

Chaska Chanhassen Hockey Association

Team Based Volunteer Position

Position: Team Manager – Lower Levels

Term: Open

Position Description: Prime contact for team communication, assists coach, schedules team events and logistics

Stipend: No

Time Commitment: 7 hr/month

History Folder: No

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Keep team website current with pertinent information, i.e., outdoor ice, team gatherings, etc. Ensure locker room monitors are in the locker room and SafeSport policies are followed. Be liaison/manage info for team pictures, CCHA fundraisers, CCHA policies 	<ul style="list-style-type: none"> Send out weekly or bi weekly communication Update the team website (schedule, roster, pictures etc) Communicate with the coaches, level commissioner as needed. Organize team building activities Utilize team manager templates on web as needed Any team photographers / video other parent talents to help with events etc
January	<ul style="list-style-type: none"> Distribute frozen food fundraiser materials to team Coordinate end-of-season needs; Jamboree, coach's gifts, etc. 	<ul style="list-style-type: none"> