

## **West Madison Polar Caps - Board Position Descriptions**

Unless stated otherwise, Board positions are assumed to be 2-year terms. Board positions are not exempt from skater registration fees, but do receive full-DIBs waiver. While DIBs may be waived, it's expected that Board members participate in fundraising and volunteer events in supporting roles. Skater fees may be waived for Board member duties in rare circumstances and such waivers require the approval of the President, Treasurer and two other voting Board members.

### **President**

The Board President is responsible for the oversight of all other Board functions. This position is an ambassador for the club with other associations, WAHA, and USA Hockey. The President presides over all Board meetings and has a voice in all matters. The President votes only in the case of a tie vote to force a decision. The President has the following specific duties:

1. Attendance at Madison Ice Inc. Board Meetings.
2. Representation at the WAHA annual meeting in the spring of each year.
3. Representation at WAHA Region 4 meetings
4. Participation in an advisory capacity on the placement committee during tryouts along with the Coaching Committee.
5. With Board approval, the President signs off on all releases/transfers to and from the club.
6. Acting in the best interest of the club and individual skaters, the President advocates for "play-down" and "play-up" requests for skaters requiring such permissions.
7. The President receives and handles all complaints received from sources external to the club.
8. The President mediates club conflict when it cannot be resolved satisfactorily earlier in the chain of command or when there is a conflict of interest by a mediating party earlier in the chain of command.
9. The President prepares a report and addresses membership at the Annual Meeting held immediately upon the conclusion of the season (usually in March or April).
10. The President addresses all parents at the beginning of the season during the try out period or, for non-competitive levels, at parent meetings during the first two weeks of the season.
11. As with all board member positions, this position actively recruits new candidates for open board seats.
12. The President is a signer on all financial matters, bank accounts, and major expenditures. (Note: this does not mean that the president must sign each transaction, simply that the position possesses these permissions.)
13. The President has reasonable presence in all fundraising, promotional, and marketing activities of the club (tournaments, recruiting events, etc.).
14. The President has authority to issue disciplinary action to both Board and Club members. Any disciplinary action should be discussed with the larger Board for transparency and approval either before action is taken or at the first board meeting after the discipline has occurred.

15. The President has access to all information pertinent to the functioning of the club, including but not limited to: background disclosure information, financial information including skate-assist information, passwords for any/all web applications/accounts/etc., disciplinary proceedings, and all other information necessary for the oversight of the club.
16. The President is responsible for maintaining a high level of integrity and decorum in all club functions and is charged with setting the tone for how all others view and evaluate the club as an ethical, high quality and youth-centered volunteer organization.
17. The President makes suggestions for changes in policy, procedure or practice that will improve the functioning of the club and benefit both club and skater.
18. Ultimately, the President is responsible for the overall functioning of the Club, its members, executive board, and fans.

Requirements: This position requires a working knowledge of WAHA, USA Hockey, and club-specific practices/rules. Much of this can be gained by reading the Annual Guide, USA Hockey Rule Books, and attending meetings and forums. Candidates should have enough foundational knowledge of hockey to advocate for appropriate practices and policies that benefit the club and skaters and promote development. This position requires excellent mediation and problem-solving skills as well as good written and verbal communication.

### **Director of Hockey**

#### **Specific Duties:**

1. Plan and coordinate pre/post season activities, including supplemental skill and off-ice training
2. Organize and manage coaching resources including IHS, club drills and videos
3. Plan and coordinate supplemental skill and off-ice strength training
4. Plan and coordinate goalie training and development
5. Communicate out of season developmental opportunities as they occur
6. Makes recommendations on use of facilities for skill training (MIA or other locations)
7. Coordinate with and support age-level leads to ensure evaluations and team placements for travel teams follow Club policy manual guidelines
8. Coordinate team placement meetings
9. Voting Board member

### **VP of Travel Team Coaching**

1. Recruit and on-board new travel coaches
2. Ensure travel coaches are meeting coaching certification requirements
3. Resolve any coaching issues within the travel team organization as they occur throughout the season.
4. Communicate organizational needs to coaches as they occur
5. Plan/present at pre- and post- season all-coaches meetings
6. Coordinate discussions concerning placement disputes.

