

PLSHA Board of Directors, Volunteer Positions, and Committee Structure

Effective July 2008

(Contact Dec Lee, Secretary, dec.lee@nwa.com 952-447-6777, or Eric Halstrom, President, EHalstrom@canterburypark.com, with questions and interest level)

The Prior Lake/Savage Hockey Association consists of a total of 9 association Board of Directors positions that are elected to 2 year terms, including 4 officer positions and 5 association directors. All other volunteer positions are assigned by the board to interested parties for one year terms (unless otherwise specified).

OFFICERS (BOARD OF DIRECTORS) - 4 TOTAL (after the director positions are filled at the annual meeting, the directors will choose the officers for the year)

- **President** – Eric Halstrom, 2nd year
 - Governance Committee, Facilities Committee, D6 (backup to VP), Travel tournament coordinator
- **Vice-President** - Jeff Crist, 2st year
 - Hockey Committee, Disciplinary and Grievance Committees, Coach in Chief/Coaching Coordinator, ACE Coordinator, D6 Liaison
- **Treasurer** – Scott Gabbard, 1st year
 - Accounting
- **Secretary** - Dec Lee, 2nd year
 - Association Communications/Website/Advertising, Team Manager Coordination, Registration, Rosters

BOARD OF DIRECTORS – 5 TOTAL – Primary Responsibilities Shown (after the director positions are filled at the annual meeting, the directors will choose their primary areas of responsibility)

- **Director** – Jim Hinderks, 1st year
 - Facilities
 - Lakefront/Zamboni
 - Volunteer Coordination
- **Director** - Melissa Will, 2nd year
 - Ice Scheduling
- **Director** – Tom Bjornberg, 1st year
 - Fundraising programs and events; Sponsorships, SKATE program Coordinator
- **Director** – Ruth Harris 1st year
 - Fundraising programs and events; Sponsorships, SKATE program Coordinator
- **Director** –Chris Clemons, 1st year
 - Equipment
- **Coordinator** –Chris Fillipi, 1st year
 - Mite Program

PLSHA VOLUNTEER POSITIONS

(reports to)

President- Eric Halstrom

Vice President – Jeff Crist

- Coaches Coordinator/Ace Coordinator - Andy Wallis
- **Junior Gold/U16 Coordinator – 2008/2009 - TBD**
- Girls Program Coordinator – Roger Galles
 - U14 Coordinator – NA
 - U12 Coordinator – Bill Kallberg
 - U10 Coordinator – Charley Klima
- Travel Tournament Coordinator 2008/2009 - Paula Anderson

Treasurer – Scott Gabbard

- **Accounting Support – Open**

Secretary – Dec Lee

- Registrar – Laura Hinderks
 - Registration Coordinator – Paula Anderson
 - Roster Coordinator – Kim Smith
 - Registration Database Coordinator – Ann Monnens
 - Coaches Registration Coordinator – Ronda Staloch
- Website Coordinator – Justin Will

Director (Jim Hinderks)

- Volunteer Coordinator – Lisa Klein
- Outdoor Ice/Zamboni Coordinator – John Klein
- Facilities – Jeff Peer

Director (Melissa Will)

- **Ice Scheduling Assistant – Open**

Director, (Ruth Harris/Tom Bjornberg)

- **Team Manager Coordinator – Open**
- SKATE Program Coordinator – Penny Springer
- **Home Tournament Coordinator – Open**
- **Fund Raising Coordinator – Open**
- **Sponsorship Coordinator – Open**
- **Skate the Lake Coordinator – Open**
- Golf Tourney Coordinator – Carolyn Tornatore
- **Advertising Coordinator - Open**

Director (Chris Clemons)

- Jersey Coord – 2008-2009 Stacey DeMUSE
- Goalie Equip Coord – 2008-2009 Pamela Moran
- **Goalie Equip Coord – 2008-2009 Open**
- Used Equip Sale Coordinator – Open
- **Pictures Coordinator – 2008-2009 – Open**

Director, Chris Fillipi

- **Assistant Mite Program Coordinator – Open**
 - Mite Program Schedule Coordinator – Chris Fillipi
 - Mite Equip Coord – Rick Muller
 - Jamboree Coord- Jodi Bianchi

