

DYH Job Descriptions

All Coordinators, Directors and Chairpersons are expected to attend monthly DYH Board meetings. Each coordinator or each chairperson will report on progress of activities related to assigned responsibilities at monthly meetings.

President: Per DYH League By-Laws and League Planning, By Laws, A.C. E Coordinator, Coaches Safety and Tryouts.

League Planning Director: Will over see the League Planning Committee which is responsible to develop the long term strategic direction DYH should take moving forward. In general, the committee will look at overall league growth, player retention and program improvement.

By-Laws Director: Will oversee the By-Laws Committee and will be the subject matter expert on the leagues by-laws. The committee will study any proposed changes and recommend improvements or updates to the League's Board of Directors.

A.C.E. Coordinator: Responsible for the development of the leagues coaches. This important position serves as a communication link to the USA Hockey Coaching Education Program. A.C.E. Coordinators work with the Coaching Education Program to schedule coaching clinics, and help register their coaches in clinics.

Coaches Safety Director: Director will be responsible for safety training of the league's coaches.

Tryouts Director: Will oversee all activities associated with the leagues annual tryouts. Will recruit and lead the Tryout Committee. Lead development of a player selection process that utilizes tryout results, in season play and coaches evaluations. Lead development of an approval and a dispute resolution process. The Tryout Committee will establish and maintain the process by which DYH evaluates players for the purpose of placing them on teams for the following season.

Vice President of Administration: Per DYH League By-Laws and oversight of Fundraising.

Car Raffle Coordinator: coordinate all aspects of the annual car raffle at the Topsfield Fair.

Night Golf Coordinator: coordinate all aspects of the annual night golf tournament.

Sponsors Coordinator: Responsible to solicit sponsors for the league.

Merchandise Coordinator: Will develop a committee to look at various manufacturers and determine a selection of items for sale to DYH players and their families. Coordinate sales and delivery of DYH branded merchandise.

Reverse Raffle Coordinator: coordinate all aspects of the reverse raffle.

Bowling Night Coordinator: coordinate all aspects of the Bowling Night.

Vice President of Operations: Per DYH League By-Law, also Ice, Rink Committee, Coaches Committee and Players Divisions

Rink Committee Director: Director will oversee and lead the committee toward helping DYH find more suitable ice associated with new rinks. This committee will work with the Ice Coordinator to develop leads for new ice and work with rink developers to investigate potential opportunities for DYH. The committee chair will be responsible to lead the committee and be a conduit for committee activities to the B.O.D on a monthly basis

Midget Director: Coordinate all teams at this level. Work with Coaches to understand each team and any associated issues. Manage player movement between teams. Help coordinate skill sessions for this level. Represent Midgets at the monthly DYH meetings, representing the players and their parents on matters being discussed and voted on by the Board of Directors and the Executive Board. Ensure that each player is evaluated fairly and represented during placement. Participate on Coach Evaluation sub committee as required.

Bantam Director: Coordinate all teams at this level. Work with Coaches to understand each team and any associated issues. Manage player movement between teams. Help coordinate skill sessions for this level. Represent Bantams at the monthly DYH meetings, representing the players and their parents on matters being discussed and voted on by the Board of Directors and the Executive Board. Ensure that each player is evaluated fairly and represented during placement. Participate on Coach Evaluation sub committee as required.

Peewee Director: Coordinate all teams at this level. Work with Coaches to understand each team and any associated issues. Manage player movement between teams. Help coordinate skill sessions for this level. Represent Peewees at the monthly DYH meetings, representing the players and their parents on matters being discussed and voted on by the Board of Directors and the Executive Board. Ensure that each player is evaluated fairly and represented during placement. Participate on Coach Evaluation sub committee as required.

Squirt Director: Coordinate all teams at the Squirt level.

Work with Coaches to understand each team and any associated issues. Manage player movement between teams. Help coordinate skill sessions for this level. Represent Squirts at the monthly DYH meetings, representing the players and their parents on matters being discussed and voted on by the Board of Directors and the Executive Board. Ensure that each player is evaluated fairly and represented during placement. Participate on Coach Evaluation sub committee as required.

Mite Director: Coordinate all teams at the Mite level. Work with Coaches to understand each team and any associated issues. Manage player movement between teams. Help coordinate skill sessions for this level. Represent Mites and Instructional level at the monthly DYH meetings, representing the players and their parents on matters being discussed and voted on by the Board of Directors and the Executive Board. Ensure that each player is evaluated fairly and represented during placement. Participate on Coach Evaluation sub committee as required.

Learn to Skate / Mite Instructional Director: Responsible for the continuation and growth of the DYH LTS program. Work to develop a program for kids in various phases of "start up" with the goal of getting these kids ready for the Mite Instructional level. Work with Registration coordinator regarding sign-ups. Oversee marketing of the program. Recruit and coordinate coaches for various skills levels. Develop and grow the cross ice instructional program. Develop and maintain collaborative efforts with other programs.

Girls Director: Responsible for the continuation and growth of the DYH Girls program. Work with Registration Director regarding sign-ups. Oversee marketing of the program. Recruit and coordinate coaches. Participate on Coach Evaluation sub committee as required.

Valley League Contact: Act as single point of contact for the Valley League

Coaches Committee Director: Develop and lead the coaches committee in the selection of coaches for all levels of the program. The committee will review applications, check references and conduct interviews with the goal of identifying the best qualified applicants for coaching positions within DYH. The Coaches Committee will establish and maintain the process by which DYH selects and evaluates coaches.

Clerk: Per DYH League By-Laws and oversight of the Web Site, USA Hockey and Manager Coordinator:

Web Site Coordinator: Manage the leagues web site. Work with Board of Directors and all teams to develop, maintain and update the website to serve the needs of the program.

USA Hockey/Massachusetts Hockey Rep: Represent DYH at the Mass Hockey District & State meetings. Report back to the B.O.D. at monthly meetings on relevant issues. Collaborate with the Registration Coordinator to insure that all Players are registered with USA Hockey and Mass Hockey.

Manager Coordinator: Coordinate the Team Managers for purposes on dissemination of DYH information to players and families.

Treasurer: Per DYH League By-Laws and oversight of DYH Otto Moulton Scholarship, Equipment and player registration

Chair - DYH/Otto Moulton Scholarship Committee: Develop and lead the committee charged with administering the DYH Scholarship: Develop and implement processes for application, selection and award. Publicize the scholarship as needed. Coordinate the award and issuance of the scholarship dollars.

Registration Coordinator: Responsible to develop and maintain registration process for all DYH participants. Manage registration with USA Hockey and Mass Hockey. Manage registration process in the spring in collaboration with the Treasurer and Tryouts Director.

Equipment Coordinator: Manage all DYH equipment. Responsible to procure equipment such as pucks, water bottles, socks, etc. Manage distribution to coaches. Manage equipment budget. Manage inventory of DYH game shirts.