

**BY-LAWS OF THE**  
**ROGUE VALLEY HOCKEY ASSOCIATION**

***NAME OF CORPORATION:*** The Rogue Valley Hockey Association, hereafter referred to by the official abbreviation RVHA. RVHA is a not-for-profit, public charity organization, exempt from federal income tax under IRS section 501(c)(3). Our organization operates both independently and under the jurisdiction of our state and national affiliates, Oregon State Hockey Association (OSHA) and USA Hockey.

**ARTICLE 1: PURPOSE**

This corporation shall be organized and operated exclusively for educational purposes as a qualified amateur sports organization, subject to the limitations stated in the Articles of Incorporation, the purpose of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions).

This corporation's primary purposes shall be to:

- Promote amateur youth hockey in the Rogue Valley in compliance with the rules and regulations of USA hockey, Pacific District, and Oregon State Hockey Association.
- Develop and encourage good sportsmanship, self control, patience, courage and teamwork amongst members for the betterment of their physical, social, and mental well being.
- Teach youth and citizens of the Rogue Valley the sport of hockey and the art of skating in a safe and educational environment, thereby improving the standard of ice hockey in the State of Oregon.
- Make the sport of ice hockey available to all amateur participants at an affordable cost at all levels of participation, regardless of race,sexual orientation, gender or religious affiliation as defined by USA Hockey.
- Collaborate with other ice hockey associations, statewide, nationally, and internationally.
- Provide leadership in volunteer recruiting, player development, coaches training, officials training, communication and overall governance of the sport of amateur ice hockey in the State of Oregon as defined in the OSHA Guidebook and within the guidelines, rules and regulations set forth by Pacific District and USA Hockey.

## **ARTICLE II: RVHA LOCATION**

**Section 1. Location.** The location of the “virtual” principal office of RVHA shall be at:

Southern Oregon Ice Arena, d.b.a.The RRRink  
1349 Center Drive  
Medford, OR 97501

**Section 2. Mailing Address.** The mailing address of RVHA will be:

Rogue Valley Hockey Association or RVHA  
1314-B Center Drive PMB 247  
Medford. OR 97501-7941

## **ARTICLE III: Members of Rogue Valley Hockey Association**

**Section 1. Membership Definition:** Members include all participants registered with RVHA and their parents/guardians.

**Section 2. Termination of Membership.** Membership may be terminated by the Board of Directors (The Board) after giving the member at least 15 days written notice by first class or certified mail of the termination and the reasons for the termination, and the opportunity for the member to be heard by the Board, orally or in writing, not less than five (5) days before the effective date of termination. The decision of the Board shall be final and shall not be reviewable by any court.

**Section 3. Transfer of Membership.** No member can transfer a membership or any rights arising from membership.

**Section 4. Annual Meeting.** The Annual Meeting of the corporation shall be held at the conclusion of the hockey season, but no later than June 1st at a date and place designated by the Board.

## **RVHA By-Laws**

**Section 5. Special Meetings.** Special meetings of the members may be called by:

- A. The President
- B. A majority of the Board of Directors
- C. At least five percent of the voting members of the corporation by a demand signed, dated, and delivered to the corporation’s Secretary. Such demand by the members shall describe the purpose of the meeting. Such meetings will be held within thirty (30) days of the delivery of the proper petition to the President.

**Section 6. Notice of Meeting.** Notice of all meetings of the voting members shall be given to each member in one or more of the following methods:

(i) on the web page, (ii) by email, (iii) by written notification posted on the RVHA bulletin board or handed out at practices, or (iv) by telephone, at least 7 days before the meeting. The notice shall include the date, time, place, and purposes of the meeting, if it is a special meeting.

**Section 7. Grievance Procedure for Registered Members.**The grievance procedure for registered players and parents shall be as set forth in the Grievance Procedure (Addendum 1).

**ARTICLE IV: BOARD OF DIRECTORS**

**Section 1. Definition.** The Board of Directors is defined by a minimum requirement of three elected members, which consists of a President, Treasurer and Secretary. Other director positions may be elected or appointed as The Board deems necessary and desirable. Board Members shall hold their terms and perform such duties as defined in the “Board of Directors Definitions” (Addendum 2).