POSITION RESPONSIBILITIES

PRESIDENT

- Uphold USA Hockey, MN Hockey, D6 Hockey and PLSHA rules and ensure that operationally, developmentally and administratively PLSHA is in compliance.
- Manage and authorize waivers to/from other associations as necessary.
- Have ultimate responsibility for all activities and processes of PLSHA.
- Act as liaison to MN Hockey and attend annual Presidents' meetings.
- Provide back-up and support to all other board positions and committees as necessary.
- Be the focal point of communication when information is needed to be exchanged operationally with D6 from any point within PLSHA.
- Frequent the MN Hockey and D6 websites and keep up to date on MN Hockey meeting minutes, new offerings from sponsors or other items that could benefit PLSHA.
- Learn who's who at both D6 and MN Hockey board levels and how to navigate issues through them if necessary.
- Be available to all members, PLSHA board, D6 members, and MN Hockey members and be flexible enough to know how to take advantage of opportunities that may arise. This could involve decisions that may prove to be both popular and unpopular.
- Represent PLSHA with respectfulness and pride at all hockey functions and local political meetings as necessary.
- Be able to respond or redirect all inquiries regarding PLSHA matters.
- Conduct and lead monthly PLSHA board meetings and other membership meetings as necessary.
- Understand the BIG picture of youth hockey.

VICE-PRESIDENT & HDC Lead

- Preside over monthly meetings when President is absent
- Designated D6 Representative – attend monthly meetings
- Oversee discipline and grievance matters
- Lead the Hockey Development Committee
- Supervise Coaches Coordinator position
- Organize and drive the HDC (on-ice) association issue resolution and recommendations for development.
- Responsible for working with the HDC to develop tryout guidelines each year and communicate to the membership.
- Work with the board to select a Tryouts Coordinator and form a tryout committee each year.
- Coordinate with the Coaches Coordinator for tryout evaluators and coach selections.
- Organize and plan with the Boys Teams Level Coordinators, the Girls Program Coordinator, and the Mite Levels Coordinator to ensure on-ice related needs are addressed.

TREASURER

- Payment of vendors (Weekly- both physical checks and on-line banking)
- Deposit Cash
- Maintain and Balance Association Checkbook (uses Quick books O Line)
- Electronic maintenance of Check Register
- Balance Monthly Checkbook with statements
- Monthly Association Financial Report
- Coordination and organization of Standard Chart of Accounts
- Coordination of annual association budgets (by function)
- Make motions for payment of bills as required.
- Coordinate filings of annual tax returns
- Check Mail and distribute as necessary
- Work with Ice Coordinator to set Ice Bill/Billing schedule
- Gather detail on requests for payments
- Audit/check reimbursement requests
- Set up team checkbooks (work with bank and team parent coordinator & team parents)
- Collect against NSF checks
- Work with bank to set up new accounts, adjust fees as necessary
- Collect Monthly Ice bills
- Coordinate the collection

- Process refunds
- Coordinate required D6/State of MN audit as applicable
- Track actual vs. budget financial results monthly
- Make recommendation for registration fee changes
- Maintain sufficient and adequate records which may be subjected to a 3rd party legal or financial audit

SECRETARY/COMMUNICATIONS

- This position is responsible for communicating all PLSHA activities to the public and members.
- Primary means of communication with members is through:
 - www.plsha.com website.
 - Email.
 - The Savage Pacer and Prior Lake American newspapers.
- Communications regarding registration should go out at least 14 days in advance of the opening of registration. Work with the registration coordinator on this.
- Arrange for the annual meeting date, time, place in February for the April meeting.
- Notification must be posted on the website and in the newspapers with the annual meeting date, time, place at least 30 days prior to the meeting.
- Notification of proposed by-law changes for the annual meeting must be posted to the website at least 14 days prior to the annual meeting.
- This person creates all board meeting agenda's, takes and records official meeting minutes, and keeps and updates all official PLSHA documentation (including bylaws, operating policy, reference guides, affiliate agreements, meeting minutes, etc.).
- May co-sign for legal documents along with one other officer.
- Should participate in the Governance Committee.
- Should initiate review with the board of the Operating Policy each year in January for possible updates.
- For board meetings, the agenda should be posted at least 5 days prior to the meeting on the website, and the meeting dates and times communicated to the members at least one week in advance. Update notice on the main association page with monthly meeting date/time and update the association calendar.
- At the beginning of May, email Matt Mathiasen (mattmathiasen@yahoo.com) at Dakotah with our request for the upstairs meeting room for the 1st non-holiday Monday of the month at 630pm to 11pm for each month thru the next May.

