

Bay Area Houston Hockey Association (BAHHA)

Board of Director's Position Descriptions

Officers

President –

- Convene and preside over Annual, Regular and Special meetings.
- Have responsibility for all affairs relative to the conduct and operation of the Association.
- Present a report on the status and accomplishments of the Association at the Annual Meeting.
- Cast the deciding vote in the case of a tie at any Meeting.
- Ensure all written or electronic documents brought forth by committee chairpersons or board members are reviewed. This includes but is not limited to Regular Meetings minutes and Association newsletters.
- Represent, or appoint another Board Member to represent, the Association at District, State and National USA Hockey meetings and coordinate any activities between the Association and other USA Hockey Associations.
- Act as chairperson for all Conduct Review Committee meetings.
- An Ex-Officio member of all committees.
- Review background checks of Association volunteers.
- Co-sign checks.
- Maintain a file of pertinent information in order to maintain continuity with successor.
- Organize Board of Director elections.

Vice President

- In case of the absence of or disability of the President, and provided he or she is authorized by the President or Board so to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.
- In the absence of the President, the Vice President shall have and exercise all powers and duties of the President.
- To perform other duties as delegated by the President.
- Serve as a member on all Conduct Review Committees.
- Co-sign checks.
- Review background checks of Association volunteers.
- Supply names of any volunteers that need a background check to the Background Coordinator. Seek out possible name by interfacing with personnel such as Team Managers, Coach-in-Chief and ACE.
- Maintain a file of pertinent information in order to maintain continuity with successor.

- Liaison between parents and coach if issue cannot be resolved by the Team Manager or Team Liaison.

Immediate Past President

- Chairperson for the Conduct Review Committee.
- Duties designated by the Bylaws.
- Duties assigned by the Board.

Secretary

- Assist the Treasurer in establishing the budget for the coming year.
- Record and maintain a file of Board Meeting minutes.
- Prepare all official business correspondence between the Association and other organizations or persons and maintain a file of such correspondence.
- Maintain a list of names, addresses, phone numbers and titles of all the Board Members. Provide a copy of this list to the Director of Communications.
- Maintain a file of the forms and form letters used by the Association and make them available to the Board Members as required.
- Maintain a file of pertinent information in order to maintain continuity with successor.

Treasurer

- With the assistance of other Board Members, prepare the Association budget for the coming fiscal year. Submit the budget to the Board for review and approval by the date of the first fall registration.
- Submit records on request to the Board for audit.
- Prepare and present a year-end financial statement and show comparisons with original budget items at the Annual Meeting.
- Prepare financial reports for presentation at each Board Meeting and submit records on request to the Board for review.
- Receive funds, issue receipts for cash/check exchanges as requested.
- Maintain a list of assessment payments given to the Association by the parents of each Youth Player Member and each Player Member. Also maintain a list of the assessments that have not been paid to the Association so that the Treasurer may send out reminders.
- Pay on time all bills approved by the Board of Directors.
- Make all bank deposits in a timely manner to the bank approved by the Board of Directors.
- Establish and maintain a bookkeeping voucher filing system that can be audited easily. Keep the books current.
- Record receipt of funds in a manner that the Fundraising/Sponsor Director can analyze the various fund raising activities.

- The books will be audited at the conclusion of each fiscal year by July 30th. The Board will nominate an Auditing Committee to conduct an audit of the financial records.
- Co-sign checks.
- Prepare and submit State and Federal Tax reports as required and maintain a file of copies of reports submitted.
- Maintain a file of pertinent information in order to maintain continuity with successor.

Association Coaching and Education (ACE) Coordinator

- Administrative link to USA Hockey and its Coaching Education Program (CEP)
- Maintain an up-to-date list of current Association coaches and managers including names, addresses, e-mail and phone numbers. Provide the list to the President, Secretary and Communications Director.
- Organizes and manages many CEP requirements
- Assists BAHHA in the development of a well-trained coaching staff
- Introduce the Coaching Education Program as published by USA Hockey and implement it within the association.
- Ensure all coaches are at proper certification level. Coaching certification levels are available on USA Hockey website.
- Promotes parent education
- Provides clear goals and objectives for player skill development.