7. Serve as coaching committee member
8. Serve as evaluation committee member
9. Voting Board member

### **VP of In-House Coaching**

1. Recruit and on-board new in-house coaches
2. Support ALDs for In-house programs by attending parent meetings (early in the season) to answer questions on goals for the program and coaching philosophy
3. Ensure in-house coaches are meeting coaching certification requirements
4. Resolve any coaching issues within the in-house organization as they occur throughout the season.
5. Communicate organization needs to in-house coaches as they occur
6. Plan/present at pre- and post- season all-coaches meetings
7. Coordinate discussions concerning placement disputes.
8. Serve as coaching committee member
9. Serve as placement committee member
10. Voting Board member

### **Treasurer**

1. Keep an accurate account of all monies received and disbursed to the Club
2. Render such accounts, statements, and inventories of monies received and disbursed and of money and property on hand
3. Accept financial gifts to the Club and deposit those gifts in appropriate Club account
4. The treasurer shall prepare an annual budget for approval first by the President and then by the Board. Uses the budget to propose skater fees for the upcoming season. Budgets must be prepared prior to the start of each season and before registration begins and skater fees are established.
5. Approves and signs off on financial releases from the Club.
6. The Treasurer will work with the Registrar and ALDs to ensure timely WAHA/USA Hockey registration of skaters.
7. Voting Board Member

### **Ice Schedulers (Practice Ice and Game Ice)**

1. The Club may appoint both practice ice and game ice schedulers.
2. Practice Ice Scheduler coordinates with Madison Ice Inc employees and other area rink managers to ensure the Club has adequate practice ice for the Polar Cap teams/programs/age-levels.
3. Game Ice Scheduler also coordinates with Madison Ice Inc employees, other area rink managers and/or the Practice Ice Scheduler to ensure teams/programs/age-levels have the ice needed for home game ice.

4. The Game Ice and Practice Ice Schedulers should always work together when communicating with Madison Ice Inc employees and other area rink managers so that communication efforts are not duplicated and both schedulers have awareness of ice availability at MIA and area rinks.
5. The Game Ice Scheduler monitors game ice disbursements and usage to ensure teams/programs remain within their budgeted game ice amounts.
6. The Practice Ice Scheduler ensures practice ice is distributed fairly (first) and efficiently (second) across Polar Cap teams/programs. For the former, the Practice Ice Scheduler ensures that teams/programs do not exceed or fall below budgeted ice amounts on a weekly basis (on average, as ice availability can change from week to week depending on the ice needs of other MIA user groups). The Practice Ice Scheduler may solicit feedback from the Coaching Committee or program/team lead coaches to work around coach schedules or pair specific teams for practices to achieve specific developmental goals.
7. The Game Ice Scheduler works with ALDs to help build travel team schedules in August-October timeframe, before teams are formed.
8. Voting Board Member(s)

### **Secretary**

1. Responsible for documenting monthly Board meeting discussions and generating Board meeting minutes.
2. Communicate Board meeting minutes to Board members for approval at subsequent Board meeting.
3. Assist President in facilitating agenda at Board meetings
4. Post meeting minutes to website for club member dissemination
5. Maintain Club By-laws and ensure most recent copy is available to Club and outside organizations (e.g. posted on the Polar Cap website).
6. **Oversees annual travel and practice jersey order. Delegates jersey distribution to ALDs**
7. Voting Board member

### **Age-Level or Program Director (ALD)**

1. The Age-Level Director (ALD) serves as the principal point of contact and conduit of information to/from the organization to families with skaters eligible for the age level or program.
2. The ALD addresses all families eligible for the age-level/program at an orientation meeting prior to the start of the season to communicate the club's basic expectations for all participating parents, players, coaches. Among other things, topics covered during this presentation would include an overview of: the club's codes of conduct, the team-placement process, the importance and responsibilities of team managers, other administrative topics and the importance of volunteerism within the club.

