

Worthington Hockey Association Sub-Committees 2024-2025 Season



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Gambling Director / Assistant Director

Board Member/Liaison

Current members:

Responsibilities:

- Handle all items associated with gambling, such as:
- Stay up to date with all MN gambling laws and procedures
- Manage the funds and related reports related to gambling
- Manage the WHA spring raffle per MN gambling laws
- Manage & maintain the Pull Tab machines at The Tap & Hickory Lodge
- Prepare payroll for arena staff on bi-weekly basis

Ace Coordinator

Board Member/Liaison

Current members: Nicole Kremer & Tyler Nienkerk

Responsibilities:

For further knowledge of the responsibilities of the A.C.E. coordinator, please also read through:

- USA Hockey's ACE Program Handbook.
- The American Development Model.
- Worthington Hockey's competitive philosophy, and other age level focuses.

The main responsibilities of the Worthington ACE coordinator:

- Communicate to coaches what their requirements are from USA Hockey so they can be compliant with USA Hockey. Make sure coaches are aware of available trainings to complete their coaching certification and module requirements.
- Coaches must have their USA Hockey requirements done by October 15th to be able to set up rosters. We cannot select coaches for the youth teams unless they have registered through USA Hockey. The district 4 registrar will not approve a roster without a coach!
- Have all coaches submit the following documents to the ACE coordinator and registration committee by 10/15 of the coaching year:
 1. USA Hockey Coach Certification Number
 2. Module level adequate to age level being coached
 3. Safe Sport completion (good for 1 year)
 4. Background Check (good for 2 years)
 5. Coach CEP Level Certification
- Follow up with coaches on a continual basis to make sure they have completed all the above requirements.

** Do what is best for the development of our kids, and association **

*The board may want to discuss setting up parameters for coaches that do not complete the necessary requirements: such as, if they are not deemed qualified to coach and are caught on the ice.

Coaching & Development Coordinator

Board Member/Liaison

Current members:

Responsibilities:

- Coordinate coaching staff to focus on the same long term goals.
- Give active guidance to coaches throughout the season.
- Review projected numbers for upcoming years.
- Make recommendations to the board on how many, and what level of teams we will have at each level, based on projected numbers.
- Recruit, interview coaches and select what level they are best suited at, and what position is best for that individual.
- Communicate duties and schedule of master scheduler to coaches
- *Assist coaches in how to conduct their parent/player meetings at the beginning of the year.
- Line up any tryouts that are needed at the beginning of the year.
- Set up camps prior to, during & post season.
- Work with Manager to utilize ice time for player development and open hockey.

Registration Committee

Board Member/Liaison

Current members: Nicole Kremer, Missy Folkers.

Responsibilities:

Mini Mites/ Mites

Squirt/ 10U

Peewee/ 12U

Bantam

BV/GV

Duties include:

1. Reviewing the Sports Engine information online as pertains to registration. Contact Sports Engine to make sure the registration link will be active by 7/1 of the upcoming season.
2. Making sure fees are set correctly by level as increases/changes are made and getting birthdates for each level updated for the next year both on the Registration page and the actual registration link.
3. Attending a registration meeting for District 4. Usually held late August.
4. Work with the equipment committee to establish equipment hand-out date (Kick-Off Night).
5. Verify the correct information is listed on the Registration page of the website.
6. Being available at the Kick-Off Night to answer questions and get all deposit checks.
7. In charge of the one-time use codes for first year skaters, and keeping the list updated with the name of who it's given to.
8. Collecting all deposit checks before skaters can receive their jerseys and equipment (at Kick-Off Night).
9. Collecting birth certificates from new skaters, scanning them, and sending them to Todd Elmer, our MN District Registrar for USA Hockey, for approval.
10. Need to be available to receive phone calls and emails from anyone with registration questions.
11. Create "teams" in Sports Engine to separate players by team to see numbers at each level and to send the team rosters to respective coaches.
12. Create a "season" of players to send to USA Hockey to upload all our registered players to the USA Hockey portal.