Non-Officers

Communications Director

- Distribute all telephone and e-mail messages that are to be passed to the Association members. This will include event announcements drafted by committees.
- Maintain a Board Member Contact List which includes position, phone number(s) and email address(es). Give reasonable e-mail notice to Board Members of upcoming Board meetings.
- Maintain a Team Manager List which includes phone number(s) and email address(es).
- Provide the local newspaper weekly summaries of games played, standings, league activities, etc. This also includes announcements of player registration, general meetings, Association actions, and Association tournament teams and games.
- Compile an electronic scrapbook of newspaper items, web articles, etc. published for reference by the Board of Directors and to be used as a guideline by the successor.
- Be responsible for mass form printing and distribution:
 1. Coordinate printing of forms and letters that are to be distributed to a significant number of Association Members.
 2. Coordinate printing and distribution of player registration announcements. This involves delivery of announcements to

the local grade schools and intermediate schools and their distribution to eligible children.

3. Provide information flyers for distribution to parents at registration.
 4. Prepare and deliver to the responsible people, advertising materials dealing with Association functions. This includes flyers relating to player registration, tryouts, fund-raising drive, etc.
- Maintain a list of individuals that have volunteered to assist BAHHA; provide the list to board or committee members so they can contact volunteers if they need assistance.
 - Maintain the BAHHA bulletin board (at SCIS) with information such as events, achievements, general information about BAHHA; keep the bulletin board up-to-date, orderly and ensure that only board approved content is posted.
 - Coordinate maintenance of the website including arranging for server space, identifying web functionality, helping to arrange information to be posted and keeping content fresh. Serve as back-up to Webmaster and have the ability to do web updates.
 - Develop schedule of recurring and one-time deadlines for announcements of registrations, try-outs and special events.
 - Forward email inquiries about BAHHA to appropriate BOD representatives or others as appropriate for responses.
 - Maintain a list of media outlets (newspapers, schools, Aeros, rinks and other associations).
 - Maintain a file of pertinent information in order to maintain continuity with successor.

Coach-in-Chief

- With the assistance of the Clinics Coordinator, develop and conduct clinics that meet the requirements of USA Hockey certification focusing on the skills required for players at each Youth Player division including both the house and travel programs.
- Provide drills for coaches that meet or exceed the expectations of skills and abilities as published in the USA Hockey practice manuals for each Youth Player division.
- Establish coaching goals for each division and monitor progress and establish a set of coaching resources.
- Provide mentoring and guidance for coaches at each Youth Player division including both the house and travel programs.
- Participate on the coach selection committee. Form a Coach Selection Committee for the purpose of selecting the head coaches for the Youth Player Members.

- With the assistance of the Registration Coordinator, organize and supervise player evaluations and tryouts for each Youth Player division.
- Serve as a member on all conduct review committees.
- Maintain a file of pertinent information in order to maintain continuity with successor.
- Assist Head Coaches in team placement as needed.

Registration Coordinator

- Not act as a head coach or team manager for a Youth Player team.
- Record all player transactions and maintain an accurate and up to date record thereof.
- Receive and review applications for players. Certify age eligibility before the player may be accepted for try-outs and selection.
- Verify proper paperwork and current USA Hockey numbers have been received.
- After player registrations and teams are set, provide to Team Managers contact information. Work with Team Managers to collect any missing paperwork.
- Receive from the Registrar a list of non-US citizens. Submit paperwork for Canada citizens to USA Hockey. Submit paperwork for International citizens to USA Hockey. This form requires player/parent signature and proof of residency.
- Provide USA Hockey numbers to the Registrar. Receive master list from Registrar after players have been claimed and verify all players are on the master list.
- Assist the Registrar in submitting team rosters or any other necessary paperwork to USA Hockey as required.
- Attend to all matters pertaining to player registration. Maintain a file of registration forms for registered players. Organize and supervise registration day activities.
- Make copies of required paperwork and give to Team Managers. Team Managers may also make their own copies, if so ensure originals are returned.
- Maintain the master database of Player information including name, contact information, age, team, jersey sizes, numbers and other relevant information. Make email address list(s) available for communication to the players/parents.
- Make team rosters available to Board Members who may require them in the performance of their duties.
- Assist the Coach in Chief to organize and supervise player evaluations and tryouts.
- Attend all Youth Player coaches meetings.
- Make inquiries regarding player resignations from teams and report to the Board.

