



Vice President of Hockey Administration

The Vice President of Hockey Administration is responsible for the Coordination and Oversight of all day to day functions of the operation of the league adhering to the rules, regulations and guidelines recommended and set forth by USA Hockey and other sanctioned governing bodies with which the Association is affiliated in an effort to achieve a high level of member satisfaction. Duties include, but are not limited to:

- Shall attend all meetings of the Board of Directors.
- Assumes the duties of the President, in his or her absence, or until the position is filled as a result of resignation or dismissal
- Is responsible for communicating hockey program information and all applicable program policies and rules
- Ensures all Association coaches are in compliance with all applicable certifications, background checks, and Association rules and guidelines
- Recruits, oversees and coordinates all staff and volunteers needed to implement the PYHA hockey programming
 - This includes, but is not limited to, referees, linesmen, and minor officials coaches, team managers, instructors, mentors and demonstrators
 - Submits the proposed roster of coaches to the Board of Directors for approval prior to the start of each season
- Coordinates with the Vice President of Hockey Programming in the operational implementation of a uniform hockey program to be used within the Association reflecting USA Hockey guidelines and recommendations
- Works directly with the Hockey Program Affiliates in the oversight, recruitment, and coordination of all volunteers needed for the proper functioning of game or event-related functions (penalty box, music, photos/videos, etc.)
- Functions as PYHA Historian/Statistician and shall be Responsibilities to secure, maintain, and update player statistics and Association history
- Coordinates with the Vice Presidents of Fiscal Growth and Membership Development for all publicity and web site postings
- Shall oversee the Registration Committee and, or act in the absence of, the Registrar
 - Oversees & develops procedures to coordinate registration activities with EVHL, PVAHA, CBHL and USA Hockey
 - Oversees the annual registration sessions on dates set by the Board of Directors
 - See Duties of Registrar (see Section 8.2 of the bylaws)
- Shall oversee the scheduling of PYHA Hockey Programming and, or act in the absence of, the Scheduler
 - Oversees and develops procedures to coordinate all scheduling of PYHA activities including events (tournaments, exhibitions, jamborees, etc.)
 - See Duties of Scheduler (see Section 8.3 of the bylaws)
- Shall oversee, or act in the absence of, the Hockey Events Liaisons



- Shall serve as the Chair of the Tournament Committee (Section 1.4 Article XI of the bylaws)
- Coordinates with the Vice President of Hockey Programming for the procurement of Events (tournaments, exhibitions, jamborees, etc.) for PYHA members. Works directly with the Director of Fiscal Growth to procure funding for Events
- Shall oversee, or act in the absence of, the Equipment Manager
 - Coordinates with the Vice President of Hockey Programming to determine PYHA program needs
 - Determines requirements and locates sources of supply for uniform and equipment
 - Negotiates contracts with suppliers as required
 - See Duties of Equipment Manager (see Section 8.5 of the bylaws)