ICE COORDINATION DIRECTOR (PAID POSITION)

- Work with the HDC to figure out when and how much ice is needed for the upcoming season
- Once ice needs are determined, try to procure ice to cover the need
- Enter all tournaments for traveling teams in scheduling database
- Enter all ice for upcoming season in scheduling database
- Attend all D6 game scheduling meetings
- Schedule all games for traveling teams
- Enter all games for traveling teams in scheduling database
- Backfill all remaining available ice with practices
- Work with rainbow teams on ice trading
- Work with the Mite Coordinator for mite indoor/outdoor ice needs
- Enter all Mite indoor ice in scheduling database
- Upload schedules to the website (sometimes multiple times a day)
- Enter all tournament, D6 referee, and D6 tournament fees in scheduling database
- Create and schedule outdoor ice
- Work with the City of Prior Lake concerning outdoor ice
- Create ice bills for teams
- Create reports on ice related matters as needed
- Assign duties to the ice scheduling assistant if needed

SPONSORSHIP/FUNDRAISING DIRECTOR

- Coordinate team sponsorships
- Coordinate mandatory fundraising offerings (e.g., Tires-Plus cards, candy, etc.)
- Coordinate major fundraising events (e.g., golf tournament, Skate The Lake)

- Coordinate facilities capital campaign (e.g., buy-a-brick, major donors, etc.)

FACILITIES & OUTDOOR ICE DIRECTOR

- Oversee and coordinate outdoor ice program
- Work with Ice Scheduler to ensure Ice needs for the association are met

MITE PROGRAM DIRECTOR

The mission of the Mite program is to promote youth hockey for boys and girls, encourage good sportsmanship, teamwork and improvements in the necessary hockey skills required for higher levels of play within the Prior Lake Savage Hockey Association (PLSHA). The Mite Program Director will work with the Hockey Development Committee, the PLSHA Board, and the PLSHA membership to establish, lead, implement, enhance and update the Mite/Mini-Mite Program. For voting purposes, the Mite Program will have only one vote.

Responsibilities:

- The mite program will be administered by the Mite Program Director and the Assistant Mite Program Coordinator who are members of the PLSHA standing Mite Program Committee.
- Decisions regarding the Mite program rest with the Director or his/her designee and are final, subject to appeal to the PLSHA Board.
- Develop, compile, review and report on the season ending Mite/Mini-Mite Survey
- Review, revise and obtain PLSHA Board approval of the Mite Program Manual
- Communicate with players, parent and coaches and volunteers regarding the season
- Develop and submit the Mite Program budget for the upcoming season
- Schedule the allocated ice to all Mite and Mini-Mite Teams
- Establish the priorities for the Monday night Hockey Skills program provided in season by Dakotah
- Work with the Registrar on Mite/Mini-Mite registration related matters
- Prepare and distribute a registration announcement that is given to all school children of the appropriate age that reside in ISD 719
- Coordinate the Mite Equipment rental Program
- Develop the Mite Evaluation process
- Determine the number and levels of Mite teams based on the evaluation process.
- Assign players and coaches to team rosters
- Communicated rosters and schedules to parents, players and coaches
- Conduct a coaches meeting to discuss the upcoming season
- Order the necessary equipment (jerseys, socks, rental equipment...)
- Identify volunteers for Assistant Mite Coordinator, Level Coordinators, Coaches, Assistant Coaches, Team Managers, Picture Coordinators, and Jamboree Coordinators

ICE SCHEDULING ASSISTANT

- Perform duties as requested by the Ice Coordination Director related ice scheduling

REGISTRATION COORDINATOR

- Responsible for setting registration dates for online and in-person registration and ensuring all aspects of registration are completed on or before 8/15 for traveling players and 10/1 for mite & mini-mite players.
- Communicates registration dates and information to all prior year members of the association thru e-mail and an annual mailing(should include Westwood discount cards if program is still in effect).
- Coordinate advertisement in local papers (PL and Savage) with registration information.
- Coordination of volunteers and location of in person registrations.
- Chair the registration committee and should attend all committee meetings.
- With the assistance of the registrar and registration database coordinator supply reports as needed to members of the board and other committees as needed.
- Annually work with Pucksystems to update online registration as needed.

REGISTRAR

- Responsible for registering all players and coaches with USA and Minnesota hockey, rostering all teams with District 6 and running additional reports as needed using the USA Hockey Cybersport software program.

