



## **Minnesota Hockey**

### **DESCRIPTION OF RESPONSIBILITIES & EXPECTATIONS**

**POSITION:** Vice President, Gold Region

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**STATUS:** Volunteer – Elected For A Three Year Term

**REPORTS TO:** President

**PREPARED BY:** Dennis Green

**DATE:** February 16, 2015

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#### **SUMMARY:**

The Regional Coordinator shall organize and supervise, in accordance with the rules & regulations established by Minnesota Hockey and USA Hockey and within the defined boundaries of the region, all sanctioned regional events, including tournaments, and shall otherwise support the activities of the District Directors within the region to ensure that the expectations of our members are addressed and fulfilled.

#### **ESSENTIAL RESPONSIBILITIES:**

1. Work with each district within the region to assist them with their governance of their hockey programs (youth and girls programs).
  - a. Review annually with each District Director the responsibilities associated with their office with Minnesota Hockey.
  - b. Keep each District Director informed by phone, fax, or e-mail of the current applicable USA Hockey/Minnesota Hockey topics and events pertaining to the their District, with special focus on those governing registration, youth play and invitational tournaments.
  - c. Attend district meetings as deemed appropriate and necessary to properly conduct the business of Minnesota Hockey.
  - d. Preside over Hearings for any violations of rules that occur at the regional level, in accordance with stipulations defined in the Minnesota Hockey handbook.
  - e. Plan Minnesota Hockey regional tournament play for teams at the Pee Wee, Bantam, Junior Gold and Girls 12-U, 14U, 16U and 19U playing levels.
  - f. Promote within the Region any special fund raising opportunities that may be provided by Minnesota Hockey through its corporate sponsors.
  - g. Prepare annual budget for specific expenses to be incurred within the region, in accordance with Minnesota Hockey's financial administration policies.
2. Manage all of the region's business affairs:
  - a. Order and maintain office supplies, postage and the like.
  - b. Respond to all written inquires within ten (10) days.
  - c. Return all telephone calls within 24 hours.
  - d. Return all e-mail correspondence within 24 hours
  - e. Keep pertinent records in an organized manner and be ready to furnish such records as may be required to substantiate region business activities.

3. Attend state meetings as may be scheduled from time to time for general business purposes
  - a. Serve as a member of the Executive Committee
  - b. Participate on a minimum of two Minnesota Hockey Committees as may be appointed by the President.
4. Plan for regional tournaments and state tournaments that may be hosted within the region.
  - a. Select host sites for such tournaments to be held within the region. Obtain fully executed tournament host agreement(s) within the time frame specified by Minnesota Hockey.
  - b. Attend any special meetings wherein regional and/or state tournaments is a topic.
  - c. Work with selected tournament hosts to ensure they understand the necessary procedures for conducting regional/state tournaments and for maximizing the income producing potential within the established Minnesota Hockey rules & guidelines.
  - d. Be available by phone at all times during regional and state tournaments to assist with the resolution of any issues that may arise during the event. When possible, personally such events held within the region to provide a presence for Minnesota Hockey.

**Qualifications:**

Should be a current member of the Minnesota Hockey Board of Directors. Or an adult resident of Minnesota who supports and can further the purposes of the corporation and has a working knowledge of the Minnesota Hockey Board of Directors.

Should have an interest in the sport of ice hockey, together with the ability and willingness to devote the required time to properly discharge the responsibilities of this position.

Should have communicative skills, both written and oral, in the English language, with regular access to a telephone and either telefax or e-mail.

Should be able to drive and have regular access to an automobile.

Computer skills, with experience in word processing and spreadsheets is desirable

This is a volunteer position, without any pay or benefits. The following expenses are eligible for reimbursement:

- Minnesota Hockey authorized meeting attendance, including meals, lodging and travel
- Postage
- Long distance phone/fax calls
- Office supplies

There currently is no reimbursement for the following expenses:

- Meals/refreshment for any other purpose other than Minnesota Hockey authorized events
- Computer expense & Internet access charges.
- Clothing, except as supplied from Minnesota Hockey without charge

Time Commitment: Off Season – 8-10 hrs. per month  
Season – 5 - 10 hrs. per week, with extra time during tournaments and special events