- Serve as a member on all conduct review committees that involve Youth Player programs.
- Maintain a file of pertinent information in order to maintain continuity with successor.

Safety Coordinator

- Be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants within the Association. Ensure that all Youth Player Members and their coaching staff are presented the USA Hockey's "Heads Up Hockey" program.
- Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- Coordinate first aid training for injuries relevant to the sport of hockey for coaches of each level.
- Provide first aid kits to each team at all levels of hockey.
- Be responsible for handling all matters relative to insurance policies including claims.
- Maintain a file of pertinent information in order to maintain continuity with successor.
- Ensure all required safety documentation is current.

Fundraising/Sponsor Director

- Seek out and solicit local merchants and businesses to sponsor the various teams in the League.
- Maintain a list of names and addresses of each sponsor acquired.
- Seek out and solicit local merchants and businesses to purchase advertising from the Association in the form of signs or banners.
- Maintain a list of names and addresses of each sign or banner acquired.
- Prepare and deliver forms of recognition, including team's sponsor along with invitations to attend games.
- Issue a schedule of games and a team picture to each team's sponsor along with invitations to attend games.
- Make a recommendation to the Board on the type of fundraising drive the Association is to have. Only one may involve player participation.
- If sale of a product is involved, coordinate appearances of sales representatives before the Board. The Board will approve of the product and supplier.
- Coordinate all activities involving each Team Manager.
- Coordinate transfer of raised funds to the Association Treasurer.
- Maintain files that show the amount of the product distributed to each Team Manager, the amount returned and the amount of money turned in by each Team Manager.

- Prepare thank you letters to be mailed to sponsors.
- Maintain a file of pertinent information in order to maintain continuity with successor.

Director of Team Support

- Be responsible for organizing, supervising and maintaining a group of individuals for score keeping purposes.
- Organize a score-keeping clinic, as needed each year.
- Submit the necessary paperwork to USA Hockey for player achievement patches for the Youth Player Members.
- Seek out a qualified individual to take team and individual player photographs. Coordinate all activities between the photographer and the Association. Arrange for orderly distribution of pictures to the players.
- Order scoresheets and ensure there are enough scoresheets at customer service for the upcoming home met games.
- Maintain a list of current Team Managers to notify them of any league or association information.
- Maintain Team Manager handbook containing information such as:
 1. Travel destinations for accommodations and activities.
 2. Travel methods (bus, airplane, driving routes, etc.)
 3. Responsibilities and expectations when hosting tournaments.
 4. Rule changes.
- Maintain a file of pertinent information in order to maintain continuity with successor.
- Assign Met League Score sheet Coordinator and ensure game scoresheets are submitted to the Coordinator of the city wide Houston House League.
- Coordinate jersey colors for the non-travel teams with the other hockey associations to ensure no color conflicts throughout season games. Notify Director of Uniforms.

Director of Uniforms

- Interface with Schedule Coordinator to determine deadline for ordering jerseys.
- Obtain competitive bids on all items to be purchased and present these bids to the Board for authorization to purchase.
- Interface with Team Managers for jersey orders. Receive from Team Managers order information.
- Interface with the Director of Team Support to determine met league jersey color.
- Order jersey and socks to be worn by the Association's regular and travel players and shirts for coaches.
- Order player outfits to be worn by the Association travel teams. These should be received and ready to be issued by the first tournament game of the regular season.

- Maintain a file of pertinent information in order to maintain continuity with successor.