**Section 2. Duties.** The Board sets association policy, determines priorities, allocates duties, supervises all appointed roles, provides annual updates of the By-Laws, and enforces Codes of Conduct. The regular management of RVHA, in accordance with the procedures set forth by the corporations shall be vested in the board. The Board shall have the authority to do all things necessary for the orderly management of the corporation. It shall be incumbent upon The Board to enforce the Articles of Incorporation, By-laws and the Rules and Regulations of RVHA, OSHA, Pacific District, and USA Hockey at all times.

**RVHA By-Laws**

### **Section 3. Elections and Terms**

**A. Nominating Committee.** Prior to March 1st of each year, the President may name, with Board concurrence, a nominating chairperson or committee of at least three persons. The purpose of this committee shall be to seek out, recruit and submit all nominees to The Board, for inclusion on the ballot. The Board shall present the approved nominees by posting a notice on the RVHA bulletin board, web page, or by email, no later than twenty one (21) days prior to the Annual Meeting.

Any voting member of the corporation may nominate a candidate(s) for office, other than those provided by The Board. They shall do so by placing the nominee's name on a nomination petition posted for that purpose on the RVHA bulletin board at least ten days prior to the Annual Meeting of the members, or by submitting the name of the nominee with their concurrence. Write-In nominees are also accepted during the election process.

**B. Term:** New Board members shall assume office on June 1st following the election. The term of president, vice president, treasurer and secretary shall be two years and all other Board positions are one-year terms. The Board shall make provisions to stagger the 2-year terms of Directors with one half or less expiring each year. A Director may be reelected without limitation on the number of terms s/he may serve. The Board shall be elected by voting members at the Annual Meeting. To become a member of The Board, the RVHA member must be in good standing in the corporation, prior to election and appointment to The Board. The office of President shall be filled only by persons, who have served a minimum one-year term previously on the RVHA Board unless unusual circumstances or no nominees exist matching this criteria.

**C. Quorum and Voting.** There shall be two classes of members of this corporation, voting and non-voting. Each voting member shall be entitled to one vote on all matters for which a membership vote is permitted by law, the Articles of Incorporation, or the bylaws of this corporation

Voting members shall consist of all registered players at least eighteen years of age, all parents of registered players, and all coaches. Non-voting members shall consist of all registered players under the age of eighteen.

These votes represented at the Annual Meeting of members shall constitute a quorum.

**D. Proxy Voting.** There shall be no voting by proxy.

**E. No Salary.** Directors shall not receive salaries, but may be reimbursed for expenses related to RVHA, as approved by The Board President and Treasurer.

**F. Conflict of Interest.** No person who is an owner of or is employed by RVHA's home ice rink may be elected to The Board due to a conflict of interest. Exceptions may be granted by a majority vote of all members of The Board.

**G. Vacancy.** Vacancies on the Board of Directors occurring other than by the expiration of the term thereof, and newly created board positions, will be filled by a majority vote of the current board of directors. The person so appointed shall hold office until the term expires, and until his/her successor has been elected and taken office.

**H. Removal.** Any Board member that misses more than five meetings within one year may, at the option of The Board, have their position as a board member terminated. They shall remain on The Board until a replacement is found. Any Director may be removed with cause, at a meeting called for that purpose, by a majority decision of RVHA voting members. Written notification of this meeting is required by mail or email at least fifteen days prior to such a meeting. The Board of Directors may also remove a Director, with cause, by a vote of the majority of Directors in office.

## **Article V: Meetings**

**Section 1. Quorum and Action.** A quorum at a board meeting shall be a simple majority of the number of Directors on the current Board. If a quorum is present, action is taken by a majority vote of Directors present. Where the by-laws require a majority vote of Directors in office to establish committees that exercise Board functions such as; to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, to dissolve, or for other matters, such action is taken by that majority as required by law. Once a quorum is present, action must be taken by at least a majority vote of the Directors present.

**Section 2. Conduct of Meetings.** All meetings of the membership or The Board shall be conducted in accordance with the most recent edition of "Robert's Rules of Order".

**Section 3. Regular Meetings.** Regular meetings of The Board of Directors shall be held at the time and place to be determined by the Board of Directors. No other notice of the date, time, place, or purpose of these meetings is required. Regular Board meetings are open to the members of the corporation, however members of RVHA may not participate in debate or discussion unless invited to do so, nor may they interfere with the meeting in any way.

Notices of regular Board meetings may be posted on the webpage or distributed by email. Generally, members may submit agenda items for consideration of inclusion to the President or Secretary of the Board prior to the meeting. Because the meetings are open to all members, members may also ask to speak at a regularly scheduled meeting.

