



Dodge County Youth Hockey Association

Board, Committee, and Volunteer Role Descriptions

Aligned solely with **DCYH Org Chart - NEW Version**, updated June 2026.

This document is a written companion to the updated org chart: the Board provides decision-making and policy oversight, committees execute assigned work, and HOC operates as an independent hockey authority with separate job descriptions.

Source hierarchy: The DCYH Org Chart - NEW Version controls the structure of this document. Prior Board/Volunteer/HOC content is included only where it supports the current org chart or is referenced to a separate role-specific document.

How to Use This Document

Use this document as a quick reference for Board, committee, and volunteer role ownership. For detailed HOC or Director of Hockey responsibilities, use the separate role-specific job descriptions rather than this document.

Quick Role Matrix

Pillar	Roles	Primary Ownership	Reference / Notes
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Board of Directors / Governance	President; Vice President; Secretary; Treasurer; Board Members; Gambling Manager	Decision-making, policy oversight, association leadership, records, finances, member representation, and gambling compliance.	Org chart controls structure; Board terms listed in Governance section.
Hockey Operations	HOC / Director of Hockey; HOC Development Directors & Coordinators; Referee Coordinator; Discipline Committee; Team Manager Coordinator	HOC provides independent hockey authority; DOH and HOC development roles support player and coaching development; Referee Coordinator, Discipline Committee, and Team Manager Coordinator remain separate Hockey Operations roles.	HOC and Director of Hockey details are maintained in separate job descriptions; this document mirrors only the org chart placement.
Association Operations	Registrar / Registration; DIBS Coordinator; Concessions Management; Equipment / Uniforms; Apparel / Pictures	Registration, eligibility, volunteer hours, concessions, equipment, uniforms, apparel, and picture coordination.	Detailed workflows should be maintained in role-specific procedures where needed.
Finance & Revenue	Budget Committee; Fundraising Coordinator; Advertising / Sponsorship; Gambling Operations	Budget planning, fee recommendations, fundraising, sponsor revenue, advertising, pull-tabs, raffles, proceeds, and compliance.	Gambling sub-role details should be maintained in gambling procedures.
Community & Engagement	Social Media; Website; Community Promotions; Family Fun Night / Events	Member communication, website accuracy, social updates, outreach, recruitment, partnerships, and association events.	Legacy promotion and event activities are grouped under this pillar.
Facilities & Tournaments	Capital Improvements Committee; Home Tournament Director; D9 Representative	Facility improvements, capital projects, home tournaments, tournament logistics, and District 9 representation.	Project and tournament details should be maintained in supporting procedures.

Board of Directors / Governance

Board Terms: Board positions are two-year terms, staggered so approximately half the Board is elected each year. President and Vice President are elected in even years; Treasurer and Secretary are elected in odd years.

President

Responsibilities: Leads the association and represents it externally.

Key tasks: Chairs Board meetings, sets the agenda, and liaises with district and state hockey.

Vice President

Responsibilities: Supports the President and oversees special projects.

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

Secretary

Responsibilities: Keeps official records and communications.

Key tasks: Records minutes, maintains documents, and manages correspondence.

Treasurer

Responsibilities: Safeguards association finances and reporting.

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

Board Members

Responsibilities: Provide governance votes and member representation.

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

Gambling Manager

Responsibilities: Owns charitable gambling compliance.

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

Hockey Operations

Hockey Operations includes the Hockey Oversight Committee, Director of Hockey Operations, HOC development directors and coordinators, Referee Coordinator, Discipline Committee, and Team Manager Coordinator. HOC operates as an independent hockey authority; Referee Coordinator, Discipline

Committee, and Team Manager Coordinator remain separate Hockey Operations support roles unless otherwise assigned in the org chart.

Related reference: Safe Sport responsibilities are not listed as a standalone role on the current org chart and should be handled through HOC, coaching, team, or compliance workflows unless DCYH formally adds a separate Safe Sport role.

Hockey Oversight Committee / Director of Hockey Operations

Note: Detailed Hockey Oversight Committee position descriptions are maintained in a separate HOC job description document. This document should only summarize HOC's place in the org chart and direct readers to the separate HOC document for position-specific duties, requirements, terms, selection process, and reporting details.

Responsibilities: Provides independent authority over on-ice hockey programs and player/coaching development.

Key tasks: Sets hockey policy, oversees coaching, manages tryouts and team formation, and coordinates player development through the Director of Hockey Operations and HOC development roles. Refer to the separate **DCYH Hockey Oversight Committee Job Descriptions** and **DCYH Director of Hockey Job Description** documents for current HOC-specific and Director of Hockey-specific details.

Related reference: HOC meeting cadence, VP liaison duties, level-of-play approvals, coach approvals, minimum requirements, term rotations, selection process, compensation, reporting relationships, and position-specific duties are maintained in the separate HOC and Director of Hockey job descriptions.

