



## **Casper Amateur Hockey Club Committees and Appointed Roles**

### ***Committee & their responsibilities***

#### **Bylaws & Policies:**

- Review bylaws at least on a bi-annual basis and submit recommendations on changes to the membership at the Annual General Meeting of the Club
- Review policies at least on a bi-annual basis and submit recommendations on changes to the Board of Directors

#### **Coaching:**

- Evaluate Coaching coordinator(s) performance and offer recommendations regarding contract renewal to Board of Directors
- Interview Coaching coordinator candidates when a vacancy in that position exists and offer recommendations on hiring to the Board of Directors
- Work with Coaching coordinator to select coaches for the club
- Work with Coaching coordinator on evaluation and selection of players for travel teams
- Responsible for supervising coaching and player evaluations
- Develop individual and team skill development curricula
- Coaching coordinator will serve as an ex-officio member of this committee

#### **Communications:**

- Maintain and update CAHC website
- Maintain and update ice rink bulletin board
- Provide a liaison for local media outlets
- Coordinate and secure all in-kind and full-fee advertising for the club and club events
- Secretary will automatically be chairperson of this committee

#### **Community Outreach:**

- Promote CAHC by organizing events that positively impact the community
- Encourage community service within the CAHC membership

#### **Discipline**

- Review of disciplinary actions including game misconducts and report on these activities to the Board of Directors
- Vice-President will automatically serve on this committee

#### **Finance:**

- Oversees financial transactions of the club
- Supervises activities of treasurer and bookkeeper
- Responsible for coordination of sponsor and donor contributions, including billing and collections
- Responsible for maintenance of all club banking and investment accounts
- Submits investment proposals to Board of directors
- Treasurer and bookkeeper of the club will automatically serve on this committee

### **Fundraising & Equipment:**

- Manage all CAHC equipment (season equipment distribution/return, maintain equipment inventory, Hospitality room supplies, etc.)
- Coordinate CAHC fundraising opportunities

### **Ice Scheduling & Special Events:**

- Develop ice schedule for the club
- Submit ice request to the city
- Coordinate Tournament schedule for the club
- Develop and promote an annual Hockey Extravaganza and other special events

### **Member Relations:**

- Coordinate and organize member and team orientation each year
- Disseminate club information to membership
- Serve as a liaison between the membership and the Board of Directors
- Serve as a liaison between the club and the appropriate Age representatives and/or Team managers
- Promote fundraising activities and volunteerism
- Publish a quarterly newsletter

### **Scholarship:**

- Reviews all scholarship applications and award scholarships as deemed appropriate

### ***Appointed Roles & their responsibilities***

#### **CAHC Pointstreak Representative:**

- Will be appointed by the President with approval of the Board of Directors
- Will be responsible for WAHL Pointstreak stats for CAHC (data entry for rosters, schedules, etc.; post-game stats verification)

#### **Registrar:**

- Will be appointed by the President with approval of the Board of Directors
- Responsible for all skater registrations and transfers following USA Hockey guidelines and CAHC policies.
- Responsible for preparing official team rosters.

#### **Referee-in-Chief:**

- Will be appointed by the President with approval of the Board of Directors
- Will coordinate and schedule referees for all CAHC games including House program games, WAHL games, and hosted tournaments.
- Will offer a fee schedule for referees to the Board of Directors for approval prior to the start of each season

\*The President of the club shall appoint, unless otherwise specified, the chairperson and members of each committee

\*The President of the club shall serve as an ex-officio (non-voting) member of each committee