**Section 4. Special Meetings.** Special Meetings of The Board of Directors shall be held at the time and place to be determined by The Board. A Special meeting may be called by a written request by any member of The Board. Notice of such meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each Director personally, by telephone, mail, or email not less than two days prior to the special meeting.

**Section 5. Meeting by Telecommunication.** Any regular or special meeting of The Board of Directors may be held by telephone or telecommunications, as long as all Directors can hear each other.

**Section 6. Action by Consent.** Any action required by Law to be taken at a meeting of The Board, or any action which may be taken at a Board meeting, may be taken without a meeting. If a consent in writing, setting forth the action to be taken, or so taken, shall be signed by all the Directors. Alternatively, any action which may be taken at a Board Meeting may be taken by the affirmative email vote of a majority of the Directors.

## **ARTICLE VI: COMMITTEES**

**Section 1. Executive Committee.** The Board of Directors may elect an Executive Committee (EC). The EC shall have the power to make on-going decisions between Board meetings and shall have the power to make financial and budgetary decisions. In the absence of an elected EC, the EC shall consist of the President, VP, Secretary, Treasurer, and Hockey Director.

**Section 2. Disciplinary Committee.** The Board will be responsible for nominating a disciplinary committee (DC) of at least three persons, one of which must be the RVHA Hockey Director, , who will then be responsible for hearing disputes of the corporation in relationship to players, coaches, parents, etc. The three core members of this committee should each be from different teams.

The manner in which the Disciplinary Committee hears and administers disciplinary actions shall be under the guidelines of USA Hockey and OSHA.. The Committee will submit a disciplinary report to The Board within 72 hours of such meetings that result in disciplinary action. If any members of the Board wish to further discuss the disciplinary actions, it shall be held as a closed meeting.

**Section 3. Other Committees.** The Board of Directors may establish such other committees, as it deems necessary and desirable. Such committees may exercise the functions of the Board of Directors or may be advisory committees. Any committee that exercises any function of The Board shall be elected and appointed by the BOD by a majority vote of all Directors in office at that time. Committees may include non-members, but at least one director must be present for official business. The President of the Association shall be an ex-officio member of all committees.

**Section 5. Quorum and Action.** A quorum at a Committee meeting exercising Board functions shall be a majority of all Committee members in office immediately before the meeting begins. If a quorum is present, action is taken by majority vote of Directors present.

**Section 6. Limitations on the Powers of Committees.** No committee shall authorize payment of a dividend of any part of the income or profit of the corporation to its directors or officers, approve dissolution, merger, or sale, pledge, or transfer of all or substantially all of the corporation's assets, elect, appoint, or remove directors or fill vacancies on The Board, or on any committees, nor adopt, amend, or repeal the Articles, ByLaws or any resolution by the Board of Directors.

## **ARTICLE VII: COACHES SELECTION**

**Section 1. Selection.** The Hockey Director will be responsible for interviewing and placing coaches on each team by seeking interested applicants, reviewing and making recommendations to The Board for approval, and overseeing appropriate training and evaluation during the season. Each Coach must be approved annually, provide evidence of current coaching level certification and registration prior to coaching on the ice. Safesport certification, background check and age module certificates shall be completed in accordance with USA hockey's annual deadlines.

Coaching selection will take into account the qualifications of the coach, the needs of the team, and the level of play expected for the season. Coaches are not selected by Team Managers or the Membership of a team.

Coaches shall not receive salaries for their services to the Association, but may be reimbursed expenses related to corporation service. When provided by the association, selected coaches will be required to sign a coaching "code of conduct" agreement form prior to the start of the season. All coaching selections shall be approved by the Board of Directors. Coaches will not be allowed to provide services until the Board of Directors approves annual team staffing.



**Section 2. Grievance Procedures for Registered Members.** The grievance procedure for registered members shall be as set forth in the most current Grievance Procedures outlined in addendum 1. These procedures may be applied to grievances by or against any coach or team manager.

**Section 3. Removal.** Any coach may be removed by a majority vote of the Board of Directors. The Hockey Director may also remove a coach, who is in violation of the coaching “code of conduct”.

## **ARTICLE VIII: TEAM MANAGER SELECTION**

**Section 1. Selection.** The board of directors will be responsible for interviewing and placing Team Managers on each team by seeking applicants for approval. RVHA board will provide appropriate training and evaluation during the season. Each Team Manager must apply annually and is required to complete USA hockey registration, background screening and safesport certification prior to each hockey season in accordance with USA hockey.

