deemed necessary by the Rock Ridge Varsity Coaches, may change from time to time as they see fit

See Bylaws on the RRYHA Website for more information including attendance policy, conflict of interest, membership requirements and core values for Board Members. RRYHA Handbook lists Code of Conduct that Board Members must follow.

### **15 Voting Officers comprise the Board of Directors:**

The officers of RRYHA shall each serve three-year terms, with a limit of two consecutive terms, or until a successor is elected and qualified. As noted below, some positions two or three years;

- **President - Elected:** Chief Officer of the Rock Ridge Youth Hockey Association  
**(3 years)**
  - *Oversee the overall operations of the RRYHA. The president will be a part of all sub-committees as needed to create continuity with the program.*
  - *Preside at all meetings of the Board of Directors, including working with the Secretary to define an agenda for each meeting.*
  - *General Supervision over the business activities of the association.*
  - *Oversee all policies and resolutions set forth by the Board of Directors.*
  - *Along with the Youth Hockey Director and Girls Youth Hockey Director, will represent RR at all District 12 functions or meetings.*
  - *Represent RR and build relationships with the communities, sponsors and other sports associations and any other groups that serve the interest of RR.*
  - *Always look for way to expand RR membership base.*
  - *As defined by the Minnesota Charitable Gaming Board, will serve as the CEO of the charitable gaming organization. In this role, the President is responsible to assist in the growth, stability, and financial success of the charitable gaming operation.*
  - *Responsible for maintaining all organization operating documents, including the Articles of Incorporation, policies and procedures, non-profit status applications, etc.*
  - *Responsible for requiring and verifying financial audit information for the RRYHA gambling operations as well and the RR general operations.*
  - *Interacts with the following groups and individuals:*
    - District 12 (attending monthly board meetings & special meetings as required)
    - MN Hockey Association
    - USA Hockey
    - The Cities of Virginia, Eveleth and Gilbert
    - Other Youth Hockey Organizations
    - ITMECC Arena -Virginia
    - Hippodrome Arena- Eveleth
    - Mesabi East
    - RR Pull-Tab Sites

- **Vice President - Elected:** Responsible to act in all capacities for the president when he/she is not available to carry-out their required duties.

**(3 years)**

- *Oversight of fundraising.*
  - *Responsible for website and player registration.*
  - *Hand delivers all donations that are requested and approved to assure recipients are aware and understand the importance of supporting the source of the funding (gambling sites).*
  - *Acts as the lead coordinator for the following:*
    - *“Safe Sport” issues*
  - *Interacts with and serves as secondary intermediary with the following groups and individuals:*
    - *Monthly District 12 Board Meetings*
    - *Minnesota Hockey*
    - *USA Hockey*
    - *The City of Virginia & Eveleth*
    - *Donation Requestors*
- **Treasurer - Elected:** Shall have custody of all Rock Ridge Youth Hockey Association general funds and maintain records with full and accurate accounts of all receipts and disbursements. Accounting background is recommended.

**(3 Years)**

- *General bookkeeping and P-L in QuickBooks software.*
- *Budgeting and forecasting for seasons/programs.*
- *Program pricing*
- *Monthly reporting for Board Meeting: profit & loss, balance sheet, cash flow statements*
- *Monthly expenses/invoices and cost allocations to programs*
- *Collection of member fees*
- *Issuance and board approvals for all cash outflows or checks*
- *Executing, or supervising, the deposit of all organization receipts, organization debts and financial agreements, and maintaining the appropriate records as required by city, state, and federal tax codes for non-profit organizations.*
- *Supervises and tracks budgets to maintain the financial health of the organization*
- *Works with outside accounting firm(s) for annual audits, reviews financial statements and tax filings.*
- *Tracking of Members not in good standing for voting eligibility and collection activities*
- *Manages legal agreement obligations and maturities.*
- *Interacts with the following groups and individuals:*
  - *Board Members*
  - *Ice Scheduler and Partner Arena Mangers*
  - *Vendors*
  - *Active Membership*
  - *Accounting Firm*
  - *Team Staff*
  - *Canteen Manager*

- **Secretary - Elected:** Responsible for recording and distributing the minutes of each board meeting. Compose and/or send out communications to members via email and/or social media.

