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SECYH Position Responsibilities

Board of Director Roles

The Board of Directors shall consist of the following members:

President
Vice President
Treasurer
Secretary
Registrar
Division Directors
Director of Managers
Master Ice Scheduler
CHC Representative
Members at Large (number of members variable)
Coaching Coordinator (non-voting)
Equipment Manager (non-voting)
Website manager (non-voting)

The primary responsibilities for the Board of Directors are as follows:

- Manages the SECYH organization by reviewing and discussing all ongoing organization activities.
- Plans future events that support organization growth.
- Meets on a regular basis (generally monthly during the hockey season).
- Votes on approval of all Head Coaches.
- Appraised of the final determination on Disciplinary committee recommendation on penalties of coaches, players, and families and in ensuring enforcing disciplinary actions.
- Review and agree on any long term suspension issued by the Disciplinary Committee.
- Acknowledges Executive approved SECYH Policies and By-Laws .
- Reviews and implements all changes in line with CHC and USA hockey updates.
- Discusses all fund raising and marketing proposals.
- Final decision of movement of players up a division.
- Communicates between CHC and SECYH.
- In some situations votes on the Suspension or dismissal of players, parents, Division Director, or Coaches from SECYH if it has been determined that it is warranted. Due to the sensitivity of some issues the decision can be made by the president or an executive committee.
- Treasurer Notifies the Board once Establish player Fees have been agreed.
- Approve any role on the Board of Directors to be a co- role, based on the need of the organization.

President

- The Chief Executive Officer of the organization. The President shall preside at all meetings and shall be chairman of the Board of Directors and ensure the organization functions in accordance with the bylaws of the corporation. He/she shall supervise functions for various committees.
- Establishes an Executive committee, composed of members of the Board of Directors to review the policy paper updates.
- Establishes an Executive committee to determine tuition, if applicable.
- Ensures the SECYH Policy Paper and by-laws are current.
- Acknowledges written arrangements made with treasurer for special financial arrangements.
- Final decision on the cancellation of games and practices (can be delegate to the VP).

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- In conjunction with the Treasurer, works with families needing to set up special financial arrangements for tuition. President must approve the payment plans requested prior to implementation.
- Oversee the multi-Division Participation of team in tournaments, such as Lake Placid (NY), Pot O' Gold (Woodstock, VT, etc). The Coordination Roles can be delegated as appropriate.

Vice-President

- Assists President with general administration duties. Be prepared to assume duties of President if and when the President is unavailable.
- Assists President with new initiatives.
- If delegated by the President, final decision maker in the cancellation of games and practices.

Secretary

- Records minutes of monthly SECYH meetings and assists the President with administrative duties.
- Posts minutes to the SECYH Web site for board member reference.
- Sets up Board of Director's meetings and prepare agendas.
- Follow-up on actions assigned at the Board of Directors meetings.
- Updates the attachments associated with the policy paper that require updating prior to the start of each season. Additionally, works with the President to update the policy paper as needed.

Treasurer

- Manages the overall SECYH finances.
- Works with families needing to set up special financial arrangements for tuition that must be approved by the President.
- Notifies Division Directors of tuition payment lapses.
- Reviews invoices from home ice rinks following verification of accuracy against schedule and remits payment.
- Receives reviewed and approved home ice invoices from the Master Ice Scheduler and ensures payments are made.
- Reviews SECRA invoices following verification by Master Ice Scheduler and ensures payment to SECRA.
- Works with Division Directors/Coaches/Team Managers/Cross Team In-Season Tournament Coordinator for payments and fee collection.

Registrar

- Keeps all registration information organized and up to USA Hockey Standards. Assists Team Managers in this regard.
- Follow the registration of players and coaches and add them to the teams within the SECYH website.
- Ensure new players have releases from previous organizations and provide release for outgoing players.
- Create the official game rosters for both players and coaches within the USAH portal and ensure CHC approval prior to games.
- New Players birth certificates collected and verified.
- Order new uniforms for the players prior to start of season.

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- Ensures the Registration of all players and coaches with CHC and USA Hockey. (SECYH registrar).
- Ensure all coaches, managers, board member have completed appropriate training.
- Ensure all “on ice” adults are registered with USA hockey and approved as SECYH coaches.
- Attends the CHC Registrar’s meeting prior to the start of the season.
- Serves as the Safe Sport Coordinator (role can be delegated, if necessary).