Team Managers shall not receive salaries for their services to the Association, but may be reimbursed expenses related to corporation service. The Board may at their discretion nominate and select a committee of (3) persons to place Team Managers on each team.

**Section 2. Grievance Procedures for Registered Members.** The grievance procedure for registered members shall be as set forth in the most recent Grievance Procedure adopted by the Board of Directors which is outlined in Addendum 1. These procedures may be applied to grievances by or against any coach or team manager.

**Section 3. Removal.** Any Team Manager may be removed without cause by a majority vote of the Board of Directors.

**ARTICLE IX: CORPORATE INDEMNITY**

**Section 1.** This corporation will indemnify its officers and directors to the fullest extent allowed by Oregon law.

**Section 2.** The personal liability of each member of the Board of Directors, each uncompensated officer, and each member of the corporation for monetary or other damages, for conduct as a director, or officer, or member shall be eliminated to the fullest extent permitted by current or future law.

**ARTICLE X: DISSOLUTION CLAUSE**

Upon the dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**ARTICLE XI: AMENDMENTS TO BYLAWS**

**Section 1.** These bylaws may be amended or repealed and new bylaws adopted by the Board of Directors by a majority vote. Prior to the adoption of the amendment, each Director shall be given at least two days notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meetings is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment.

ADOPTED

Signed by

President RVHA \_\_\_\_\_

# Addendum 1

## ROGUE VALLEY HOCKEY ASSOCIATION

Policy: Grievance Procedure.

Date Presented: November 5th, 2000

Date Approved: November 5th, 2000

As Amended September 2010

### **Reason for establishment / change, of / to existing policy:**

The Rogue Valley Hockey Association (RVHA) desires to provide players and parents with an opportunity to resolve any disputes in a fair and just manner.

### **Policy:**

Each Level of the grievance procedure must be completed prior to taking the grievance to the next level. The grievance procedure is at all times kept confidential and will never compromise the status of player or parent within the RVHA

**1. Refer to USA Hockey's Parent/Player Handbook:** Any grievance must first follow the "24 hour cooling off period" before addressing the following steps below.

**2. Team Manager:** Any and all grievances must be presented in writing to the Team Manager for the hockey player's assigned team within thirty (30) days of the incident. The team manager shall have ten (10) days to schedule a meeting with the parties who filed the written grievance. After this meeting, the Team Manager shall respond in writing within five (5) days to the parties who filed the grievance with their resolution to the grievance. If the player and/or parent are not satisfied with the outcome of the meeting with the Team Manager, then the grievance shall be presented to the Team Manager and the Coach for the players assigned team.

**3. Team Manager and Coach:** The hockey player and/or parent shall have fifteen (15) days after the receipt of the resolution from the Team Manager to file a written grievance requesting a meeting with the Team Manager and the Coach of the hockey player's assigned team. Upon receipt of the grievance, the Team Manager and the Coach shall have ten (10) days to schedule a meeting with the parties who filed the grievance. After this meeting, the Team Manager and Coach shall respond in writing within five (5) days to the parties who filed the grievance with their resolution to the grievance. If the player and/or parent are not satisfied with the outcome of the meeting with the Team Manager and the Coach, then the grievance shall be presented to the Hockey Director.

**4. Hockey Director:** The hockey player and/or parent shall have fifteen (15) days after receipt of the resolution from the Team Manager and Coach to file a written grievance requesting a meeting with the Program Director and the Hockey Director. Upon receipt of the grievance, the Hockey Director shall have ten (10) days to schedule a meeting with the parties who filed the grievance. After this meeting the Hockey Director shall respond in writing, within five (5) days to the parties who filed the grievance with His/Her resolution to the grievance. If the player and/or parent are not satisfied with the outcome of the meeting with the Hockey Director then the grievance shall be presented to the Rogue Valley Hockey Association Board of Directors.

**5. Rogue Valley Hockey Association Board of Directors:** The hockey player and/or parent shall have fifteen (15) days after the receipt of the resolution from the Hockey Director to file a written grievance requesting a meeting with the RVHA Board of Directors. Upon receipt of the grievance, the President of the RVHA Board of Directors shall schedule a meeting with the parties who filed the grievance and the RVHA Board of Directors at the next regularly scheduled meeting of the Board of Directors. The President shall close the meeting to the public for the purposes of conducting a grievance hearing. The RVHA Board of Directors shall have five (5) days to submit a written response to the parties who filed the grievance. The response of the RVHA Board of Directors shall be final.

