



* Executive Committee Member

District Support Positions

- Administrator*
- Treasurer*
- Technology and Data Management
- High Performance Programs
- Membership Development
- Junior Gold Coordinator
- Disciplinary Committee Chair
- Discipline Committee Administrator
- Mite Coordinator

MNH/USAH Positions

- Girls Coordinator
- Hockey Operations
- Registrar*
- Coach Developer (Coach in Chief)
- Tournament Coordinator

Director*



Three-year term, elected by the associations in accordance with MNH Rules. Cannot hold a voting position in an association while in office. Stipend \$5,000; \$1,200 for expenses.

District Directors' Duties: It shall be the duty of the district director to:

- organize, supervise and enforce the rules and regulations of MNH in their respective districts, including tournament play, and to perform other duties as assigned by the President of MNH or the Maroon Vice President. The District Director is declared to be the "proper authority" or "proper disciplinary authority within his/her district for all purposes contemplated by the rules of MNH and USAH, with the condition that they abide by the decisions of MNH. Each District Director may designate an Alternate/Assistant Director to assist in the performance of his/her duties
- Work with each association to assist them with the governance of their hockey programs within the rules of USAH, MNH and D3 hockey.
- Administer all leagues for all levels.
- Conduct MNH and USAH offseason programming (High Performance and Tier 1/2).
- Coordinate postseason tournaments (District, Regions & State).
- Administer appropriate discipline.

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Director*



Continued -

- Ensure registration compliance for both players and coaches including waivers.
- Ensure all associations follow SafeSport policies.
- Maintain all affiliate agreements.
- Maintain 501(c)3 status including payroll, tax returns, 1099 compliance.
- Negotiate contracts with all vendors including officials.
- Establish and collect district fees.
- Oversee coaches' and officials' education programs in partnership with USA Hockey.
- Approve waivers.
- Approve Goalie Substitutions.
- Attend MNH Board of Director meetings.
- Participate on Committees at the MNH Board level.
- Attend District Director meetings.

Article 17 District Administration (MNH Handbook)

- The District Director shall ensure that district administrative matters are handled. The Director may perform such duties personally, assign them to an assistant(s), or delegate them to an advisory group/board. Regardless of how they are performed, the Director retains responsibility and authority for these duties.

President (Asst Director)*



Two-year term, elected by the associations in accordance with MNH Rules. Cannot hold a voting position in a D3 association while in office. Stipend \$3,000; \$750 for expenses.

President (Assistant District Director) Duties: It shall be the duty of the President to:

- Coordinate and develop League Scheduling for all levels within the District: including but not limited to:
 - Setting up league structure.
 - Facilitating Game Scheduling (league, re-scheduled games, end of season tournament games).
 - Coordinating and approving game changes.
 - Assist Associations in setting up ice for the Year End D3 Tournaments.
- Coordinate with Avario; including but not limited to:
 - Meeting and coordinating the scheduling of D3 games.
 - Coordinating officials within scheduling system, including regularly scheduled, rescheduled and Year End D3 Tournament games.
 - Managing game changes and communicating cancelations and changes to both teams and officials

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President (Asst Director)*



- Manage monthly D3 Board meetings:
 - Coordinate the creation of the agenda with the Executive Committee.
 - Ensure the timely distribution of board agendas, minutes and additional committee reports.
- Coordinate GameSheet or appoint a support person to coordinate activities and communications with GameSheet.
- Attend Disciplinary Committee Hearings.
- Attend Beltline Officials meetings as a representative of D3.
- Be a signer on the District checking account.
 - Review payments for proper documentation.
- Answer questions and resolve issues as they arise.
- Any other tasks and activities as required by the District Director.

District Representatives



Per MNH and D3 Articles the District 3 Board is an Advisory Board to the District Director.

District Representatives Duties: It shall be the duty of the District Representative to:

- Attend meetings and sharing the association activities, concerns, ideas, etc; bringing information back to the association from the meetings; participate in the meetings by being prepared and sharing a report; participating on committees when necessary;
- It is the responsibility of the association representatives to ensure payment of league fees and tournament billings.
- It is the responsibility of the association representative to act as the liaison between the teams and their association and the District's President, Administrator and Treasurer in matters pertaining to player and team registrations.

