



Findlay Adult Hockey League Leadership Team Handbook

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Introduction

Welcome to the Findlay Adult Hockey League Leadership Team Handbook. This document contains information regarding the composition and roles and responsibilities of the FAHL Leadership Team. The intent of this document is to set high-level parameters for each member's roles and responsibilities as opposed to laying out the exact detailed specifics of how they should be performed.

Purpose

The FAHL Leadership Team exists to set the direction of the league and manage its day-to-day operations.

Chapter 1: Leadership Team Structure

Structure

Below is a diagram showing the structure of the FAHL Leadership Team and a one sentence description of each role.

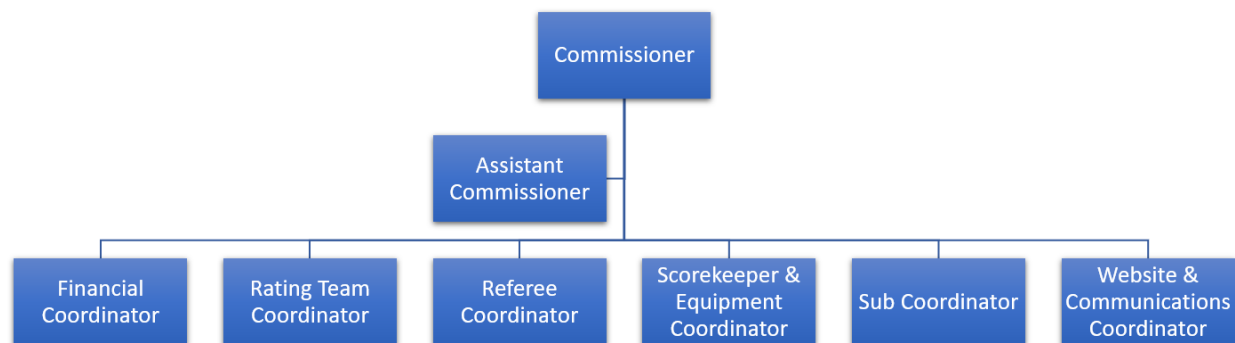


Figure 1-1: FAHL Leadership Team Org Chart

Members

- **Commissioner:** Keep the league compliant with federal, state, and USA Hockey rules and regulations, oversee the other coordinators, and organize and conduct regular meetings of the Leadership Team members
- **Associate Commissioner:** Assist the Commissioner with his/her responsibilities and lead meetings when the Commissioner is absent
- **Financial Coordinator:** Maintain records of all financial transactions, lead budget discussions, and provide regular financial reports to Leadership Team members
- **Rating Team Coordinator:** Lead the Executive Rating Team whose job is to set and enforce the player and team rating rules and facilitate discussions amongst the divisional rating teams
- **Referee Coordinator:** Schedule referees for games, ensure referee training is up to date, and maintain consistency in rule enforcement
- **Scorekeeper and Equipment Coordinator:** Schedule scorekeepers for games, oversee scorekeeper records, maintain records of all equipment and jerseys owned by the league, and follow up with players borrowing equipment or jerseys
- **Sub Coordinator:** Review and approve/deny all sub requests in alignment with the guidelines set by the Rating Team

- **Website and Communications Coordinator:** Maintain account on All-Star Hockey Manager and send out regular communications to league members

Member Appointment and Term Limits

- Members are appointed by the Commissioner
- No time limit exists for how long a member may serve

Decision Making

- League-wide decisions are intended to be made by team consensus, but in a case where consensus cannot be reached, a vote will be conducted by the Commissioner
- Each member of the team gets one vote, regardless of how many positions a member may be filling

Leadership Team General Roles and Responsibilities

- Set the direction for the league
- Responsible for day-to-day operation of the league
- Create, approve, and regularly review status of yearly budget
- Decide how many seasons to hold and timeframe
- Create schedule – (may assign to sub-team)
 - Coordinate with the Cube
 - Coordinate with team captains
- Create rosters – (may assign to sub-team)
 - Receive registrations
 - Coordinate with team captains
- Register player USA Hockey numbers with the league's USA Hockey account
- Respond to player inquiries and feedback

Chapter 2: Commissioner Roles and Responsibilities

Steer the Ship

The Commissioner is responsible to facilitate discussion amongst the Leadership Team regarding the direction for the league and hold other team members accountable to following it. The Commissioner will provide the necessary support for Leadership Team members to ensure they have what they need in order to effectively complete their roles and responsibilities.

Recruit Leadership Team Members

The Commissioner is responsible to recruit, train, and provide the necessary tools to Leadership Team members.

Organize and Conduct Regular Meetings of the Leadership Team Members

The Commissioner is responsible to organize and conduct, at a minimum, annual meetings of the Leadership Team members.

Schedule and Rosters

The Commissioner is responsible to oversee the creation of the schedule and rosters for each season.