Schedule Coordinator

- Determine the requirements for the Association's programs and assist the Board to negotiate the purchase of ice time from ice rink facilities.
- Schedule practice and game times for all of the Association's hockey programs.
- Liaison with other Associations sharing rink facilities to ensure mutual benefits of ice usage from ice rink facilities.
- Liaison for schedule changes. Work with rinks and Team Managers.
- Coordinate with Director of Uniforms game dates to ensure jerseys are ordered in time to meet first game.
- Coordinate on-ice officials and score keepers for all games hosted by the Association.
- Assist the travel teams with away schedule coordination and verify TAHA Travel permits are completed for each team as necessary.
- Attend or appoint a representative to attend the NTxHL Scheduling Meeting.
- Maintain a file of pertinent information in order to maintain continuity with successor.

Other Association Positions (Non-Board Member)

Pointstreak Coordinator

Receive from the travel Team Managers upcoming game schedules. The Pointstreak Coordinator will request access from the NTxHL rep. Provide access information to the travel team division Team Manager. The Team Manager will inform the Pointstreak Coordinator when all information has been entered. The Pointstreak Coordinator will inform the NTxHL rep when access is no longer required.

Flyer Development Coordinator

Assist any other member in generating flyers for Association activities.

Webspace/Webmaster

Maintain the website as required.

Background Checks Coordinator

Receive list of names needed for background check from the Vice President. Submit list of names to the proper background check repository and report responses back to the appropriate parties (the President, Vice President and TAHA or the ISHL). Maintain a list of background statuses.

Message Board Administrator

Maintain the Message Board as required.

Post Office Box Manager

Check the mail regularly and distribute as required.

Equipment Manager/Annual Equipment Sale Fundraiser Coordinator

Create and make available the form to track loaned equipment. Maintain the inventory of equipment available for loaning. Develop and maintain the process for loaning equipment. Create and maintain form used during the equipment sale. Work with SCIS to arrange a date for the sale. Create and give the announcement to the Communications Director for release to the Association. Oversee the receiving/sale and return of equipment. Set up appoints as needed with new players to sell used equipment.

Met League Score sheet Coordinator

Coordinate with the Met Team Managers the procedure of handling met league score sheets. Develop and maintain this process. Mail (or hand deliver to TC Lewis at Willowbrook) white copy of home game score sheets to TC on a regular basis and notify Team Managers what to do with met league score sheets after each home game. More information is available in the Team Manager duties description.

Team Managers

Maintain all team records. Identify travel locations and hotels and make/coordinate team reservations. Provide Director of Uniforms spreadsheet of jersey order information (size and number, sock size) in time to meet first game. Collect needed paperwork from players as requested by the Registration Coordinator. Provide inputs to the Team Managers handbook. Serve as a liaison between the coach and parents or appoint a parent rep as discussed in the parent guidebook. Communicate any news items to the team. With the assistance of the Director of Team Support, set up score keepers, penalty box volunteers for home games. Submit the necessary paperwork to the Director of Team Support for player achievement patches for the Player Members. Set up additional team activities: team parties, fundraisers, sponsorships, and Aeros intermission skate.

Detailed Team Manager Information link.

Coaching Clinics Coordinator

With the assistance of the Clinics Coordinator, develop and conduct clinics that meet the requirements of USA Hockey certification focusing on the skills required for players at each Youth Player division including both the house and travel programs.

Student Coaching Coordinator

Develop and maintain the rules for participating in this program. Create and make available forms to players who would like to participate in the program. The program allows the midget level players to help mentor younger players as well as give them the community service hours so many colleges desire. In addition, it re-enforces the basic skills of hockey.

On/Off-Ice Coaching Aids Coordinator

Build and maintain the coaching aids. Determine where the coaching aids will be stored and how other coaches will have access to them.

Registrar

Receive from the Registration Coordinator all necessary information to submit team rosters to USA Hockey. Generate player list of those registered and provide to the Registration Coordinator.

Scorekeeping Coordinator

Ensure that each team has trained scorekeepers so that they can provide this duty at home games. Set up and teach scorekeeping class(es) at the beginning of season and if needed an additional class later in the season.

Growth Coordinator

Interface with the Equipment Manager to ensure enough equipment is available for play hockey for free days. Work with association leadership on acquisition & retention programs. Incorporate USA Hockey growth models. Have a presence at community activities. Main contact for potential new families. Communicate with parents to maximize program satisfaction. Recruit volunteers to assist with growth initiatives.