13. Then go into the USA Hockey portal and create the Teams by Level and League (ex...Worthington Bantam B, Worthington Peewee A, etc.....) and move players to their respective team.
14. Find the USA registered coaches and move them to the correct Worthington team.
15. In order for rosters to get approved, coaches must be compliant with all their requirements. Required for coaches: 1) Current USA Hockey confirmation number, 2) module completion of the level they're coaching, 3) SafeSport course completed, 4) up-to date on their CEP, if expiring soon, notify coach to get course done ASAP, 5) and verify the background check has been done and approved.
16. Send an email to the ACE coordinator with all coaching information as listed above so they can contact coaches about missing/incomplete requirements.
17. Coaches, calendar committee, equipment committee, and banquet committee always want a list of the players on each team with their contact information.
18. The fundraising/ calendar committee always wants a list of all families with multiple players.
19. Send approved USA Hockey rosters from the USA Hockey portal to the Head Coach of each team.
20. As players are moved from one team to another, we need to move them on the Sports Engine roster. Also, we need to move them on the USA Hockey roster in the portal, resubmit it for approval, and wait for it to be approved.
21. We must continue to check on coaches' verifications and continue to update the ACE coordinator with those that are lacking completion of all requirements.....until all have everything done, or their certificates expire, or they quit coaching.
22. Throughout the season, need to make sure families that opted to do the payment plan, have been paid in full. If there is still a balance in February, we need to notify that family and the Board.
23. In October, send Sports Engine invitations for each skater to their respective team for families to join their Team to be able to communicate with the team and coaches and view their schedules.

Equipment Managers

Board Member/Liaison

Current members:

Responsibilities:

Handle all items associated with association owned equipment such as:

- Distribute and collect equipment at the beginning and end of the hockey season
- Assist with Try Hockey for free events
- Maintain current equipment inventory that includes: helmets, jerseys, rental equipment sets and goalie equipment for association players.
- Advise board of needs if equipment needs updating or replacement
- Be available throughout the hockey season to assist with an equipment repairs that may be needed

Arena Operations

Board Member/Liaison

Current members:

Responsibilities:

Acts as a liaison between manager and board to determine physical needs and to implement policies as described by the board.

Tournament Director

Board Member/Liaison

Current members:

Responsibilities:

Starting April or before:

Meet / contact high school athletic director to get varsity game schedule so we know dates they play. \$150 allowance per tournament for expenses.

April / May:

Meet with board to discuss the year's tournament plans, set weekends, pricing, etc.

May:

Turn in tournament dates to Let's Play Hockey, so they are in the June issue. Get them onto our website. Setup tournament schedules in tournament tracker on Sport Engine, so teams can start entering. Get that list to district to share with the rest of the teams in our district to avoid overlap.

June/July:

Pretty quiet, receive email questions on tourneys.

August:

Start emailing teams that have come in the past, plus others I try to get.

September / October:

If tournaments are needing teams yet, more emails and even phone calls to coaches and team reps.

October / November:

Meet with our teams to select parent reps to help with tournament

November – March:

Be present for every hour of the tournaments. If leaving arena for a break (which is necessary), make sure someone becomes main contact and knows you are gone and has ability to contact you.

Additional items: Keep track of work-list to be sure all bases are covered. Find EMTs, get game schedule to head referee in timely fashion so refs get scheduled, turn in all paperwork and fees for district approval, collection of fees and get to treasurer of the association, (hopefully now with tournament tracker on Sports Engine this will be taken care of when they register, although a lot of teams would rather send checks than use credit cards).