**(3 years)**

- *Maintaining a register of all documentation, including meeting minutes, Treasurer's reports, charitable gambling reports, approved motions, and any other reports and documentation that is submitted at an official board meeting.*
  - *Manages mailboxes for Rock Ridge Youth Hockey Association.*
  - *Ensure meeting minutes are posted to website.*
  - *Acts as the lead coordinator for the following:*
    - Apparel Program
  - *Interacts and assists with communications between the following groups and individuals:*
    - Board Members
    - Charitable Gambling Manager
    - Registrar
    - Ice Scheduler
    - ITMECC
    - Hippodrome
    - Canteen Manager
- **Equipment Director - Elected:** Responsible for managing all player uniforms, team equipment, coaching supplies needed for all hockey activities and managing first year player equipment starter package.

**(3 years)**

- *Maintains and tracks all inventory of breezers, covers, game jerseys, tryout jerseys, hockey socks and goalie equipment for RRYHA.*
- *Maintain safety stock levels for inventory as needed.*
- *Tracks and forecasts end of life and replacement of all equipment.*
- *Maintains records of all issued equipment.*
- *Manages all equipment pick-up and returns for all teams.*
- *Track returned all items and condition items were returned in.*
- *Request invoices to be sent for any families not willing to return equipment.*
- *Monitor equipment condition and complete repairs as needed.*
- *Propose budgets needed for purchase of new or replacement equipment.*
- *Will provide pucks and all equipment needed to run a successful program.*
- *Manages all team pictures*
- *Communicate and coordinate plan with Jr Gold as found helpful/beneficial.*
- *Recommends jersey design updates for Rock Ridge.*
- *Interactions with the following groups and individuals:*
  - Board Members
  - Team Coaches
  - Team Managers
  - Outside Vendors
  - Membership

- **Volunteer Coordinator - Elected:** Primary role is to maintain control of all volunteer opportunities that are needed to run a smooth association.  
**(3 years)**
  - *Maintain the Dibs tab on the website*
  - *Will load all available volunteer opportunities*
  - *Will communicate with the RR board if needed to get shifts fulfilled.*
  - *Will assist the Tournament Coordinator for shifts needed for all in house tournaments*
  - *Schedule all canteen*
  - *Scheduling all arena volunteer shifts (clock, books, penalty boxes, announcer) for all games, tournaments*
  - *Works closely with Canteen Manager, Scheduler, Coaches/Team Managers*
  - *Works closely with hockey families to complete volunteer hours*
  - *Tracks and communicates completed hours*
  - *Main Contact for Canteen/Arena shifts*
  - *Hire employees to work shifts if needed*
  
- **Tournament Director – Elected:** Responsible for ensuring all home tournaments are successful  
**(3 years)**
  - *Assist in filling our HOME tournaments.*
  - *Develop a tournament budget.*
  - *Sanction all tournaments with MN Hockey.*
  - *Help develop tournament marketing materials (i.e. design of onsite marketing items, tournament logos, tournament clothing, tournament brackets, etc)*
  - *Work with website manager to submit tournament advertising (e.g. Let's Play Hockey).*
  - *Correspond with other associations to fill tournaments*
  - *Work with website administrator to ensure updated registered teams list and status for each tournament.*
  - *Update Board on monthly basis of progress*
  - *Point of contact for level coordinators and/or parent volunteers assisting with the running of the tournament*
  - *Order trophies and awards for tournaments*
  - *Work with referee coordinator to ensure proper referee staffing for tournament*
  - *Schedule tournament coordinators and supporting staff*
  - *Work with facilities and/or Canteen Manager to ensure concession stands are open during tournaments.*
  - *Work with facilities to set up ice blocks and locker rooms.*

- **Canteen Manager (Eveleth) - Elected:** Manage all ordering for the canteen at the Eveleth Hippodrome  
**(3 years)**
  - Train new canteen workers.
  - Submit finance reports monthly during the on-season to the board.
  - Submit annual finance reports to the board.
  - Address all canteen changes with the board
  - Oversee proper cleaning
  - Oversee re-stocking of items
  - Have canteen ready for games and tournament weekends
  - Work closely with the Volunteer Coordinator for canteen shifts
  - Make canteen deposits in a timely manner
  - In charge of taking the proper steps to have equipment repaired
  - Obtain a portion of responsibility for RRYHA canteen bank account, Save receipts and invoices to be given to the treasurer
  - Obtain any necessary certification (Safserve) if necessary.
  