Compliance

The Commissioner is responsible to keep the league compliant with federal, state, and USA Hockey rules and regulations including keeping the state business listing current.

Incident Investigations

The Commissioner is a member of the Player Safety Team to review incidents per the Player Safety Team handbook.

Accountability

The Commissioner is responsible to ensure all Leadership Team members review the Leadership Team Code of Conduct (Appendix A) on an annual basis and that they abide by it. Failure to abide by the Code of Conduct may result in disciplinary action.

Delegation of Tasks

The Commissioner is responsible to delegate and oversee the execution of any and all tasks associated with running the league to league coordinators or other competent volunteers.

Chapter 3: Associate Commissioner Roles and Responsibilities

Assist the Commissioner

The Associate Commissioner is responsible to assist the Commissioner with his/her responsibilities as requested by the Commissioner.

Lead Meetings

The Associate Commissioner is responsible to lead meetings in the absence of the Commissioner.

Document Meeting Discussions

The Associate Commissioner is responsible to take meeting notes and publish them to all Leadership Team members.

Chapter 4: Financial Coordinator Roles and Responsibilities

Act As the Treasurer

The Financial Coordinator is responsible to act as the Treasurer including fulfilling all roles and responsibilities associated with being a treasurer.

Maintain a League Checking Account

The Financial Coordinator is responsible for maintaining a checking account for the league at a brick and mortar bank in Findlay. The Financial Coordinator is responsible to ensure another person in the league is also a signer on the bank account. Other accounts such as a PayPal account may be opened as well to receive and make payments.

Maintain Financial Records

The Financial Coordinator is responsible to document all transactions made through the league accounts. The Financial Coordinator is responsible to keep a running total for each player of the amounts they have been charged and amounts they have paid.

File Taxes

The Financial Coordinator is responsible to file annual taxes documents with all necessary governing authorities.

Send 1099's

The Financial Coordinator is responsible to create and send out W-2's as required by the IRS to all independent contractors in the league who make more than the threshold set by the IRS.

Player Payments

The Financial Coordinator is responsible to deposit all player payments into the league account(s) and hold players accountable to paying the fees they are assessed to roster and/or sub throughout the season.

Referees and Scorekeepers

The Financial Coordinator is responsible to set the compensation rates for referees and scorekeepers. The Financial Coordinator is responsible to pay all referees and scorekeepers for the games they officiate at an appropriate interval (such as every month) as determined by the Financial Coordinator.

Reimbursements

The Financial Coordinator is responsible, at his/her discretion, to reimburse anyone who spends personal money on behalf of the league.

Create Annual Budget

The Financial Coordinator is responsible to create an annual budget for the league and present the budget during the annual meeting of the Leadership Team members. The Financial Coordinator is responsible to track income and expenses against this budget and present a fiscal year report at the annual meeting of the members.

Financial Updates

The Financial Coordinator is responsible to provide regular financial updates to the Commissioner as requested.

Email

The Financial Coordinator is responsible to maintain the controller@fmhl.org email account and respond to people who contact the Financial Coordinator.

Chapter 5: Rating Team Coordinator

Lead the Rating Teams

The Rating Team Coordinator is responsible to lead the Executive Rating Team by scheduling meetings as necessary and facilitating these discussions.

Communication

The Rating Team Coordinator is responsible to communicate with other Leadership Team Coordinators as necessary to execute the goals of the rating teams.

Accountability

The Rating Team Coordinator is responsible to ensure all rating team members review the Rating Team Code of Conduct (Appendix A of Rating Team Handbook) annually and are abiding by it. Rating team member failure to abide by the Code of Conduct may result in disciplinary action.

Other Roles

Other roles specific to the Executive Rating Team and Divisional Rating Teams can be found in the FAHL Rating Team Handbook.

Chapter 6: Referee Coordinator

Recruit New Referees

The Referee Coordinator is responsible to recruit and provide proper training for new referees.

Ensure Referee Training Is Up-to-Date

The Referee Coordinator is responsible to ensure all in-game referees are USA Hockey certified and understand the FAHL specific rules.

Schedule Referees

The Referee Coordinator is responsible to schedule two referees for all games throughout the season. If a scheduled referee calls off, the Referee Coordinator is responsible to do everything within his/her power to find another referee to fill the open spot.

Maintain Consistency in Rule Enforcement

The Referee Coordinator is responsible to maintain consistency amongst the officials in rule enforcement such that all the referees are generally making the same calls.

Quality Control

The Referee Coordinator is responsible to ensure that the referees are adequately fulfilling their roles and responsibilities.

Accountability

The Referee Coordinator is responsible to ensure all referees review the Referee Code of Conduct (Appendix A of Referee Handbook) annually and are abiding by it. Referee failure to abide by the Code of Conduct may result in disciplinary action.

Communication

The Referee Coordinator is responsible to remain in regular communication with all the referees to share reminders, updates, and provide support as needed.