I am sure I am missing a few items that just happen. This is a huge job that I believe should become a committee of 3-4 people to make these things happen, and happen well. I believe we know as an association we can do them. I can see very easily why people do not want this position as the "burn-out" factor comes into play very quickly, within a few short years. There are some items that others have brought to me for ideas, which I believe are good and want to apply this year. I have no idea of the total hours this job consumes. I started keeping track at the beginning of the year and did not keep that list current, I do know there were over 300 email contacts that I counted this year, and at 5 minutes per email (time to read, determine response, resend response and get back to previous task) that alone consumed 25 hours. I determined 30 hours of tournament time for the squirt and peewee tournaments, 23 hours for the squirt district tournament and also 24 hours of the mite jamboree puts it over 100 for sure, not counting a lot of the above listed items.

Banquet Committee

Board Member/Liaison

Current members:

Responsibilities:

Be in contact with the **Board Member/Liaison** for planning and communication.

January

Check hockey game/tournament schedules for the end of the year; for a day to reserve. In the most current years, it has been the Sunday afternoon following the Jamboree. Contact the WHA high school liaison for the initial connection with the Athletic Director to reserve the gymnasium.

Tracy Kunkel and the head custodian will be the future contacts for the committee from that point.

Check with Nickel & Associates for an updated Liability Insurance Contract, they can fax it to Dave Skog. This is needed when the event is not being held at the Arena.

The committee has included 3 individuals the past 2 years.

February

Contact Nicole Kremer or Missy Folkers (volunteers in charge of hockey registrations) to have the team USA Hockey rosters emailed to the committee.

Order pictures of seniors from Rickers

Order plaques for seniors. Make sure to order correct gender for plaques and if there is a graduating goalie there is a different plaque for them. Ordering from Rickers is ideal. It is local and they know exactly what has been ordered in the past.

Decide on decorations and venues.

We have chosen to continue with a potluck of goodies and a beverage. Seems to work efficiently without consuming a large amount of the families' afternoons.

First invitation should be sent out to the Association via email and put on website.

If having anything catered/donated now is the time to approach those businesses. Burger King, Hickory Lodge, and Compeer Financial are some examples.

Compeer Financial donates the paper goods.

Decide with the president on a M.C.

February/March

Pickup pictures/plaques and assemble.

Pickup paper for certificates at Davis.

Tina Nickel has the program for the certificates. The paper needs to be run through the printer for the watermark first, then go through each team roster to individualize each player's certificate. Nickel and Associates has donated the ink for the certificates the past years.

Get the team certificates to coaches to sign. Very good idea to have the coaches double check when they are signing them that each player has a certificate on their team and the names are spelled correctly...mistakes can happen!

There is a box of decorations at the arena. Need to get from the equipment managers.

Program needs to be verified by the board members. Printing of these has also been donated by Nickel and Associates.

March

One week before banquet call head custodian to verify number of tables, chairs, setup format, podium, sound system, setup/cleanup time allowance.

Send out a second invitation.

Having a few extra families to set up chairs and tables is very nice to have.

Day of banquet arrive at the arena by 12:30 to set up. Clean up is done by all.

Banquet sequence of events example:

Worthington Hockey Association
Awards Ceremony
March 13, 2016

Remember to Vote for New Board Members

Welcome -

Winners of the Raffle - Deb Olsen

Message from the Board -

Message from the Fundraising Committee

Presentation of Playmaker Award -

Team Recognition - coaches/players of each team please come forward as your team is introduced

Mini-Mites

Mites

10U girls

12U girls

Squirts

Peewees

Bantams

Girls Varsity

Boys Varsity

Introduction of New Board Members

A Huge Thank you to the businesses who donated items for our award ceremony!

Volunteer Coordinator

Board Member/Liaison

Current members:

Responsibilities:

Coordinates volunteers for all functions and tracks hours.

The first thing that you have to make sure of is when registration occurs the question, "are you the oldest skater in the family", is answered because this is what filters dibs only to assign the oldest child 40 hours. The Volunteer Entry/Dibs/Scheduler must be given full permission/ access to the site from the website coordinator (Nicole Kremer).

