



**The duties of the Vice President include:**

- a. To assist the President in the general administration of the association and its functions and programs.
- b. Preside over any meeting of the Board of Directors or general membership at which the President is absent.
- c. Lead and/or attend committee meetings as needed.
- d. Plan, develop, and enforce club policies and bylaws.
- e. Ensure the organization is meeting its goals.
- f. Identify candidates to serve in leadership roles.
- g. Oversee volunteer recruitment and retention.
- h. Act as an association representative at the District and Affiliate level.
- i. Support the implementation of age-appropriate programming and the American Development Model (ADM).
- j. Aids all board members and committees with their tasks.
- k. Assist with communication to the association's general membership.
- l. Chair the Disciplinary/Dispute Resolution Committee and hear all matters of dispute or protest.

**The duties of the Director of Hockey Operations include:**

- a. Serve as co-chair of the Hockey Operations Committee.
- b. Primarily responsible for ensuring that the on-ice programs are of the best possible quality.
- c. Work with the Travel and Recreational Hockey Directors to determine the on-ice needs of the programs and lead the development of programs.
- d. Ensure the implementation of the on and off ice developmental guidelines and training priorities of the American Development Model (ADM) at each age and skill level.
- e. Facilitate regular meetings of the Hockey Operations Committee to assess program success and develop improvements throughout the season.
- f. Advise the board on the needs of the hockey programs in order to make continuous improvement throughout each season.
- g. Develop the season and practice schedules by implementing the guidelines of the ADM and present to the board for approval.
- h. Collaborate with association Scheduler to secure appropriate ice times for all hockey programs.
- i. Primary point of contact for coordination of outside instructors, coaches, and other resources.
- j. Periodically attend and evaluate skills sessions, practices and games for all hockey programs.
- k. Develop player retention and recruiting efforts in conjunction with Hockey Directors.
- l. Prepare player projections, along with Registrar, to facilitate preparation for each season.

Cape Fear Youth Hockey Association

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**The duties of the Coaching Director include:**

- a. Serve as co-chair of the Hockey Operations Committee.
- b. Serve as the primary representative to the Board of Directors for all CFYHA coaches.
- c. Oversee coaching selections for all teams and programs and present coaching candidates to Executive Committee for approval vote.
- d. Ensure that coaches are adhering to the guiding principles in the ADM and implementing into all practices.
- e. Ensure coaching coverage for all regularly scheduled and supplemental CFYHA events.
- f. Maintain accurate roster of all CFYHA coaches to include contact information and status of all USA Hockey and CAHA coaching certification requirements.
- g. Research and present tools, resources, and supplemental education to coaches.
- h. Ensure all coaches are aware of coaching certification requirements and provide updates on Coaching Education Program (CEP) schedule.
- i. Communicate regularly with the Association Registrar to ensure that documentation is turned in and all coaches remain in good standing within the USA Hockey portal.
- j. Assist in the resolution of disputes or other issues between coaches and parents.
- k. Assist in the development of player recruitment strategies and communicate those strategies to coaching staff for execution.
- l. Observe and evaluate practices on a regular basis.
- m. Continuously evaluate coaches and provide feedback for areas of improvement.
- n. Facilitate periodic meetings of all coaches.



**The duties of Association Registrar include:**

- a. Responsible for the management of the association's online USA Hockey Registry.
- b. Create and maintain an active membership list within USA Hockey's online Registry.
- c. Create and manage team rosters within USA Hockey's online Registry; including the management of compulsory documentation for participants, coaches and volunteers.
- d. Ensure that rosters meet Affiliate, District and USA Hockey registration and composition requirements.
- e. Ensure that all members and the association adhere to all requirements of the Affiliate, District and USA Hockey.
- f. Maintain records of all eligibility documents, including date of birth and citizenship verification, player commitment forms, creating and updating rosters, monitoring SafeSport training, coaching education program (CEP) training, and screening.

**The duties of Scheduler include:**

- a. Primary duty is the scheduling of ice time for all CFYHA practices, games, and other events requiring the rental of ice.
- b. Schedule all USA Hockey Officials for sanctioned events.
- c. Be the primary custodian of the association calendar, as it relates to any events involving the rental of ice.
- d. Work closely with rink manager and stay informed of available ice times.
- e. Be the primary point of contact for teams wishing to schedule games with CFYHA teams.
- f. Keep head coaches and team manager informed of teams wishing to schedule games, available ice for scheduling home games, available tournaments, and other opportunities for competition.
- g. Assist the Hockey Operations Committee in developing the practice schedule for each season and maximizing the use of scheduled ice times.
- h. Work with the Treasurer to ensure the monthly reconciliation of ice rental invoices.
- i. Represent CFYHA in all league scheduling meetings.