- **Gambling Manager: Appointed:** Person in charge of day-to-day activities of the organization's gambling operation. This position is a Paid position.  
**(3 years)**
  - Must be licensed by the Minnesota Gambling Control Board
  - Have a \$10,000 bond
  - Have attended a Gambling Manager seminar and passed a written test.
  - Attended a continuing education class every calendar year.
  - Present the current and current budget expense figures at the monthly RRYHA meetings.
  - Complete and file monthly charitable gambling tax returns.
  - Assure that the organization is in compliance with all statutes and rules related to lawful gambling.
  - Review and monitor the conduct of games.

- **Youth Hockey Director – *Appointed***: Responsible for the RR youth levels Mini Mite through Jr Gold. Position is structured for player development driven by RR high school varsity coaches. **(2 year term)**
  - *Manage RRYH programming, coaches, player development.*
  - *In the event of disputes, act as arbitrator in any matter concerning the players, parents and coaches of the RRYH program.*
  - *The Youth Hockey director must interpret and apply the rules and regulations of USA Hockey, MN Hockey, District 12, and the RR Policies & Procedures.*
  - *Recruitment and managing the level Coordinators.*
  - *The YHD acts as lead coordinator for the following:*
    - Will assist the Rock Ridge Varsity Coaches in youth coaches Recruitment, Selection, & Retention
    - Assist Ice Scheduler with Practice and Game Scheduling YHD will ensure all levels are getting treated as equal as possible for practices and games, this includes times of practices, games and locations played.
    - Forecasts projected numbers coming back to Rock Ridge, properly plan team counts, coaching needs, and program budgets for upcoming season.
  - *The YHD must interpret and apply the rules and regulations of USA Hockey, MN Hockey, District 12, and the Rock Ridge Youth Hockey Association & Procedures.*
  - *Assist HS coaches with getting youth team staff selected and expectations delivered.*
  - *Recruitment and managing the youth Coordinators.*
  - *YHD Director acts as lead coordinator for the following:*
    - Coach Recruitment and Retention.
    - Player Recruitment and Retention.
    - Assist Ice Scheduler with Game Scheduling.
    - Monitor Performances of All youth Teams and team staff.
    - Provide Regular communication and feedback to all coaches throughout season.
  - *Interactions with the following groups and individuals:*
    - Board Members
    - Youth Coordinators (Mini Mite, Mite, Squirt, Peewee, Bantam & Jr Gold)
    - Team Coaches
    - Team Managers
    - Ice Scheduler
    - Registrar
    - Rock Ridge Members

- **Girls Youth Hockey Director – Appointed:** Responsible for assisting RR high school varsity coach for the girl's 10U, 12U, and possible 15U programs.

**(2 year term)**

- *Assist the RR high school varsity coaching staff in their vision for the youth program.*
- *Maintains and updates coaches on any changes coming from the HS level.*
- *Forecasts projected numbers coming back to the RR Program to properly plan team counts, coaching needs.*
- *In the event of disputes, act as arbitrator in any matter concerning the players, parents, and coaches of the Girls Program.*
- *The Girls YHD must interpret and apply the rules and regulations of USA Hockey, MN Hockey, District 12, and the Rock Ridge Association Policies & Procedures.*
- *Assist coaches with getting team staff selected and expectations delivered.*
- *Girls YHD acts as lead coordinator for the following:*
  - Coach Recruitment and Retention.
  - Player Recruitment and Retention.
  - Assist Ice Scheduler with Game Scheduling.
  - Monitor Performances of All Girls Teams.
  - Provide Regular communication and feedback to all coaches throughout season.
- *Interactions with the following groups and individuals:*
  - Board Members
  - Girls Coordinator
  - Team Coaches
  - Team Managers
  - Ice Scheduler
  - Registrar
  - RR Members
  - Other Association

- **(4) At Large Members:** Assigned tasks by the Board **(2 Year Term)**. Group 1 initially in 2024 is a 1-year term than will go to 2 year term in 2025.

Examples of At Large Member tasks:

- *Governance and Policy Development/Updating documents for membership and other board members.*
- *Public Relations (PR) – Social Media, advertising, etc.*
- *Apparel Orders*
- *Filling unclaimed volunteer shifts when needed*
- *Assistance to board members and events done by association*

*Examples:*

- Fundraising Events and other events
- Updating RRYHA documentation such as Handbook, website, etc.
- Support to all other positions on the Board.
- Apparel orders for the Season
- Tournament Raffle Coordination
- Tournament Support
- Direction to Managers
- End of Year Party/Parties
- Pond Rat Program
- 10,000 shots Program
- New Parents Information Session
- Advertising and recruitment
- Surveys – compiling results and presenting results

## **2 -Non Officer Positions:**

**2.1 Paid Positions:** The “pay” may be in the form of monetary compensation, or non-monetary compensation including but not limited to the reduction of membership dues, or reduction of required volunteer hours, etc. If the BOD chooses to pay these individuals in the form of monetary compensation, they will be treated as a 1099 independent contractor.