District Representatives -



Association	Meeting Date	Voting/Not Voting	Term Length
Armstrong Cooper	2 nd Monday of month	voting	Three year
Delano	1 st Monday of the month	Non-voting	
Hopkins	3 rd Monday of month	voting	Two year
Minneapolis	2 nd Monday	voting	One year
Mound Westonka	3 rd Monday	voting	Three year
Orono			
Osseo Maple Grove			
St Louis Park	1 st Monday	voting	Three year
Wayzata	1 st Monday	Voting	Three year

Supervisor of Officials (BHRA)



One-year term, elected by the membership of BHRA. Cannot hold a voting position in a D3 association while in office. Stipend \$4,500.

Supervisor of Officials Duties: It shall be the duty of the Supervisor of Officials to:

- Provide input into matters concerning officials.
- Present rules and information at the Fall Meetings.
- Attend Grievance Committee meetings in support of officials and clarification of playing rules of USA Hockey, Minnesota Hockey and District 3.*
- Attend D3 Board meetings.*
- Manage/coordinate all USA seminars within district.*
- Recruit, promote, and retain officials.*
- Training: USA evaluations, on ice evaluations. Maintain an evaluation/mentor program.*
- View the work of officials whenever possible and offer helpful points.*
- Promoting those who have earned it to higher levels.*
- Keep RIC apprised of any new talent that would benefit from advanced camps.*
- Choose officials to work allotted state tournaments.*

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Supervisor of Officials (BHRA)



- Supervise or assign a proxy for Regional and State Tournaments hosted in your district. **A supervisor must be present for every minute of a state tournament.***
- Receive, review, and distribute incident reports.*
- Participate in all hearings where a player or coach is suspended or assign a proxy.*
- Investigate all complaints on officials.*
- Respond to viable complaints.*
- Recommend/sell policies that will help the game/officiating in your district.*
- Prepare an annual report for the MHOA annual meeting of your activities and other pertinent information including revenues received and expenses incurred.*
- Be a liaison and assist their respective MN Hockey District Director, MN District Referee-in-chief, and MN Hockey Officials Section Director in appropriate duties not specifically addressed above.*

*directly from the MHOA job description for Supervisor of Officials

Administrator*



**One-year term, elected by the D3 Board. Cannot hold a voting position in a D3 association while in office.
Stipend \$800; \$300 in expenses.**

Administrator Duties: It shall be the duty of the Administrator to:

- Prepare all official communications of the District.
- Organize Fall Coaches' and Managers' Meetings.
 - Secure meeting space.
 - Update power points and any handouts.
 - Create tracking mechanism for attendance.
 - Issue appropriate letters of suspension for any coach or manager not in attendance in accordance with D3 Rules and Regulations.
- Record minutes of the monthly meetings and distribute to all D3 Board members.
- Update and distribute the District 3 Handbook. Maintain most up-to-date handbook on the website and highlight changes occurring after its initial approval.

Administrator*



Continued –

- D3 Year End Tournament Responsibilities:
 - Support the President in creating the D3 Year End Tournament Brackets and communications.
 - Order all awards for the tournament and ensure proper distribution at the Tournament Meeting.
 - Update all D3 Year End Tournament rules and guidelines, shoot out forms, scripts and tournament chair responsibilities and prepare any tournament supplies.
 - Coordinate and attend pre-tournament meeting. Ensure representation from all associations.
- Provide support where needed for Associations.
- Respond and follow up on questions and issues.
- Be a signer on the District checking account.
 - Review payments for proper documentation.
- Any other tasks and activities as required by the District Director.

Discipline Committee Administrator



One-year term, approved by the D3 Board. Cannot hold a voting position in a D3 association while in office. Stipend \$400.00.

- Manage the organization, communication and follow through for the Discipline Committee.
 - Manage all communications between hearing participants.
 - Ensure Discipline Chair has all supporting documents and rules needed.
 - Secure participation of rotating Association Member.
 - Ensure the process is timely and follows all rules laid out in MNH Grievance Rules.
 - Record and distribute findings of the hearing.
- In partnership with the appropriate association rep, follow up on any discipline assigned to ensure proper follow through.

Treasurer*



One-year term, elected by the D3 Board. Cannot hold a voting position in a D3 association while in office. No stipend; expenses as they relate to compilation of financials and official filings.