## **Addendum 2**

# **RVHA BOARD OF**

# **DIRECTORS**

# **DEFINITIONS**

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Position Title: Risk Manager/ Safe Sport Coordinator

Position Title: Scheduler

Position Title: Team Manager Chair

Position Title: Tournament Manager

Position Title: Webmaster

Position Title: Board Member-at-Large

## **RVHA By-Laws**

# Position Title: President

## 2-year term

### Position Overview

The President is responsible for ensuring that the RVHA Board of Directors and its association members:

- comply with all USAH rules, OSHA guidelines and RVHA by-laws
- conduct board business effectively and efficiently
- are accountable for their obligations

In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

### Essential Job Functions

#### Accountability

The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to individual Board Members and/or committees as appropriate; however, the accountability for them remains with the President.

#### Meetings

The President ensures that an agenda is planned for board meetings. This may also involve drafting agendas for interim meetings with committee chairpersons:

#### Maintaining Relationship

The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization.

#### Signing Officer

The President is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

### **Board Development**

The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of Board Members.

### **Fund Raising**

The President ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon the organization, this may require the President to play a leadership role in fundraising campaigns through personal contributions of services and money.

### **Delegation**

Depending upon the organization's needs and its bylaws, the President may establish or propose the establishment of committees, and may assign tasks and delegate responsibilities to board committees and/or directors.

### **Requirements**

- Strong communication skills and writing ability
- Good interpersonal skills to interact with members
- Approachable
- Can Do Attitude
- Organized and detail oriented
- Ability to delegate when appropriate
- Commitment to follow-up and follow-through
- Ability to respond quickly to RVHA members



## Position Title: Vice President

### **2-year term**

### **Position Overview**

The Vice President shall provide support, direction and leadership to the entire RVHA community to further ensure a positive experience is had by all players, parents, coaches, officials and fellow Board Members.

### **Essential Job Functions**

- Ensure all Board policies are being followed and understood.
- Ensure all Board Members have completed the OSHA Consent to be screened for background checks.
- Address RVHA membership concerns, complaints and feedback/input.

### **Non Essential Job Functions**

- In the absence of the RVHA President, perform the duties of the RVHA President Volunteer as needed
- Willingness to co-chair/sit on various RVHA committees

### **Requirements**

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Commitment to follow-up and follow-through unresolved issues
- Ability to respond quickly to RVHA members and vendors

### **Other Skills and Abilities**

Have a positive, optimistic and realistic attitude regarding youth sports.  
Willingness to embrace change to ensure the program continues to develop

## Position Title: Treasurer

### 2-year Term

#### Position Overview

The Treasurer is responsible for overseeing the management and reporting of the RVHA finances and any other duties that may be directed by the Board of Directors. The Treasurer will attend monthly Board of Directors meetings and provide current financial reporting, bank statements and a current list of action items.

#### Essential Job Functions:

- Prepare full and accurate accounting of all financial records of for RVHA (using QuickBooks, Excel, etc.), including:
  - Checking account balances and reconciliations
  - Detailed Income and Expenses records by team
- Disburse all funds when proper to do so, keeping creditors current and in good standing.
- Prepare financial reports as to the financial condition to the Board of Directors monthly.
- Compile annual report and transmit all financial records to any person elected to succeed them in office of Treasurer.
- Compile and properly store past year accounting records as directed by the Board.
- Ensuring annual tax returns are filed in a timely manner.
- Deposit of all monies and other valuable effects in the name of and to the credit of the RVHA in such depositories as may be designated by the Board of Directors.
- Selection and management of the association's banking relationship with a local financial institution.
- Reconcile monthly bank statements for all of the association's bank accounts.
- Ensure there are two signers on any RVHA bank account at all times. The Board of Directors will approve a voting member of the Board as a secondary signer.
- Assist the Board in the preparation of the association's annual operating budget to be used for planning to meet organization's needs.
- Assist the Board in identifying and communicating the association's long-term financial needs.
- Work with appointed travel team managers to establish annual team budgets based on previous season actual costs as well as a forecast of upcoming season's costs.
- Manage fundraising credits earned for association members to ensure proper and accurate credit is recognized.