All hours worked from April 1 to the registration date must be sent to

www.worthingtonhockeydibs@gmail.com summer hours will be posted after registration has occurred and will be entered and complete by the volunteer hour's entry person

SCHEDULING

The scheduler will go to meetings at the beginning of the season and will send dibs coordinator a list of all games for each team. I bought a calendar and wrote everything on there so I wasn't double booking concession stand etc.

Jobs to schedule per team

Mini-mites

2 concession stand workers to arrive 30 min before the game = 2 hours credit each

1 Time Clock = 1.5 hours credit

1 Announcer = 1.5 hours credit

Mite

2 concession stand workers to arrive 30 min before the game = 2 hours credit each

1 Time Clock = 1.5 hours credit

1 Announcer = 1.5 hours credit

Squirt/Peewees/Bantam/10u and 12U

2 concession stand workers to arrive 30 min before the game = 2 hours credit each

1 Time Clock = 1.5 hours credit

1 Announcer = 1.5 hours credit

1 Home Penalty = 1.5 hours credit

1 Away Penalty = 1.5 hours credit

Varsity Boy/Girls

2 concession stand workers to arrive 30 min before the game = 3 hours credit each

2 Period break workers (these people just come in during period breaks to help) = 1 hour credit each

1 Video Board = 2.5 hours credit

1 Time clock = 2.5 hours credit

1 Announcer/Score keeper = 2.5 hours credit

1 home penalty box = 2.5 hours credit

1 away penalty box = 2.5 hours credit

2 ticket takers arriving one hour before first game = 3.5 hours credit

2 people to clean up after = 1 hour credit each (category is arena operations)

Open Skate

Next schedule open skate for any Friday, Saturday, and Sunday Evening that we don't have a game

Friday 7-10

Saturday 7-10

Sunday 4-8

2 Concession stand arriving 30 min before open skate

2 open skate monitors arriving at time
 1 person to clean up after open skate = 1 hour credit

Tournament Scheduling

The Tournament coordinator sends the dibs coordinator the brackets for the tournament and the dibs coordinator schedules all the jobs

2 registration table workers until all teams have checked in (I did 2-3 hour shifts)

2 ticket taker if required the whole tournament (I did 2-3 hour shifts)

2 concession stand workers the entire tournament (2-3 hour shifts) NOTE: Watch open skate hours so you don't double book concession

Each game needs

1 Time Clock

1 EMT

1 Announcer score keeper

1 Home penalty (for Squirt and up)

1 Away penalty (for Squirt and up)

2 clean up people at the end of each day 1 hour each

Spreadsheet up load

There is a spreadsheet in my excel that I created and use to upload multiple jobs at once. I use it to enter the whole season for each level i.e.: Mites, minimites, squirts, peewees, bantam 10U, 12U, Varsity. Each game, all workers, are entered into one spread sheet for each level and saved under the level name and year. I also use this to schedule all tournaments.

Columns on spread sheet are:

Job Name, Description, Location, Start date /time, End date/time, Credit Value How Many hours, Cancel Window (days), All day event yes/no Category select one, Fulfiller name/Phone Required yes or no, Fulfillers email required Yes/no.

When all jobs are entered upload to dibs

www.wgtnhockey.net

Click on dibs

Login in

Edit

Session click on this year's session

Click on

Import new dib item

Browse

Find where you saved spreadsheet

Open

Import dibs and the spread sheet goes into dibs.

ERRORS

If there are errors delete all lines in the excel spreadsheet except the error lines. Fix your errors. Save as another name that way you don't lose the one you saved before.

Then go to dibs

Click on the session for this year

Import new dibs items

Find the new spread sheet

Open

Import dibs.

Reports at the end of the season

Hours report

www.wgtnhockey.net

Dibs

Login

Edit

Profile

Click on the column called last name (this sorts the last names alphabetically)

Click export to csv (this sends the report to a spreadsheet)

This is the report for hours each family worked for the season.