Org chart note: The updated org chart lists Director of Hockey Operations, Coaching Development Director, Player Development Director, Goalie Development Director, Mite Program Director, Boys Program Coordinator, Girls Program Coordinator, High School Boys Representative, and High School Girls Representative within the HOC detail. This document references those roles here but leaves the full descriptions in the separate HOC and DOH documents.

Clarification: Referee Coordinator, Discipline Committee, and Team Manager Coordinator are listed as Hockey Operations roles on the org chart and should not be treated as HOC development director/coordinator roles unless the org chart is later revised.

Referee Coordinator

Responsibilities: Runs game-day officiating.

Key tasks: Schedules and assigns referees, and recruits and trains officials.

Team Manager Coordinator

Responsibilities: Supports and aligns all team managers.

Key tasks: Trains managers, shares information, and coordinates team logistics.

Discipline Committee

Responsibilities: Upholds the player and parent code of conduct.

Key tasks: Reviews incidents, issues suspensions, and enforces standards.

Association Operations

Association Operations includes the internal execution roles that keep the season running smoothly, including registration, DIBS, concessions, equipment, uniforms, apparel, and pictures.

Related reference: Learn to Skate, Learn to Play Hockey, and Little Wild are not separate roles on the current org chart and should be referenced through HOC/Mite Program Director documentation or assigned event procedures.

Registrar / Registration

Responsibilities: Owns player registration and eligibility.

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

Related reference: Registration fee collection, birth certificates, coach registration, coach certification tracking, and District Nine roster deadlines should be maintained in Registrar / Registration procedures.

DIBS Coordinator

Responsibilities: Runs the volunteer-hours program.

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

Related reference: DIBS coverage for concessions, high school events, Learn to Skate, Little Wild, tournaments, and year-round schedule changes should be maintained in the DIBS procedure.

- **DIBS Master:** Enters preseason and regular-season sessions, completes DIBS for profiles, and ensures player profiles are allocated correctly.
- **DIBS Scheduler:** Follows high school, youth, and mite schedules; enters games and events; and adjusts hours for schedule changes.
- **DIBS Communicator / Event Support:** Answers DIBS-related questions, supports sign-off or follow-up needs, and helps ensure special events and tournaments have appropriate volunteer coverage.

Concessions Management

Responsibilities: Operates the concession stand.

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

Equipment / Uniforms

Responsibilities: Manages association gear and jerseys.

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

Related reference: Equipment distribution, donated equipment, uniform and jersey tracking, and goalie equipment support should be maintained in Equipment / Uniforms procedures or assigned volunteer instructions.

Apparel / Pictures

Responsibilities: Coordinates spirit wear and team photos.

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

Related reference: Apparel ordering, picture day coordination, sponsor photo collection, and team manager coordination for sponsor presentations should be maintained in Apparel / Pictures procedures or event instructions.

Finance & Revenue

Finance & Revenue includes the roles and committees responsible for budgeting, fundraising, sponsorship, advertising, charitable gambling, and revenue oversight.

Budget Committee

Responsibilities: Plans and monitors the annual budget.

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

Fundraising Coordinator

Responsibilities: Drives association fundraising.

Key tasks: Organizes campaigns, sets goals, and coordinates volunteers.

Advertising / Sponsorship

Responsibilities: Secures sponsor and advertising revenue.

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

Gambling Operations

Responsibilities: Runs day-to-day charitable gaming.

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

Related reference: Charitable Gambling Manager, Assistant Gambling Manager, and Site Manager details should be maintained within Gambling Operations procedures or a separate charitable gambling procedure document.

Community & Engagement

Community & Engagement includes member experience, communication, outreach, promotions, and association events.

Social Media

Responsibilities: Owns the association's social presence.

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

Website

Responsibilities: Maintains the association website.

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

Community Promotions

Responsibilities: Builds visibility and outreach.

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

Family Fun Night / Events

Responsibilities: Plans member and family events.

Key tasks: Organizes socials, coordinates logistics, and builds community.

Related reference: Association Promotion, Family Fall Fun Night, Hockey Day, parades, school open houses, and similar outreach activities are grouped under Community Promotions and Family Fun Night / Events.

Facilities & Tournaments

Facilities & Tournaments includes growth, event, infrastructure, and external coordination roles that support rink improvements, hosted tournaments, and District 9 representation.

Capital Improvements Committee

Responsibilities: Plans facility upgrades and capital projects.

Key tasks: Scopes rink improvements, manages projects, and secures funding.

Home Tournament Director

Responsibilities: Runs home tournaments end to end.

Key tasks: Builds brackets, coordinates teams, and manages volunteers and logistics.

D9 Representative

Responsibilities: Liaises with USA Hockey District 9.

Key tasks: Attends district meetings, relays updates, and represents the association.