#### Valuable characteristics include:

- Sound understanding of preparation and review of financial information
- Organized and detail-oriented
- Good interpersonal skills to interact with member inquiries

## Position Title: Secretary

### **2-year term**

### **Position Overview**

The Secretary is responsible for creating and sending out monthly agendas to the RVHA board prior to the beginning of the monthly meetings. The Secretary is responsible for attending RVHA meetings, formal and informal, then recording and transcribing the minutes of the proceedings. The minutes are distributed through email for the RVHA board for review. The minutes will be motioned for acceptance during the following formal meeting. The finalized minutes are sent to the webmaster for posting on the association website.

### **Essential Job Functions**

- Taking throughout and accurate notes
- Typing all notes into formal minutes
- Send approved minutes to webmaster for posting
- Keeping past agendas and minutes in available binders for reference

### **Requirements**

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented

## **Position Title: Coach in Chief**

### **1-year Term**

### **Position Overview**

The Coaching Coordinator is a co-chair position requiring two RVHA Board Members. The Coaching Coordinators are responsible for selecting coaches, maintaining coaching standards and reviewing coaching concerns and feedback.

### **Essential Job Functions:**

- Review, establish and post on RVHA website upcoming season try out plan by August 1 of upcoming season
- Recruit and assign coaching staff for all RVHA teams. This process should be completed by early August for each season.
- Recruit and assign on and off ice helpers for ADM drill nights. This process should be completed by early August for each season.
- Coordinate and lead ADM drill nights which includes creating all practice plans, station assignments and assurance that all on and off ice helpers are knowledgeable of the weekly plan.
- Ensure CEP Level, online Modules and background checks consents are completed and up to date for all RVHA coaches.
- Support and participate with all coaches throughout the season, include hosting age group coaches meetings and periodically participating in each team's on ice practice.
- Perform end of season reviews with each team's coaching staff.
- Ensure all coaches have tools for finding and creating practice plans in advance of practices.
- Ensure head coaches are performing pre-season, mid-season and end of season evaluations on all players via standardized document and presentation to parents and players.

### **Requirements**

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Commitment to follow-up and follow-through unresolved issues
- Ability to respond quickly to RVHA members

## **Position Title: Fundraising Chair**

**1-year term**

### **Position Overview**

The Fundraising Chair is responsible for researching and implementing fundraising programs for the RVHA families. These fundraising opportunities are voluntary and meant to be used to reduce RVHA hockey season fees.

### **Essential Job Functions**

- Act as a liaison with third party vendors
- Confirm quality, pricing, and availability of potential fundraising opportunities
- Establish and maintain order methods
- Maintain accurate records of member payments
- Submitting accurate orders in a timely manner to vendors
- Inventory and order reconciliation within the RVHA and with vendor
- Invoicing and payment within the RVHA and with the vendor
- Provide collected funds to Treasure regularly
- Set up distribution days and times and communicate this information to members
- Provide Web Supporter with fundraising data so that the information can be displayed on the RVHA web site
- Corresponding with RVHA Treasure and Team Treasurers to ensure correct payment amounts for fundraising appropriation

### **Requirements**

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Commitment to follow-up and follow-through unresolved issues
- Ability to respond quickly to RVHA members and vendors

## **Position Title: Growth/Retention Chair**

**1-year term**

### **Position Overview**

This person or committee of persons are in charge of growing and strengthening the RVHA program through constant recruiting of players and working to ensure that current players stay in the association to help ensure its long term success.

### **Essential Job Functions**

- Recruitment of players- house league, etc
- Communicate information to members to increase sense of ownership in the RVHA
- Inform members of upcoming events and important dates (ie tryouts)
- Survey our families annually to help identify issues and celebrate successes
- Once issues identified, working with families and RVHA to help rectify
- Be a voice for in-house and travel players/families at board meetings
- Set up social opportunities for player fellowship and growth

### **Non Essential Job Functions**

- Present marketing and communication ideas to the board
- Bring member concerns to the attention of the proper authority
- Help increase membership participation in the RVHA
- Implementing mandatory volunteering

### **Requirements**

MUST be able to communicate well

Able to handle variety of situations discreetly

Comfortable presenting to a group

### **Other Skills and Abilities**

Personable

Organized

Ability to brainstorm

## **Position Title: Referee-In-Chief**

### **1-year term**

### **Position Overview**

The Referee-in-Chief shall ensure that all games under the jurisdiction of the Board are officiated by competent, responsible individuals who conduct themselves in accordance with the official rules of the game and the policies and procedures of RVHA.