To run category report

Go into dibs session for the year

Click list view

Date 09/01/201_ to 03/31/201_

Category choose one of them

Filter

Export to cvs

This is your category report so we know how much time was in each category.

Finance Committee

Board Member/Liaison

Current members:

Responsibilities:

Works on annual budget with treasurer and sets financial goals.

Timeline:

May

Review financials from prior three years. Review WHA needs (by this time the WHA board should have specified current needs). Set realistic budget for upcoming year. If the budget does not balance, create a plan for excess/deficit.

Hockey Parent Coordinator

Board Member/Liaison

Current members:

Responsibilities:

Coordinates team parents at each level of play

- Educates team parents at each level on their responsibilities
- Is available to answer questions of team parents
- Assist the Tournament coordinator
- Advises team/parents schedule changes

- Helps tournament coordinator organize the teams home tournament
- Advises team/parents of all association activities, such as fundraisers, events and public events.
- Helps coordinate all dibs items for the month that their team is responsible for.
- Communicates what the Safe Sport program is to the hockey parents & locker room volunteers and makes sure all certifications are up to date.
- See MN Hockey website for more details (<http://www.minnesotahockey.org/safesport>)

Fundraising Committee

Board Member/Liaison

Current Members:

Responsibilities:

- Decide on number and type of fundraisers for the year and recruits volunteers and delegates responsibilities.
- Get fundraiser information/items (such as order forms, etc.) out to team parent for distribution and collection back from team parent.

Current Fundraising:

- Golf Tournament
- Rambow Online Clothing
- Silent Auction Baskets – Mite/Mini-Mite Jamboree – Each team donates a themed basket, team parent is responsible for teams' basket.
- Tournament T-shirt orders – Team Parent, Tournament Parent and Tournament Coordinator
- Hockey Sticks auctioned off at Hockey Banquet – Sticks are gotten by a Board Member
 - Kustom Threadz, Custom Graphics Apparel – Works with Kustom Threadz, Custom Graphics on new ideas for apparel and accessories for re-sale.
- Mandatory Fundraisers – Calendars, Raffle Tickets

Marketing and Publicity Committee

Board Member/Liaison

Current members:

Responsibilities:

Update and revise marketing plan annually.

Disseminates publicity for the WHA, hockey teams and community events concerning the WHA.

Create relationships with local media outlets including the Daily Globe, Radio Stations, WHA Facebook Page etc. Have a go-to person at each entity and a uniform press release that works for everyone. This can include the team, who and where they played, outcome of the game, goals and assists, team picture. This will be done throughout the season.

Work with coaches or team parents to make sure that they turn in press releases to you so that you can forward them onto your contacts.

Reach out to manager & other committees to work with and create ideas including fundraising, recruitment, retention etc.

High School Liaison

Board Member/Liaison

Current members:

Responsibilities:

Coordinates activities between the high school teams and the WHA.

Make High School Activities Director aware of his need to attend hockey board meetings, based on issues or need for updates.

Meet with parents and coaches at preseason team meetings to set up special nights and activities.

Bring issues to the attention of coaches or activities director that may need to be addressed.

Set up meetings with parents and coaches to resolve or discuss current issues or procedures.

Communicate issues or decisions to team parents concerning the high school teams.

Meet with Activities Director at the conclusion of the hockey season to evaluate overall progress and direction of the hockey program.

Aid in the search and recommendation of coaches in the need replacements have to be interviewed for hiring.

Nominating Committee

Board Member/Liaison

Current members:

Responsibilities:

Recruit new board members. Provide orientation for new board members concerning duties and responsibilities.

Timeline:

February:

Know the number of board members with expiring terms & check with them to see if they would like to be on the ballot again. (If they are able) Send information to entire association via email and posters of the opportunity to nominate others or themselves to be on the ballot. Check with everyone nominated to confirm their willingness to serve. Example email:

Hello!

There are four spots on the Worthington Hockey Association Board that will be available on April 1, 2016. If you are interested or know someone that may be interested please let me know. If

you nominate someone please also send me their contact information. All nominations must be in by March 12th at 4:00 P.M. We will be holding a vote at our end of the year banquet.