ROSTER COORDINATOR

- Person responsible for gathering all required forms and birth certificates from players. Help assemble information into books by team and attend rostering meetings as needed.

COACHES REGISTRATION COORDINATOR

- Person responsible for gathering all required forms and proof of certification from potential coaches. Will work closely with registrar to ensure all forms are complete in time to roster coaches.

REGISTRATION DATABASE COORDINATOR

- Person is responsible for maintaining the player information database on the website. They will add any late registrations or individuals who are unable to register online to the database. They will also run and export reports as needed for members of the board and registrar.

TEAM MANAGER COORDINATOR

- Responsible for setting up training meeting at the beginning of the year for all team managers. Coordinates getting information and individuals from the board and various committees to present and hand out information at the meeting.
- Sends e-mail communication to all managers to send out to their teams.
- Maintains team manager contact list and distributes to board and committee members and needed.
- Point of contact for youth activities at the High School games.

ACCOUNTING SUPPORT

- Perform duties as requested by the Treasurer

OUTDOOR ICE AND ZAMBONI COORDINATOR

- Recruit volunteer drivers and train for the coming season.
- Manage required maintenance and repair.
- Work with the Facilities Director to ensure the future needs of zamboni are met.
- Attend the monthly association board of directors meetings to report on the zamboni status, issues, needs, etc.
- Ensure outdoor ice needs are met.
- Work with the cities parks departments on issues related to the zamboni use and future needs of the zamboni.

D6 REPRESENTATIVE

- Attend ALL D6 monthly meetings and represent PLSHA.
- Report meeting discussions and actions to PLSHA board at the next PLSHA monthly board meeting.
- Participate in D6 meetings by taking any PLSHA concerns to D6 for discussion. Update D6 on any newsworthy happenings in PLSHA. Vote on behalf of PLSHA on all D6 issues and changes.

COACHES COORDINATOR (PAID POSITION ASSIGNED BY BOARD OF DIRECTORS)

- Coaches Selection & Development
 - Review coaching applications and lead the interview, selection or appointment process for parent and non-parent coaches.
 - Ensure that all coaches meet the requirements for success within PLSHA.
 - Develop and enforce a set of coaching standards to apply to on-ice, off-ice and locker room behavior.
 - Conduct 'all coaches' meetings in the beginning of the year with PLSHA Coaches (together or by level) to review.
 - Behavior standards
 - Coaches Code of Conduct
 - Coaching Curriculum'
 - Provide a development guide which details, by level, the target skill progression and the recommended drills supporting that skill progression.
 - Conduct Coaches clinics with coaches to review developmental guide, skills progression and recommended drills...
 - Attend and assist in conducting an average of X practices per traveling team.
 - Attend and critique and average of x number of games per team.
 - Provide each traveling coach with a brief, written summary of performance within 60 days of the end of the year.

- Act as the D6 liaison for coaching related items.
- Try-Outs
 - Work with the PLSHA Hockey Committee to review, improve and endorse the tryout process.
 - Lead the try-out and evaluation process for boys Squirt, PeeWee and Bantam teams.
 - Coordinate evaluators and ensure a professional process with the right level and number of evaluators by level.
 - Lead and coordinate the selection/appointment of all players (for parent coached teams) to their respective teams.
 - Assist the other non-parent "A" coaches in selecting and appointing players to their teams.

GIRLS PROGRAM COORDINATOR-1 (and one each for U14/U12/U10)

- TBA
- Attend monthly board meetings to receive necessary communications to inform teams

ASSISTANT MITE PROGRAM COORDINATOR

- The intention is to have the Asst Mite Program Coordinator succeed the Mite Program Director.
- Work closely with the Mite Program Director to cover duties as necessary.
- Coordinator duties of the Mite Level Coordinators and Mite Coaches Coordinators.

WEBSITE/ADVERTISING COORDINATOR

- The primary responsibility of this person will be to update and maintain the www.plsha.com website and communicate with the local papers.
- Main contact for communication with the Pucksystems, our website host.
- Arrange for annual user meeting with Pucksystems in February of each year to review issues, problems, new releases, and suggested enhancements.
- Work with the Registration Coordinator to ensure that online registration is set up as needed, meet with Pucksystems in early summer to define online registration requirements and dates.

