

SSYHA Descriptions of Duties for Board Members, Employees and Coaches

Duties of Board Members

- President: The duties of the President of the Association shall be to preside at the General Membership Meetings and the Board of Directors Meetings and any special meetings; to perform all other duties normally associated with the president of a non-profit organization of this type; and to act as the Association's representative at all USA Hockey meetings and functions.
- Vice President: The duties of the Vice President shall be to assist the President in the general administration of the Association and its functions and programs and to preside at any meeting of the Association at which the President is absent. The duties of the Vice President shall include, but not be limited to coordinating the activities of all standing and special committees of the Association and working with the President and the Executive Director to solve all problems.
- Secretary: The Secretary shall work with the Operations Manager to maintain all records and information required by law to be kept by the Association: the Association's Articles of Incorporation, these Bylaws, and all rules, regulations and policies of the Association. The Secretary shall oversee and coordinate with the Operations Manager, the registration of youth hockey players and create certified 1-T rosters for all teams in compliance with USAH and CAHA rules, responsible for the maintenance of all other corporate records and files, and shall have such additional authority and perform such duties as are appropriate and customary for the office of Secretary, except as the same may be expanded or limited from time to time by the Board President.
- Treasurer: The duties of the Treasurer shall be to provide oversight of the Association's financial affairs and coordinate its financial administration in collaboration with the Board President, Executive Director, Operations Manager, bookkeeper, and CPA. The Treasurer shall work with the President and the Board of Directors to develop the Association's annual budget; oversee the preparation and timely filing of all required tax returns and financial reports in coordination with the Association's bookkeeper and CPA; ensure the Board receives regular reports regarding the Association's financial condition, including operating balances, budget performance, and projected revenues and expenditures.
- Foundation Representative (Intro, 8U and 10U): The duties of this Coed (Youth) Representative shall be to act as the liaison between the Board and the age-level teams he/she represents. They shall be responsible for conveying the interests of parents, coaches and athletes of said teams at Board Meetings. They shall also perform such additional duties as may be assigned from time to time by the Board President, including but not limited to attending team parent meetings and home tournaments of their age level team.
- Coed (Youth) Representative (12U, 14U and HS): The duties of this Coed (Youth) Representative shall be to act as the liaison between the Board and the age-level teams he/ she represents. They shall be responsible for conveying the interests of parents, coaches and athletes of said teams at Board Meetings. They shall also perform such additional duties as may be assigned from time to time by the Board President, including attending team parent meetings and home tournaments for their age level team.
- Girls Representative: The duties of the Girls Representative shall be to act as the liaison between the Board and all age-level girls teams he/she represents. They are responsible for conveying the interests of the parents, coaches and athletes of said teams at Board Meetings. They shall also perform such additional duties as may be assigned from time to time by the Board President, including attending team parent meetings and home tournaments for their age level team.

Duties of Employees

Executive Director

- Selects & train coaches
- Develop practice schedules
- Develop SSYHA progression for hockey systems and skill development
- Liaison for coaches
- Assists coaching staffs (provides guidance and feedback)
- Conducts tryouts
- Mentor for SSYHA programs
- Networks with the state hockey organizations
- Provide educational programs (players, parents and coaches)
- Financial responsibilities, including assisting with budget creation and accounting/banking oversight

Operations Manager

- Maintain SSYHA website
- Coordinate, train and communicate with managers
- High School liaison
- Identify Locker Room monitors for each team
- Administer monthly board meetings
- Manage/coordinate SSYHA volunteers
- Administer player and roster registration
- Manage tournament registrations
- Assist with financial management

Events Coordinator

- Create tournament brochures
- Coordinate volunteers
- Attends all tournaments unless otherwise coordinated
- Make tournament banners
- Coordinate social media
- Manage sponsorships and advertising
- Manage association apparel
- Coordinate all SSYHA events
- Manages all lodging partners

Other SSYHA Employees/Volunteers

- SSYHA Skills Coach
- SSYHA Goalie Coach
- SSYHA Off Ice Training Coach
- SSYHA Scheduler
- Steamboat Referee Scheduler
- SSYHA SafeSport Coordinator
- Individual Team Head Coaches

Coaches Expectations

SSYHA expects coaches to be committed to providing a safe, healthy and fun environment for their players and teams. Sportsmanship, respect, work ethic and responsibility will be emphasized for player and team development. Duties for coaches include:

- Player and team development
- Assistance with player selections
- Practice plan development
- Practice and game attendance
- Conduct player and parent meetings

- Player one-on-ones
- Conflict resolution

Coach Selections

Qualifications include:

- USA Hockey background check
- Coaching experience
- Ability to work effectively with children and other SSYHA volunteers
- Ability to create a positive experience for the team
- Hockey knowledge and skills
- Maturity and responsibility
- Ability to put in the time and effort required throughout the season
- Maintaining required USA coaching certification level
- Board approval

Individuals interested in coaching should contact the Executive Director. Coaches are required to sign a Coaches Code of Conduct setting forth coaching performance standards.

Practice Plans

The responsibility for daily practice planning will be the head coach of each team. These plans will be based on guidance from the Executive Director, USA Hockey and online accredited organizations. SSYHA subscribes to the USA Hockey “American Development Model” commonly referred to as ADM.