Report Filing

The Referee Coordinator is responsible to ensure reports are filed in the required timeframe as required by USA Hockey for incidents or misconduct penalties.

Player Safety Team

The Referee Coordinator is a member of the Player Safety Team to review incidents per the Player Safety Team handbook.

Chapter 7: Scorekeeper & Equipment Coordinator Roles and Responsibilities

Recruit New Scorekeepers

The Scorekeeper Coordinator is responsible to recruit and provide proper training for new scorekeepers.

Training

The Scorekeeper Coordinator is responsible to ensure all scorekeepers are adequately trained and given the tools they need to fulfill their roles and responsibilities, especially with how to operate the score clock and scoresheet in All-Star Hockey Manager and provide access to the league lockers.

Schedule Scorekeepers

The Scorekeeper Coordinator is responsible to schedule a scorekeeper for all games throughout the season. If a scheduled scorekeeper calls off, the Scorekeeper Coordinator is responsible to do everything within his/her power to find another scorekeeper to fill the open spot.

Quality Control

The Scorekeeper Coordinator is responsible to ensure that the scorekeepers are adequately fulfilling their roles and responsibilities.

Accountability

The Scorekeeper Coordinator is responsible to ensure all scorekeepers review the Scorekeeper Code of Conduct (Appendix A of Scorekeeper Handbook) annually and are abiding by it throughout the year. Scorekeeper failure to abide by the Code of Conduct may result in disciplinary action.

Communication

The Scorekeeper Coordinator is responsible to remain in regular communication with all the scorekeepers to share reminders, updates, and provide support as needed.

Incident Investigations

The Scorekeeper Coordinator is responsible to participate in incident investigations as requested by the Commissioner.

Jerseys

The Equipment Coordinator is responsible to maintain a record of all league-owned jerseys and contact players who do not return jerseys at the end of the season. The Equipment Coordinator is responsible to place a few sub jerseys of various colors in the main locker. The Equipment Coordinator is responsible to wash used sub jerseys as needed.

League-Owned Equipment

The Equipment Coordinator is responsible to maintain a record of all league-owned hockey equipment including documenting which players borrow equipment and ensuring it gets returned at the end of the season.

Lockers

The Equipment Coordinator is responsible to maintain the league lockers at the Cube by ensuring they are adequately secured and cleaning/organizing items in the lockers.

Chapter 8: Sub Coordinator Roles and Responsibilities

Approve/Deny Sub Requests

The Sub Coordinator is responsible to, in a timely manner, review all sub requests and either approve or deny them depending on whether the requested sub player is eligible to play and the team remains under the Team Rating Cap. In cases where a request is denied, the Sub Coordinator is responsible to provide an explanation as to why the request was denied.

Goalition Sub Requests

The Sub Coordinator is required to be a part of the Goalition group so that he/she can adjust the ratings on submitted sub requests for Goalition goalies.

Unrated Player Sub Requests

The Sub Coordinator is responsible to report new players who do not have a rating assigned to them to the appropriate Divisional Rating Team Facilitator.

Reporting

The Sub Coordinator is responsible to provide a subbing report at the annual meeting of the members which includes stats on the number of sub requests submitted, filled, and walk-up subs.

Email

The Sub Coordinator is responsible to maintain the subs@fmhl.org email account and respond to people who contact the Sub Coordinator.

Chapter 9: Website and Communications Coordinator Roles and Responsibilities

All-Star Hockey Manager

The Website Coordinator is responsible to maintain the league's account on All-Star Hockey Manager and provide support for players and officials who access All-Star Hockey Manager.

League Website

The Website Coordinator is responsible to ensure the league website is running properly.

Player Photos

The Website Coordinator is responsible to maintain player photos on the website.

League Communications

The Communications Coordinator is responsible to maintain the contact list and send/post league-wide communications as needed.

Email

The Communications Coordinator is responsible to maintain the admin@fmhl.org email account and forward communications to the appropriate person or respond to people who contact the Communications Coordinator.

Appendix A: Leadership Team Code of Conduct

1. I agree to support and follow the direction of the league as determined by the Commissioner and Leadership Team even if I am not in 100 percent agreement with every detail of it.
2. I agree to follow the [USA Hockey Code of Conduct](#) and the [Zero Tolerance Policy](#).
3. I agree to respect all players, officials, and other leaders in the league.
4. I agree to make decisions which are in the best interest of the league's objectives.
5. I agree to abstain from voting on decisions which may involve a conflict of interest.
6. I agree to submit to the authority of the officials during games.
7. I agree to represent the league well when I am at the rink by playing clean hockey, being a good teammate, having good sportsmanship towards opponents, not getting into fights, and not abusing the officials.
8. I agree to represent the league well when I am in the community.
9. I agree to keep Leadership Team discussions confidential unless permission is given to share portions of these discussions with other members of the league.
10. I agree to follow all items in the Player Code of Conduct in the FAHL Handbook.