### **Essential Job Functions:**

- May or may not be a referee or game official, but must have full understanding of the rules and regulations pertaining to game officials.
- Shall assign or ensure a responsible substitute is delegated to assign appropriate officials for all league, play-off and exhibition games under the jurisdiction of the Board (i.e. House League and Travel Team).
- Shall be liaison between the coaches and the person in charge of the assigning to ensure all games to be played under the Board's jurisdiction, either scheduled or unscheduled, obtain appropriate officiating.
- Shall recruit interested persons as required to become officials in OHOA.
- Shall ensure all potential officials are notified of dates and locations of referee's clinics and that they are duly carded with the Referees Association.
- Shall, as required, be responsible to organize and prepare clinics or workshops for OHOA officials/potential officials.
- Shall evaluate and keep records of the conduct, competence and capability of the officials and correct any errors to ensure that the officials can achieve a high standard of respect throughout the Association.
- Shall ensure the officials under his/her jurisdiction abide by the policies and procedures of the Board and by the rules set forth by the Referees Association.
- Shall be responsible for submitting a schedule of game fees to the Board in accordance with the OHOA.
- Shall notify the Hockey Development Director and/or attend the coaches meeting to update all coaches of new rules and rules changes.
- Committee member of Coaches Selection Committee and Discipline and Grievance Committee.

### **Requirements**

Flexibility and organization skills to deal with non-routine issues as they arise, such as late minute game, assignments, referee cancellations.

Basic understanding to scheduling

Good organizational skills to prioritize multiple issues at one time.

Time to commit to assigning and scheduling

## **RVHA By-Laws**

# Position Title: Registrar

## 1-year term

### Position Overview

Main responsibilities include managing the USA Hockey registration software; “claiming” all RVHA players, coaches, team managers, and volunteers. Creating the draft rosters and submitting them to the District Registrar for approval. This position also provides important data regarding participation in the RVHA programs.

### Essential Job Functions

- Available to attend team meetings/tryouts at the beginning of the season.
- Communicating with coaches, team managers, and parents to ensure that all players are properly registered before they step in the ice for any practices or games.
- Work with team managers to ensure that rosters are submitted to the District Registrar well in advance of any travel.
- Be informed regarding levels of play and other factors affecting how to create the appropriate rosters.
- Prepare a monthly Registration Report to submit to the RVHA board meetings from September through March.

### Requirements

- Strong Communication skills
- Good interpersonal skills to interact with members
- Good understanding of USA Hockey’s Rules and Regulations as they apply to registration and team rosters.
- Good understanding of the roles and responsibilities of the RVHA Coach-in-Chief, Head Coaches of the teams, and Team managers.
- Organized and detail oriented
- Will need to learn to use the USA Hockey registration software



## Position Title: Risk Manager

### 1-year term

### Position Overview

The Risk Manager/SafeSport Coordinator shall provide support, direction and leadership to the entire RVHA community to further ensure a positive and safe experience is had by all players, parents, coaches, officials and fellow board members. Responsibilities also include monitoring SafeSport compliance throughout all teams and board members. Player safety is to remain the focus of SafeSport.

### Essential Job Functions

- Ensure all risk and safety related Board policies are being followed and understood.
- Ensure the documented RVHA locker room policy and USA Hockey SafeSport initiatives are understood and being adhered to.
- Chair the RVHA Discipline Committee, perform investigations and follow up as required.
- Ensure all Board Members, Coaches, and Volunteers have completed the background checks from OSHA.
- Ensure all Board Members, Coaches, and Volunteers with access to locker rooms have completed the SafeSport training.
- Educate all Players, Parents, and Coaches on travel team etiquette and safety.
- Perform investigations into claims against RVHA Players, Coaches and Members as needed without prejudice.
- Address RVHA membership concerns, complaints, feedback, and input.

### Non Essential Job Functions

Volunteer as needed to execute essential functions.

Willingness to co-chair various committees

### Requirements

- Successfully complete background investigation and SafeSport training.
- Strong communication skills and writing ability.
- Ability to address potentially sensitive topics effectively.
- Good interpersonal skills to interact with player, parent and member inquiries.
- Organized and detail-oriented.
- Commitment to follow-up and follow-through unresolved issues.
- Ability to respond quickly to RVHA members and vendors.

