



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, update ice rink bulletin board, and disseminate club information to membership
- Provide a liaison for local media outlets
- Coordinate and organize member and team orientation each year
- Serve as a liaison between the membership and the Board of Directors and between the club and the appropriate Age representatives and/or Team managers
- Promote fundraising activities and volunteerism
- 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
- Coaching Coordinator will serve as a voting member of this committee
- Vice-President will automatically be chairperson of 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. Treasurer will automatically be chairperson of 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 special events
- Coaching Coordinator will serve as a voting member of this committee

Scholarship:

- Reviews all scholarship applications and award scholarships as deemed appropriate
- Responsible for ensuring that player year-end awards are determined and distributed (USAH Achievement patches, sportsmanship trophies, etc.)

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 oversee scheduling of 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