- **Scheduler-Appointed:** Responsibilities are for the coordination of all RRYH ice times with all facilities used by Rock Ridge youth hockey programs (ITMECC, Eveleth Hippodrome and Hoyt Lakes facility, etc).
  - *Enter HOME teams into away tournaments starting in early June, with insight from coaches.*
  - *Submit MN Hockey Registration form and check 30 days prior to all tournaments or ASAP.*
  - *Once this ice time is established, the Scheduler will work to allocate equal and fair ice times/locations to all RRYH teams for practices and games. The Scheduler will schedule all home and away games, for all youth levels, unless the coach steps up to schedule their own. Each RR team will play equal amount of home games in any one arena.*
  - *Primary contact regarding changes in scheduled ice time.*
  - *Will take direction from the YHD’s and the High School coaching staff in regard to the number of practices per week, per level.*
  - *The scheduler position is to be hired by the board with pay TBD.*
  
- **Referee Coordinator-Appointed:** Works closely with the Scheduler and Tournament Coordinator to ensure accredited officials will be in attendance of all scheduled games and tournaments
  - *Verifying all officials are current in licensing*
  - *Submit referee timecard(s) to the Treasurer*
  - *Helps RRYHA in maintaining and recruiting new on-ice officials*

## **2..2 Volunteer Position:**

- **Arena Facilitator- Appointed:** *Automatic Volunteer hours received-*
  - *Works with all arenas (ITMECC, Hippodrome, Gilbert Bubble, and Hoyt Lakes) each week for available ice time schedule.*
  - *Contacts Scheduler with the ice time availability to ensure practices and games are scheduled.*

**BOD positions, paid positions and volunteer position descriptions are general and not necessarily all-inclusive. Teamwork is the key to a successful organization. Board members are expected to work together and share the workload to ensure all necessary task are completed.**

The officers of RRYHA shall each serve three-year terms (except at large at two-year term), with a limit of two consecutive terms, or until a successor is elected and qualified. The initial term of some Officers may be staggered and will be two years as shown below and indicated above:

<b>Elections:</b>			
<b>Group A</b>	<b>Next Election Dates</b>	<b>Group B</b>	<b>Next Election Dates</b>
President	2022, 2025, 2028, 2031	Vice President	2022, 2024, 2027, 2030
Treasurer	2022, 2025, 2028, 2031	Secretary	2022, 2024, 2027, 2030
Equipment Director	2022, 2025, 2028, 2031	Volunteer Coordinator	2022, 2024, 2027, 2030
Tournament Director	2022, 2025, 2028, 2031	Canteen Manager	2022, 2024, 2027, 2030
Gambling Manager	2022, 2025, 2028, 2031		

<b>At Large Group 1</b>	<b>Next Election Dates</b>	<b>At Large Group 2</b>	<b>Next Election Dates</b>
(2) At Large Members	2024, 2025, 2027, 2029	(2) At Large Members	2024, 2026, 2028, 2030

The Hockey Operations Committee will be led by the Boys and Girls Rock Ridge Varsity Hockey Coaches (HS Coaches). They will be responsible for the overall vision and direction for their respective levels. The Hockey Committee will include:

1. Head HS Coaches (and Assistants as deemed appropriate by the Head Coaches)
2. Youth Hockey Director (YHD) - Jr. Gold, Bantams, Peewees, Squirts, Mites, Mini Mites
3. Girls Youth Hockey Director (GYHD) - all Girls youth teams
4. Other members, as deemed appropriate and appointed by HS Coaches.

The YHD and GYHD will act as liaisons for the Hockey Operations Committee to the Board. They will be responsible for carrying forward the vision and direction established by the HS coaches and Hockey Operations Committee for their respective levels.

Change Log:

Rev Feb 19 2025:

- Added (4) At Large Members throughout document
- Updated terms to 3 years since past the initial 2 years
- Added GIRLS HOC
- Updated Youth Hockey Directors to 2 year term as discussed at 3-10-25 meeting

Rev March 22 2026:

- Added details to At Large Members