3. When applicable, the ALD participates in placement meetings so that they are informed about the placement process, aware of potential issues related to placement and can oversee and then attest to the overall fairness of the team placement process.
4. The ALD (acting in the best interest of the club and individual skaters) is involved in decisions associated with “play-up and play-down” requests for skaters requiring such permissions. These decisions are guided by established Club and WAHA policies.
5. The ALD is responsible for mediating or addressing problems or complaints raised by age-level/program families, coaches and team representatives. Depending on the type of issue, the ALD may decide to elevate issues to the President or refer issues to the Coaching Committee, as appropriate or necessary.
6. The ALD may be involved with disciplinary actions associated with age-level/program players, coaches or members. In the event that these situations arise, the ALD will work with the President, the Coaching Committee and others where appropriate to ensure transparency and fairness.
7. The ALD attends all board meetings and prepares an oral age-level/program specific monthly summary report for the benefit of the Board. This report communicates any issues associated with their respective age level.
8. The ALD will assist the Treasurer in collecting delinquent fees from age-level/program members.
9. The ALD works collaboratively with age-level team representatives to ensure that rosters are completed both accurately and timely.
10. In the absence of team managers or as is the case for U6 and U8, the ALD ~~may~~ works with the Game Ice Scheduler and age-level lead coaches (and the county-wide organizing club, e.g. Verona) to build partial game schedules before teams are selected.
11. The U10 and higher ALD registers travel teams for tournaments in the August-September time frame to ensure teams ~~have~~ are registered for two travel tournaments before tournaments fill up.
12. The ALD is a visible ambassador for age-level/program participants and the entire organization. ALDs must be positive, ethical, and constructive. In addition, the role requires a high level of integrity and decorum in all club functions.
13. As a Board Member, the ALD makes suggestions for changes in policy, procedure or practice that will improve the functioning of the club.
14. The ALD will recruit new candidates for open board seats.
15. The ALD trains and offers guidance to new Board members to facilitate a smooth transition.
16. The ALD is a Voting Board member(s) position.

### **Recruitment Director**

1. The Recruitment Director is responsible for attracting prospective children and families to participate in Polar Caps hockey programs.
2. The Recruitment Director advertises Polar Caps’ programs through available media channels, including internet advertisement, MSCR brochures, and print media. Special

events might also require contacting broadcast media outlets and participating in interviews.

3. Coordinate programs aimed at exposing children and families to hockey, such as Polar Caps' Try Hockey Boot Camp and USA Hockey "Try Hockey for Free" days.
4. Answer emails from prospective parents regarding Polar Caps programs and act as a liaison between new families and various program ALDs.
5. Voting Board member.

#### **Volunteer (DIBs) Director**

1. Makes recommendations to the Board regarding the Club's volunteer/DIBs policies.
2. Communicates Club volunteer policies to the Club at the beginning of each season. This could be done by email or communicated at age-level parent meetings.
3. Maintains the Club DIBs system by posting DIBs shifts to cover Club volunteer activities and events. Monitors and helps approve DIBs waivers when warranted (e.g. Board members, coaches, buyouts, hardship, etc.)
4. Monitors the progress of DIBs fulfillment and DIB shift coverage. Assigns Club members to fulfill DIBs shifts when necessary.
5. Voting Board member.

#### **Club Equipment Director**

1. Maintains the Club inventory of rental equipment.
2. Is the principal point of contact for families looking to rent equipment from the Club.
3. Maintains accountability of equipment that has been rented out and is the point of contact for equipment returns.
4. Makes recommendations to the Board when equipment needs surface (i.e. inventory items are low and purchases/replacements are needed).
5. May be the point of contact for ordering other Club equipment needs, such as on-ice training items or off-ice training equipment.
6. Voting Board member.

#### **Fundraising Director**

1. Central point of contact for Club fundraising efforts.
2. Makes recommendations to the Board on potential fundraising efforts that the Club might consider pursuing
3. Chairs committees related to fundraising events (e.g. Candy Cane Cup, Club Golf outings etc)
4. Voting Board member.

#### **Communications Director**

1. Manages the Club social media presence (Facebook, Instagram, etc)
2. Helps create digital content for website, paper/digital advertising and the Club video monitors.
3. Receives recommendations for Club Culture Champs, and creates the digital material for Culture Champ awardees.

4. Voting Board member.

#### **Registrar (and Web Admin)**

1. Maintains the Club's online registration system, which includes setting up registrations, teams, rosters and administering Club member user accounts.
2. Ensures that registrants meet Club residency requirements and refers registered members to ALDs or the President when a member does not meet Club residency requirements.
3. Maintains USA Hockey rosters.
4. Has general oversight of the Club website.
5. Voting Board member.

#### **Concessions Manager.**

1. Has general oversight of the Club's concession stand at MIA.
2. Responsible for establishing concessions stand's menu of each season, and keeping the concession stand stocked.
3. Ensures concessions area complies with local health code ordinances, passes inspections by the county health department, and corrects health code deficiencies
4. Ensures concessions equipment is in good working order, and coordinates for repair/replacement of equipment when needed.
5. Maintains a concession stand operations manual.
6. Leads concessions trainings at the beginning of each season.
7. Voting Board member.

#### **Girls Hockey Director**

1. Disseminates information related to girls hockey opportunities in the state and region.
2. Advises Club on integration of female players into Polar Cap teams at each level, whether it be girls-only or co-ed opportunities.
3. Advocates for improving the girls hockey experience and advancing girls hockey within the organization, generally.
4. Voting Board member