TRAVEL TOURNAMENT COORDINATOR

- Work with Hockey Committee and Coaches to select tournaments (3 per traveling team)
- Coordinate and photocopy all tournament registration materials
- Contact tournament coordinators to register all tournaments including submission of all appropriate paperwork, checks, etc.
- Work with treasurer to track tournament costs, loans and ensure they are captured for the ice bills
- Follow up to ensure all teams are successfully accepted
- Distribute registration materials to team managers
- Once team managers are identified, contact tourneys and provide with team manager contacts

HOME TOURNAMENT COORDINATOR

- Overall coordination of all hosted tournaments, including and hosted district or state tourneys.

DISTRICT/STATE TOURNAMENT VOLUNTEER COORDINATOR

- Overall coordination of volunteers for all D6 or state tournaments as assigned by D6 to PLSHA.

VOLUNTEER COORDINATOR

- Member of volunteer committee
- Report volunteer committee activities to the board
- Identify appropriate activities for volunteer labor and quantify
- Refine PLSHA policy for volunteerism requirements and/or buy-out of responsibilities
- Develop and monitor volunteer sign-up and tracking processes
- Assist in volunteer recruitment

SKATE PROGRAM COORDINATOR

- Register the association with SKATE program Coordinator at MN Hockey based on the number of players
- Communicate SKATE program with team managers, players, and parents
- Distribute SKATE program flyers and put out posters
- Collect qualified players names from team managers

- Send list of qualifiers to the SKATE program at MN Hockey for state drawing
- Send out certificates and awards to players

ASSOCIATION EQUIPMENT ASSISTANT

- Oversee the equipment program for the entire association. All equipment coordinators will report to them.
- Work with Equipment coordinators and propose a detailed annual budget for equipment.
- Work with the Traveling and Mite/Mini-Mite Picture Coordinators to ensure a program is set and followed thru with each season.

TRAVELING EQUIPMENT COORDINATOR

Duties include but are not limited to the following:

- Responsible for distribution and retrieval of the team equipment to all traveling teams. This person should work with the Team Managers or find level coordinators to assist them at each level.(Squirts, Peewee, girls, Bantam/Jr. Gold)
- Work in cooperation with the Board Member with Equipment Responsibility.

MITE EQUIPMENT COORDINATOR

Duties include but are not limited to the following:

- Responsible for distribution and retrieval of the equipment provided by the Mite program.
- Work in cooperation with the Board Member with Equipment Responsibility.

USED EQUIPMENT SALE COORDINATOR

- Coordinate all aspects of the annual association used equipment sale. This includes selecting time & place to have, advertising for the event, setting up a volunteer schedule and drop-off/pick of equipment for the sale.

JERSEY COORDINATOR

- Responsibilities include picking a design and style and presenting to the board for approval. Getting cost quotes for the jersey set (home jersey & socks, away jersey & socks) Style should remain in effect for a minimum of 2 years.
- Reviewing the association's jersey policy and setting up a committee to look at other options if needed.
- Coordinate number choice program if it is to continue with the registration committee. Assign numbers based on program communicated to all at registration.
- Coordinate ordering the jerseys and socks by mid August. Also work with team managers to hand out jerseys & socks. Follow up on any issues and handle jerseys for any late registrations/move-ins.

TRAVELING TEAMS PICTURE COORDINATOR

- Person will select photographer with the board's approval. Plan date and schedule the times for each teams pictures and coordinate the handout of pictures. They will also follow-up on any issues regarding the pictures. This is all done in coordination with the team managers for traveling and the Mite coordinators for mites and mini-mites.

Committees

- Grievance Committee – (ad hoc as needed)
- Governance Committee (ad hoc as needed)
- Other Ad-Hoc Committees (ad hoc as needed)

GRIEVANCE COMMITTEE

- Receive all grievances formally submitted within the association (except where there might be a conflict of interest).
- Try to resolve through non-formal channels as possible.
- When required, convene and chair a grievance committee with appropriate, neutral parties from within the board and association to hear the grievance.

- Ensure that a written grievance is submitted that includes the complaint and the remedy the grievant is seeking.
- Coordinate and provide a written decision on all formal grievances.

GOVERNANCE COMMITTEE

- Convene as necessary to review the Operating Policy, Bylaws, and Handbook.
- Annually review the Operating Policy in January to determine any adjustments needed before the annual meeting.
- Meet to review any formally submitted changes being requested by the members of the association for the bylaws.
- If bylaw changes are determined necessary, coordinate all activities related to the drafting of changes, notification, and voting.
- Ensure all documents are made available to the membership via our website.