

DCYH ORGANIZATIONAL STRUCTURE

Governance • Hockey Operations • Volunteer Roles



BOARD OF DIRECTORS

Governance & policy oversight

BOARD TERMS

Two-year terms, staggered so half the board is elected each year.

President & Vice President in even years; Treasurer & Secretary in odd years.

President **Staffing** Executive officer · 1 elected seat · even years

Responsibilities Leads the association and represents it externally.

Key tasks Chairs board meetings, sets the agenda, liaises with district & state hockey.

Vice President **Staffing** Executive officer · 1 elected seat · even years

Responsibilities Supports the President and oversees special projects.

Key tasks Leads committees, drives initiatives, steps in for the President.

Treasurer **Staffing** Executive officer · 1 elected seat · odd years

Responsibilities Safeguards association finances and reporting.

Key tasks Maintains accounts, builds budgets, presents financials, supports audits.

Secretary **Staffing** Executive officer · 1 elected seat · odd years

Responsibilities Keeps official records and communications.

Key tasks Records minutes, maintains documents, manages correspondence.

Board Members **Staffing** Elected directors · 9-11 at-large seats

Responsibilities Provide governance votes and member representation.

Key tasks Vote on policy, serve on committees, represent member families.

Gambling Manager **Staffing** Appointed officer · 1 seat

Responsibilities Owns charitable gambling compliance.

Key tasks Manages licensing, ensures regulatory compliance, reports proceeds.

HOCKEY OVERSIGHT COMMITTEE

Independent authority over on-ice player & coaching development

GOVERNANCE Reports to the DCYH Board of Directors · VP serves as liaison · meets monthly before each Board meeting · 2-year staggered terms (DOH: 3-year)

Director of Hockey Operations (DOH)

Owens day-to-day player development strategy; oversees tryouts, coaching development, and pre/in-season programs.

3-yr term · \$15,000 base · reports to the Executive Board & HOC

DEVELOPMENT DIRECTORS & COORDINATORS — all report to the Director of Hockey Operations

Coaching Development Director

Recruits and develops coaches at every level, mites through bantams.

2-yr term · \$2,500 · reports to DOH

Referee Coordinator

Runs game-day officiating and manages the referee program.

2-yr term · \$2,000 · reports to DOH

Goalie Development Director

Leads goalie development and clinics across all levels.

2-yr term · \$2,500 · reports to DOH

Mites Program Director

Runs the 6U/8U mite, Learn to Skate, and Intro to Hockey programs.

2-yr term · \$2,500 · reports to DOH

Boys Program Coordinator

Oversees the boys youth program and recommends levels of play.

2-yr term · \$2,500 · reports to DOH

Girls Program Coordinator

Oversees the girls youth program and recommends levels of play.

2-yr term · \$2,500 · reports to DOH

High School Boys Representative

Bridges high school and youth coaching and player development.

Unpaid · reports to DOH

High School Girls Representative

Bridges high school and youth coaching and player development.

Unpaid · reports to DOH

ASSOCIATION OPERATIONS

Internal execution

Registrar / Registration

Staffing Lead: Secretary + 1 board member

Responsibilities Owns player registration and eligibility.

Key tasks Processes registrations, maintains rosters, manages USA Hockey numbers.

DIBS Coordinator

Staffing Lead: 1 exec officer + 1 board member

Responsibilities Runs the volunteer-hours (DIBS) program.

Key tasks Tracks hours, schedules shifts, reconciles volunteer accounts.

Concessions Management

Staffing Lead: 1 exec officer + 2 board members

Responsibilities Operates the concession stand.

Key tasks Manages inventory, staffs shifts, handles cash and revenue.

Equipment / Uniforms

Staffing Lead: 1 exec officer + 1 board member

Responsibilities Manages association gear and jerseys.

Key tasks Orders and inventories equipment, distributes and collects uniforms.

Apparel / Pictures

Staffing Lead: 1 exec officer + 1 board member

Responsibilities Coordinates spirit wear and team photos.

Key tasks Runs apparel orders, schedules picture day, distributes orders.

Team Manager Coordinator

Staffing Lead: 1 coordinator + team managers

Responsibilities Supports team managers across all teams.

Key tasks Onboards managers, coordinates schedules, relays team communications.

FINANCE & REVENUE

Money generation

Budget Committee **Staffing** Chair: Treasurer + 2 board members

Responsibilities Plans and monitors the annual budget.

Key tasks Builds the budget, tracks spending, recommends registration fees.

Fundraising Coordinator **Staffing** Lead: 1 exec officer + 2 board members

Responsibilities Drives association fundraising.

Key tasks Organizes campaigns, sets goals, coordinates volunteers.

Advertising / Sponsorship **Staffing** Lead: 1 exec officer + 2 board members

Responsibilities Secures sponsor and advertising revenue.

Key tasks Sells rink and program ads, manages and renews sponsor agreements.

Gambling Operations **Staffing** Lead: Gambling Manager + 2 board members

Responsibilities Runs day-to-day charitable gaming.

Key tasks Manages pull-tabs and raffles, tracks proceeds, ensures compliance.

COMMUNITY & ENGAGEMENT

Member experience

Social Media

Staffing Lead: 1 exec officer + 1 board member

Responsibilities Owns the association's social presence.

Key tasks Posts updates, shares game highlights, grows engagement.

Website

Staffing Lead: 1 exec officer + 1 board member

Responsibilities Maintains the association website.

Key tasks Updates schedules and news, manages content and accuracy.

Community Promotions

Staffing Lead: 1 exec officer + 2 board members

Responsibilities Builds visibility and outreach.

Key tasks Promotes programs, builds local partnerships, recruits new families.

Family Fun Night / Events

Staffing Chair: Vice President + 2 board members

Responsibilities Plans member and family events.

Key tasks Organizes socials, coordinates logistics, builds community.