The WHA board typically meets on the first Monday of each Month at 7:00 P.M. Your hours served count towards your volunteer hours. We are an association and board made up of mostly volunteers and we need to remain vibrant to be successful. We are looking for volunteers who are passionate about Worthington Hockey and have a deep interest in the preservation, improvement and success of our facilities and programs.

Let us know if you have any questions!

Thank you!!

Make sure to give a deadline for nominations; the day before works well. This gives time to check with all nominations and put together a ballot. After the deadline, send out the ballot so that anyone who will not attend voting can send their choices to be counted as a vote.

Voting takes place at the end of the year banquet. Each family gets one ballot per player. Have all ballots/pens/ballot box ready at the banquet 20 minutes before it starts. This gives everyone adequate time to vote. Also make an announcement of the opportunity to vote. Have someone count the votes and announce the new board members at the end of the banquet. Contact everyone that was on the ballot but not at the banquet to make them aware of how the vote turned out.

March:

Schedule a board orientation a week before the new members first board meeting. Adjust the power point and materials given as needed. New members appreciate this opportunity. Remember that some have never been on a board so it may be helpful to explain how the board meeting and votes work.

Recruiting and Retention Committee

Board Member/Liaison

Current members:

Responsibilities: Works to recruit new and retain skaters in the WHA program at all levels.

- Promote WHA and hockey in general in order to grow the membership of WHA and get kids in the community involved in hockey
- Some things that have be done to help promote WHA and Hockey are:
- Fair booths during the Nobles county fair. A booth that promotes hockey and handout flyers with program details
- Booths during the Children's fair
- Organize kids/group to participate in the Turkey Day parade
- Get flyers/promotional material distributed in the elementary and middle school prior to registration night.
- Mail out flyers/mailers/email to previous years players to remind them of registration night

- Organize Try hockey for free event at the start of the season and in February. Promotional materials such as sticks, jersey and flyers for the event are available from USA Hockey. See USA Hockey Website for promotional materials and other programs available through USA Hockey for hockey/association promotion: <http://www.usahockey.com/page/show/908010-membership-initiatives-and-programs>
- Facilitate learn to skate program.

Advertising

Board Member/Liaison

Current Members:

Responsibilities:

Master Scheduler

Board Member/Liaison Nikki Reiter

Current Members:

Responsibilities:

Coordinates all game schedules at the district level

- Attends district scheduling meeting at beginning of season
- Post all district related games to Arena calendar
- Advises referee coordinator of master schedule
- Works with Arena manager on any schedule changes

Concession Stand

Board Member/Liaison

Current members:

Responsibilities:

Manage Association Concession Stand at the Arena, duties to include:

- Coordinates the preparation of the concession stand for the season
- Orders and maintains inventory in the concession stand
- Maintains accurate records of inventory and proceeds
- Works with arena manager to align schedules so concession stand is open during events/games.
- Provides report to board of directors on concession stand
- Provides schedule to DIBS coordinator

Referee Coordinator

Board Member/Liaison

Current Members:

Responsibilities:

Coordinates all referees for all WHA games and tournaments

Secretary

Board Member/Liaison

Current Members:

Responsibilities:

- Take detailed notes of all board meetings. Complete and send out minutes as soon as possible after meetings so all members can review.
- Facilitate the worthingotnhockey@gmail.com email.
- Maintain physical copies of all board minutes and other materials discussed at meetings, along with any relevant email correspondence involving board discussion.
- Assist President and Vice President to follow annual schedule.
- Communicates what the Safe Sport program is to the WHA board of directors and makes sure all certifications are up to date.
- Facilitates background checks for board members. Members will receive a confirmation email that they have completed their background check. They will not receive results unless they fail the background check.
- See MN Hockey website for more details (<http://www.minnesotahockey.org/safesport>)