

President (Executive Board):

Position Summary:

The President of the Howard Huskies Hockey Club serves as the chief executive officer and primary leader of the organization. This role is responsible for overseeing the entire hockey program, including both travel and recreational operations, and ensuring the club's mission, goals, and policies are effectively implemented. The President provides strategic direction and leadership to maintain a high-quality, inclusive hockey experience for all players and families.

Key Responsibilities:

- Provide overall leadership and direction for the Howard Huskies Hockey Club.
- Oversee all aspects of the club's hockey programs and administrative operations.
- Serve as the chair of the Executive Committee, which includes the Director of Travel, Director of Coaches, Secretary, and Treasurer.
- Collaborate with executive committee members to develop and implement club policies, procedures, and initiatives.
- Represent the club in all external relations, including with leagues, associations, and community partners.
- Preside over board meetings and ensure that board decisions are executed in a timely and effective manner.
- Work closely with other directors and volunteers to ensure efficient program delivery and a positive experience for players, coaches, and families.
- Promote the values of sportsmanship, development, and community throughout all levels of the organization.

VP of Coaching (Executive Board):

The Vice President of Coaching is responsible for overseeing the coaching staff and ensuring the development and implementation of effective coaching strategies for the Tier II Howard Husky Hockey Club. This role involves managing the coaching staff, developing training programs, and ensuring that all coaches adhere to the club's standards and policies.

Key Responsibilities:

- **Leadership and Management:**
 - Oversee the recruitment, selection, and evaluation of all coaching staff.
 - Provide leadership and direction to coaches to ensure the highest standards of coaching and player development.
 - Conduct regular meetings with coaching staff to discuss strategies, progress, and areas for improvement.
 - Develop and manage a pipeline of current and future assistant coaches and head coaches.
- **Program Development:**
 - Develop and implement coaching programs that align with the club's goals and objectives.
 - Ensure that all coaching programs are designed to enhance player development, team performance, and overall club success.
 - Monitor and evaluate the effectiveness of coaching programs and make necessary adjustments.

- **Training and Development:**
 - Organize and conduct coaching clinics, workshops, and training sessions for coaches.
 - Provide ongoing support and mentorship to coaching staff to enhance their skills and knowledge.
 - Stay updated with the latest coaching techniques, trends, and best practices in hockey.
- **Compliance and Standards:**
 - Ensure that all coaches adhere to the club's policies, procedures, and code of conduct.
 - Maintain compliance with USA Hockey and other relevant governing bodies' regulations and standards.
 - Address any disciplinary issues involving coaches and take appropriate action.
- **Communication and Collaboration:**
 - Serve as the primary point of contact between the coaching staff and the executive board.
 - Works closely with all paid staff
 - Foster a positive and collaborative environment among coaches, players, and parents.
 - Communicate effectively with all stakeholders to ensure transparency and alignment with the club's vision.

VP of Travel (Executive Board):

The Vice President of Travel is responsible for overseeing all competitive aspects of the Tier II Howard Husky Hockey Club. This role involves managing the competitive programs, ensuring compliance with league regulations (CBHL, EJEPL & CCHL), coordinating with coaching staff, providing input and oversight on team level of play designation, overseeing the try-out process and enhancing the overall competitive experience for players and families.

Key Responsibilities:

- **Program Management:**
 - Oversee the development and implementation of competitive programs for all age groups.
 - Ensure that all programs align with the club's goals and objectives.
 - Monitor and evaluate the effectiveness of competitive programs and make necessary adjustments.
 - Maintain and develop a strategy for Club Travel growth (quantity of teams) as well as higher level of appropriately placed teams (AA, UA, etc..)
- **Compliance and Standards:**
 - Ensure all teams comply with league regulations and club policies.
 - Maintain accurate records of team performance, player statistics, and compliance documentation.
 - Address any disciplinary issues involving teams or players and take appropriate action.
- **Coordination and Communication:**
 - Work closely with the coaching staff to align competitive strategies with training and development programs.
 - Serve as the primary point of contact for competitive-related inquiries from players, families, and coaching staff.
 - Foster positive relationships with league officials, other clubs, and stakeholders.
- **Event Planning:**
 - Organize and oversee tryouts, tournaments, and other competitive events.

- Coordinate logistics for competitive events, including scheduling, etc.
- Ensure all events are conducted in a safe and organized manner.
- **Player Development:**
 - Develop and implement strategies to enhance player development and team performance.
 - Provide support and mentorship to coaching staff to improve their competitive coaching skills.
 - Stay updated with the latest trends and best practices in competitive hockey.