Master Ice Scheduler

- Oversee/Schedules all or part of Practice and Game schedules (Individual Division Directors are responsible for their respective games and coordinate with Master Ice Scheduler to maintain accuracy of official schedule).
- Schedules sufficient ice time for team evaluations.
- Prepares a master schedule of home ice allocation and work with the team scheduler for each team to schedule home and away games (list them on the SECYH web site).
- Lists all ADM and team practices on the SECYH web site.
- Provides input on all decisions, along with the President, Division Director and Team Scheduler, to cancel home games or requests to host team to cancel away games.
- Notifies referees of a home game cancellation.
- Works with team scheduler to reschedule a cancelled home/away game. However, Team Scheduler works directly with opponent team scheduler to reschedule cancelled games.
- Reviews invoices from home ice rinks, verifies accuracy against schedule and with requests changes or instructs Treasurer to remit payment.
- SECYH Point of Contact with the Rose Garden Ice Arena Rink Management and Conn College for ice scheduling.
- Send weekly emails (on Tuesday or Wednesday) to Division Directors, Coaches and Referees on the upcoming 3 week game schedule.
- Works with the Grow the Game Coordinator to schedule ice time for Grow the Game events.

Division Director

- Division Directors (1 at each level - LTP/Clinic, Mites (Cross-ice/House team), Squirts, Pee Wees, Bantams, Midgets).
- Manage day-to-day aspects of respected divisions including evaluations.
- Coordinates Practice and Game scheduling in conjunction with Master Ice Scheduler and Team Scheduler.
- Nominates Head Coaches for the teams within their Division
- Administers the SECYH policies based on the SECYH Policy paper and By-laws in line with CHC and USA Hockey rules and guidelines.
- Participates in the Parents Meeting at the start of the season. Holding team meetings during the season as required.
- Delegates tasks i.e. team scheduler and ensuring that the individual is aware of the responsibilities and understands the role.
- Delivers the ice schedule to their division teams 2 weeks prior to start of schedule.
- Ensures that all Home games are posted to the CHC Web site.
- For game opponent changes or unfilled game slots, create the game event on the CHC Web site and specify TBD as opponent.
- Responsible for ensuring all weekend home ice allocated to the division is used for game or practice. Track the team ice usage and ensure all tem ice usage is balanced.

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- Communicate to the Master Ice Scheduler all weekend home ice slots that will not be used as a game slot, but that will be used for practice.
- Attends the CHC Scheduler's Meeting or delegates this responsibility as well as scheduling and posting all games for the division teams.
- Responsible for all communication between Board of Directors and the Coaches of their Division.
- Attends SECYH Board Meetings and provides updates on the Division, overall health but especially issues or concerns to raise awareness and gain support.
- Timely collection of all tuition fees, and removing players from the ice for non-payment.
- Ensures all parents are aware of the SECYH Policies and have access to the SECYH Policy document located on the SECYH Web site.
- Enforces disciplinary actions agreed by the Disciplinary committee or Board of Directors for coaches, players, and parents.
- Reports penalties of players and coaches to the President and the Disciplinary Committee immediately after the game concludes.
- Responsible for CHC Tournaments hosted on home Ice (Norwich Rose Garden) including assigning volunteers to open positions required for the tournament.
- Coordinate with the Organization (if applicable) for tournaments across Divisions such as Lake Placid (NY), Pot 'O Gold (Woodstock, VT, etc). The Coordination Roles can be delegated as appropriate.
- Receives notification from players that will not evaluate for the next season.
- Receives the final evaluation scores (they include both pre-evaluation scores from coaches and the evaluation scores from the evaluator).
- Reviews scores with selected members of Board of Directors that are hockey knowledgeable.
- Notifies parents/players of evaluation result.
- Facilitate, with team head coaches, the use of alternates and the alternate list.
- Work with the head coach and team manager to determine what, if any, tournaments the team would like to play in. Generally, it is the team manager that collects the tournament fees, communicates tournament information to the coaches and parents and arranges for team activities during the tournament.
- Working with the President, Master Ice Scheduler and Team Scheduler to decide on the cancellation of scheduled games.
- Identifies (independently or with the Head Coach) the Team Scheduler and Team Manager for each team in the division prior to the start of the season.

Director of Managers

- Updates the Manager's Guide in advance of the start of the season.
- Puts together the Credential Binder for each team (includes, Manager Guide, score sheets, label sheets, code of conduct/medical forms completed at evaluation time in March/April, etc).
- Conducts a team manager meeting for all team managers during the first two weeks of the start of practice and as necessary throughout the season.
- Communicates with the team managers on a regular basis.
- Conducts training of the clock and scoresheets as needed.

CHC Delegate

- Represents SECYH at monthly CHC meetings in West Haven and reports information back to Board of Directors.