## Position Title: Scheduler

### 1-year term

#### **Position Overview**

The Scheduler shall be responsible for the creation and updating of the master ice schedule for both practice ice and game ice for all teams involved in the Association.

#### **Essential Job Functions**

- The Scheduler will be responsible for scheduling activities for RVHA, from the first day of the season to the last day of the season.
- The Schedulers shall set up a schedule for ice ensuring that all teams are given equal consideration for ice time.
- The Scheduler will incorporate approved clinics and activities into the schedule.
- The Scheduler will notify the webmaster of the schedule so it can be posted on the website, and provide schedules for Coach-in-Chief, Ref-in-chief, and the rink Manager.
- The Scheduler will make all necessary schedule changes, and notify all people involved in such changes.
- All Coaches and/ or Teams Reps must notify the Scheduler of any changes.

#### **Requirements**

Strong communication skills

Good interpersonal skills to interact with the rink manager and the Ref-in-Chief

Organized and detail-oriented

## Position Title: Team Manager

### Chair 1-year term

#### **Position Overview**

This position is responsible for supporting the team managers and acting as a liaison between the RVHA and the managers. This individual is an important resource for managers.

#### **Essential Job Functions**

- Communicate board decisions to team managers
- Ensure that the Team Manager description of duties is accurate and current
- Coordinate 50/50 raffles and skate-out with the Spartans
- Coordinate Picture Day with all RVHA teams
- Develop schedule of proposed ice times with coaches at all levels
- Manage ice time availability and assist RVHA President in procuring initial head-to-head ice slots
- Ensure that managers understand the importance of their roles and have the tools, resources and information to succeed
- Ensure managers are enforcing safe sport guidelines

#### **Requirements**

- Strong communication and organizational skills
- Detail-oriented and prepared
- Recognize and solve problems quickly
- Ability to respond efficiently to RVHA members, managers and board
- Previous manager experience not required but highly recommended

## **Position Title: Tournament Managers/Home and Away**

**1-year term**

### **Position Overview**

The Tournament Manager is responsible for coordinating all tournaments/jamborees being hosted by the association alongside the individual tournament directors. They are also responsible for locating leveled tournaments teams can travel to and present that list to coaches/coach in chief/ Hockey director.

### **Essential Job Functions**

- Coordinate tournament dates with teams and ice rink
- Create flyer to advertise tournaments
- List tournament on applicable websites and with OSHA
- Coordinate acquisition of volunteers
- Order awards for tournament
- Work with teams on fundraising, concessions, registration, and on-ice requirements
- Liaison with entering teams
- Serve as point of contact on tournament weekend
- Work as single point of contact with ice rink manager
- Locate and present away tournament options to Coach-in-Chief

### **Non Essential Job Functions**

Assist with other committees/board functions

Provide support to teams managers/answer questions

### **Requirements**

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Friendly and sociable to serve as RVHA host

### **Other Skills and Abilities**

Adapt to changing situations

Ability to solve conflicts quickly and efficiently

## Position Title: Webmaster

**1-year term**

### **Position Overview**

The Webmaster is responsible for the design and management of the Association's website and social media accounts and distribution of information to the Association membership.

### **Essential Job Functions:**

- create and administer pages on the website via the online site administration tools provided by the website host;
- manage website administrator accounts and privileges;
- work with the registrar and treasurer to facilitate online registration;
- distribution of association news announcements and emails;
- posting of evaluation results and coaching assignments in a timely fashion.

### **Requirements**

Strong communication skills and writing ability

The Webmaster does not need to be familiar with html markup, but significant experience with Microsoft Excel and Word is recommended.

## Position Title: Board Member-at-Large

### **1-year term**

### **Position Overview**

Members-at-large do not have a specific list of duties. Rather they serve the board's strategic needs as determined by the president at any given time. Members-at-large should anticipate having various responsibilities and projects – short or long-term – during their one-year term. For an example, a member-at-large may be tasked with serving on committees or acting as a program representative at public events. A member-at-large has the same responsibility to ensure the mission and success of the entire association. A member-at-large is a full voting member of the RVHA Board.

### **Requirements**

- Strong communication skills and writing ability
- Good interpersonal skills to accomplish action items and provide solutions addressed by the RVHA board or when representing a committee chair.
- Organized and detail-oriented