Treasurer Duties: It shall be the duty of the Treasurer to:

- Establish and manage a Finance Committee that provides quarterly detailed review of financial statements, policies
- Safeguard the assets of D3 through proper processes and internal controls.
 - Create policies and procedures that ensure monthly review and analysis of the District's bank accounts.
 - Create random audit steps to provide additional steps to help keep accounting accurate and timely.
 - Create and manage the budget.
- Guide the preparation of a draft budget to be presented at the June BOD meeting. Final approval at the July meeting.
 - Guide the preparation of the Year End District Tournament Budgets to properly allocate all tournament costs.
 - Propose league fees based upon budgeted D3 expenses.
 - Prepare budgets for the High Performance Programs and support HP General Manager in collection and distribution of funds-
- Ensure the collection of league fees and tournament billings and the timely payment of invoices.
- Handle the resources with high standards and set a tone of integrity.
- Manage any annual filings.
- Prepare timely financial reports.
- Any other tasks and activities as required by the District Director.

Technology and Data Management



One-year term, approved by the D3 Board. (Previously, Website/Social Media and Communications)

Communications and Data Specialist: It shall be the duty of the Communication and Data Specialist to:

- Create a social media plan that supports the marketing of D3 and present to the D3 BOD on an annual basis.
- Maintain the D3 website and set up access to others where/when appropriate.
 - Keep the D3 website up to date and accurate with timely posting of information.
- Manage all social media accounts and safeguard access to all D3 accounts.
 - Actively market all D3 programs with available social media platforms.
- Update League Information and team configuration and coordinate with Avario and Gamesheet.
- Act as the main point person for issues related to Gamesheet.
- Manage the coaches and managers databases.

High Performance Programs



Appointed, approved by the D3 Board. Stipend

High Performance General Manager: It shall be the duty of the HP General Manager to:

- Establish and manage the HP Planning Committee and implement ideas and suggestions brought forward from the committee.
- Prepare program analysis by associations and provide detail to the D3 BOD.
- Work with the Treasurer to establish program budgets including fees.
- Secure additional support staff to help with HP programming. Programs may be divided by age or gender where a main point person (Program Manager) may be assigned some or all of the following responsibilities.
 - Identifying and recruiting coaching staffs for both HP and Tier 1/2 programs.
 - Securing ice for tryouts and season for both HP and Tier 1/2 programs
 - Running tryouts and team selections for both HP and Tier 1/2 programs.
 - Providing feedback to players who do not qualify for team selection.
 - Spring HP – handling all paperwork, team and player information, travel and expense reports, etc.
 - Tier 1/2 – managing the programs, selecting parent managers, handling all aspects of the league.

Membership Development



Appointed, approved by the D3 Board.

Membership Development Manager: It shall be the duty of the Membership Development Manager to:

- Work with District 3 Associations to develop programs for recruiting new players and retaining existing players through communication, education, and the promotion of the game of hockey.
- Work with association leadership on acquisition & retention programs*
- Research and utilize USA Hockey and Minnesota Hockey resources*
- Connect with other hockey programs in the area on potential growth events*
- Apply for grants*
- Have a presence at community activities*
- Act as the main contact for potential new families*
- Communicate with parents to maximize program satisfaction*
- Coordinate loaner equipment*
- Recruit volunteers to assist with growth initiatives *

*from the MNH Grow the Game Manual

Junior Gold Coordinator



- Promote Junior Gold programs within the District.
- Coordinate and facilitate the Junior Gold programs with the associations who are hosting teams.
- Attend JGHS� Board Meetings, Scheduling events, Coach Appreciation night and other events as scheduled.
- Determine number of JrGold teams/levels from District #3 and provide JGHS� with Head Coach, Manager and League Game Scheduler contact information for each team
- Conduct Coaches/Mgr meeting prior to season for D3 or participate in League wide Coaches/Mgr meeting
- Provide D3 JrGold teams with any assistance they might need including communication of JGHS� information as needed
- Manage/assist/approve game change for League games scheduled to be played in D3
- Administer/Manage/Assist JrGold Playdowns when assigned to D3
- Administer/Manage/Assist JrGold State Tournaments when assigned to D3
- Provide assistance to JGHS� Chair, Vice Chair, League Scheduler, Webmaster and Board as needed
- Provide monthly updates to D3 Board and District Director
- Attend D3 Board meetings

Disciplinary Committee Chair



Appointed, approved by the D3 Board.