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Members at Large

- Honorary members

SECYH Non-Board Member Roles

Head Coach

- If an A level team needs alternates as additional players for a game, they need to discuss this with the the Division Director and the head coach of the next level team. They need to agree on the movement of alternate players for use in any game.
- Notify the Division Director of any disciplinary action taken against a player based on breach of established USA Hockey Official Playing Rules.
- Work with the Division Director and team manager to determine what, if any, tournaments the team would like to play in. Generally, it is the team manager that collects the tournament fees, communicates tournament information to the coaches and parents and arranges for team activities during the tournament.
- Ensure the team manager sets up a parents meeting at the start of the season (this meeting can also include the players). This meeting should cover the coach's philosophy, policies and procedures for the season, the administrative activities (team manager).
- Head coaches are responsible for setting the rules concerning arrival at the rink for both practices and games. Coaches must document their rules in writing and provide them to players and parents at the beginning of each season.
- Additional responsibilities can be found in the Policy paper- Coaches section.
- Work with the Division Director, as needed, to identify the Team Scheduler and Team Manager for the team prior to the start of the season.

ADM Coordinator

- Manages the ADM practice sessions for the entire organization or delegate the responsibility if practices as set up by age.

Team Scheduler

- Prepares a master schedule of home ice allocation and work with the master ice scheduler to schedule home and away games (list them on the SECYH web site).
- Facilitates the cancellation of travel games and updates the SECYH web site accordingly.
- Works with Master Ice Scheduler to reschedule a cancelled home game. However, Team Scheduler works directly with opponent team scheduler to reschedule cancelled games (home/away).
- Works with the President, Master Ice Scheduler and Division Director to decide on the cancellation of scheduled games.
- Role appointed by the Division Director and/or Head Coach prior to the start of the season.
- Attends the CHC Schedulers Meeting (prior to season start).

Team Manager

- Appointed by head coach and/or Division Director prior to the start of the season. The team manager is responsible for assisting the head coach and their Division Director in the communication of all team and league activities, such as maintaining the Team Credential Binder, providing team score sheet labels for all games, sending in score sheets to CHC as required, setting up Parent Meetings, tournament fee collection, registration of the team for

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tournaments during the season, team communication plan, schedule distribution, publicity, special events off-ice issues, coordination of fundraising participation by the team, ensuring a scorekeeper and timekeeper are assigned for all home games, etc.

- Work with the head coach and Division Director to determine what, if any, in-season tournaments the team would like to participate in. Generally, it is the team manager that collects the tournament fees and provides them to the treasurer, communicates tournament information to the coaches and parents and arranges for team activities during the tournament i.e, hotels, team outings, or events.
- Additional Manager Responsibilities can be found in the Manager Manual located on the SECYH Web site.

Grow the Game Coordinator

- Responsible for scheduling Grow the Game events. This includes working with the Master Schedule to schedule ice, advertising the Grow the Game event, coordinating volunteers to assist with coaching, equipment, sign-in, etc.
- This role can be a member of the Board of Directors or assigned to a SECYH volunteer.

Tournament Director/Coordinator

- Organizes (with the Division Director and Team managers) all program supported in-season tournaments including locally held State tournaments.

****Note: as need arises the roles below may be activated and other committees may be created and a lead assigned. This will be voted on by the Board of Directors.***

Business Development Director

- Coordinates the business development activities for the organization – such as fundraising, etc.
- Coordinate and implement the Seahawk sponsorship program Organize Fundraising activities (Golf tournament, baseball games, etc.).

Equipment Manager

- Accounts for program owned equipment specifically at the LTP and Clinic level (first aid kits, pucks, LTP gear etc.).
- Communicates and receives approval from the Treasurer on the purchase of any equipment prior to the purchase.

Coaching Coordinator

- Ensures coaches are certified to appropriate level per USA Hockey guide in conjunction with the SECYH Registrar.
- Monitors and assists coaches with on ice preparation, and implementation/execution of practices.

Marketing & Public Relations Chairperson

- Responsible for program promotion (local ads in papers, schools etc), distribution of flyers at rink, SECYH bulletin board, advertising Grow the Game events.

Sponsorship Chairman

- Coordinate and implement the Seahawk sponsorship program

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- Organize fundraising activities for the organization

Seahawks Store Chairman

- Manages program store inventory, arrange sale of Team apparel.
- Communicates with the treasurer on all orders/purchases prior to initiating any orders/spend.

Banquet Committee Chairperson

- Organizes year end banquet and any other “special events.”
- Ensures communication with Treasurer for timely payment.
- Works with Registrar to order Trophies.

SECYH Website

- Responsible for maintaining security of SECYH website.
- Allowing and removing site access to restricted areas.
- Ensure ‘roles’ have appropriate responsibilities.
- Works with registrar to trouble shoot problems as needed.