Secretary (Executive Board):

- Schedule all executive and board meetings for HCYHC
- Attend all meetings and take notes
- Write up the minutes for each meeting and distribute them

Treasurer (Executive Board):

- Develop and maintain the annual budget
- Calculate current season fees based on projected season budget
- Collect fees from all the HCYHC teams
- Submit season fee to the CBHL and EJEPL
- Handle all payments of ice slots, referees, or other participants in HCYHC special events
- Collect all Team Fees (for tournaments, team parties, coach's hotels... etc.)
- Handle miscellaneous transactions/payments during the season.
- Complete monthly account reconciliations for the HCYHC bank account and use of funds.
- Complete all state and federal annual tax filings.
- Season timeline – May to April

Disciplinary Chairperson:

- Review and become knowledgeable on all rules pertaining to USA Hockey.
 - Manage player and coach discipline as Head of HCSHA Disciplinary Committee
 - Schedule and chair disciplinary hearings for players, coaches, team managers, or any other party listed on the 1-T roster for any specific team.
 - Review SHOA game incident reports for all players and coaches of HCYHC teams and any game participant who receives penalties requiring game suspension(s).
 - Gather and distribute documentation needed during the disciplinary meetings – including, but not limited to: SHOA Incident report, Game score sheet where penalty occurred, video clip of game where penalty occurred, player/coach disciplinary history, and player/coach penalty history.
 - Formally notify all participants of disciplinary meetings within 7 days of any upcoming disciplinary meeting in the defined notification format.
 - Document the results of the disciplinary meeting in the defined disciplinary meeting format. Distribute documentation to the Commissioner and all meeting participants.
 - Communicate final hearing decisions to the CBHL and EJELP when needed.

Age Level Coordinators:

- Coordinator may not have a child in the age level they are coordinating.
- Communicate with your age levels who you are and how they can contact you

- The ALC is the board member teams and parents can contact when they are in need of something or need to get help on an issue.

Director of Managers:

- Communication with all team managers weekly
- Assist in the collection of all USA Hockey Numbers for the teams
- Communicate with all team managers about schedules and updates
- Collect the team and club awards

Director of Rec:

- Communicate with all rec teams about schedules and updates
- Assist in collecting all USA Hockey Numbers
- Assist in any CCHL questions

Registrar:

- Prepare USA Hockey 1-T rosters for all HCYHC teams
 - Notify team managers of players needing to verify their birth date/citizenship.
 - Collect appropriate documentation from team managers and coaches.
 - Notify team managers of players, coaches, and team managers who need to complete
 - Safesport training.
 - Notify team managers of players who need to complete and submit a USA Hockey transfer form.
 - Provide approved copies of S-1s and USA Hockey 1-T rosters to each team's head coach and manager.

CBHL/EJELP Representative:

- Attend all CBHL and EJEPL meetings
- Communicate all updates to the board in a timely manner
- Communicate all updates to head coaches and managers in a timely manner

Silver Stick Chairperson:

- Coordinate all needs for the tournament
- Register the club to hold the tournament
- Contact all rinks to get the ice time
- Set up all the vendors for the tournament weekend

Communications Chairperson :

- Develop and send out all club wide communications
- Maintain HCYHC social media accounts – currently Facebook, Instagram, and X (Twitter).
 - Post game schedule and results
 - Post Player/Coach recognition information
 - Post Special event or recognition information
 - Post Fundraising information
- Coordinate with each HCYHC team social media coordinator to receive pictures, information, or updates for posts.

Fundraising Chairperson:

- Promote the HCYHC Sponsorship program and actively recruit sponsors.
- Research fundraising opportunities for HCYHC – i.e., restaurant, sponsorship, etc.
- Plan and coordinate all fundraising events for HCYHC
- Work with the Social Media Coordinator to communicate all fundraising events
- Work with the Treasurer to collect all funds and provide charitable receipts as needed for sponsorships
- Season timeline – anytime between September and May, high volume times are dependent on how many fundraising events are organized during any specific time frame

Alumni/Hall of Fame Coordinator:

- Coordinate events for the Alumni

Merchandise Coordinator:

- Keep the merchandise website up to date
- request payouts in a timely manner
- Work with vendors to have all our needs

Banquet Chairperson:

- Book location for banquet
- coordinate with location for food and set up
- coordinate for DJ and Slideshow
- develop the speeches

Spring Hockey Chairperson:

- Find USA Hockey sanctioned tournaments
- develop the tryout schedule
- register teams for tournaments
- purchase the jerseys
- collect USA hockey numbers and submit to registrar

Mite Coordinator:

- develop game/practice schedule
- recruit team managers
- help orientate new Mite families to the Club
- Assist Team Managers with collecting USA hockey numbers and submit to registrar