Disciplinary Committee Chair: It shall be the duty of the Disciplinary Committee Chair to:

- Work with the D3 Discipline Administrator in facilitating disciplinary hearings when needed.
- Be knowledgeable in the rules as stated in the MNH and USAH bylaws related to Discipline and Appeals.
- Manage the Discipline Hearings to ensure a fair and equitable hearing operating under the MNH guidelines occurs.
- Ensure all stakeholders have the opportunity to be an active participant in the hearings.

Mite Coordinator



Appointed, approved by the D3 Board.

Mite Committee Chair: It shall be the duty of the Mite Committee Chair to:

- Facilitate mite and 8U programs to follow the league expectations.
- Coordinate competition within D3.
- Facilitate an annual mite meeting with attendance from all associations.
- Ensure mite programs are educated in and following the MNH rules and regs related to number and type of games played.
- Facilitate the sharing of best practices for recruiting.
- Share information from MNH related to 8U coaching and player development.

Girls Coordinator



Appointed, approved by the D3 Board. Required by MNH.

Girls Coordinator: It shall be the duty of the Girls Coordinator to:

- Serve as liaison between the MNH Girl's League and D3.
- Be an active participant in the MNH Girl's League.
- Pro-actively promote girls' participation in the sport of hockey as another opportunity for development.
- Help associations coordinate registration, classification, scheduling and waivers for girls.
- Work directly with the Minnesota Hockey Girl's League and serve on its' committees.
- Assist the District Director in deciding local issues regarding girl's hockey.
- Each District 3 hockey association is strongly encouraged to appoint to their board a Girls Coordinator.

Hockey Operations



Appointed, approved by the D3 Board. Required by MNH.

Director of Hockey Operations: It shall be the duty of the Director of Hockey Operations to:

- Assist associations in the implementation of on and off-ice player development using the principles of Long-Term Athlete Development (LTAD) and age-appropriate training.
- Promote the implementation of the Minnesota Development Model (MDM) within the associations.
- Coordinate the Futures Program offering through MNH. (in District 3 this function is being handled by the Chair of the High Performance Committee).

Registrar



Appointed, approved by the D3 Board. Required by MNH.

- Appointed by the Minnesota USAH Registrar and approved by the District 3 board.
- Works with the Minnesota USAH Registrar to ensure registration rules are followed within D3.
- Works with District 3 associations in creating and maintaining their organization and team rosters.

Coach In Chief



Appointed, approved by the D3 Board. Required by MNH.

Stipend: \$750.00

- Act as a liaison of information from MNH and USAH for all matters related to coaching information and CEP.
- Work with the High Performance Committee to recruit and retain coaches in the fall and spring programs (Spring HP and Fall Tier I/II).

Starting in 2025-26:

- Create and implement a program to work with new travel-level coaches within District 3.

Sanctioned Tournament Coordinator



Appointed, approved by the D3 Board. Required by MNH.

Tournament Coordinator: It shall be the duty of the Tournament Coordinator to:

- Ensure all invitational tournaments and Mite Jamborees within District 3 are sanctioned and follow MNH and USAH rules and regulations.
- Host an annual meeting for all tournament coordinators.
- Attend a MNH statewide tournament coordinator meeting.

- The following items must be submitted by a sponsoring MH Association to the cognizant district director or the district tournament coordinator for preliminary approval:
 - a. Completed tournament application on the official MH sanction application form
 - b. Copy of proposed tournament rules, including tournament entry fee information
 - c. Tournament bracketing, with ice times
 - d. One check, payable to MH, for each application that includes the MH and USAH sanction fees. Applications submitted without the above items will be returned. Once preliminarily approved, applications will be forwarded to the MH Tournaments Committee Chair for final approval.

District 3 Committees



2024-25 District 3 Committees:

- Executive Committee – Director, President, Administrator, Treasurer, Registrar
- Disciplinary Committee (formerly Grievance Committee) – Discipline Chair, Discipline Committee Administrator, Rotating Association Representative; Supervisor of Officials, President and Rep of the applicable association invited to attend but do not vote
- Girls Committee – Girls Coordinator, association members
- Mite Committee – Mite Coordinator, association members
- Competition Committee – Director, President, Hockey Operations Director, rotating association members
- High Performance Planning Committee – HP General Manager, HP Program Managers, coaches
- Squirt Committee/Task Force – Status and purpose (inactive 2024-25)
- Finance Committee - Treasurer, rotating association members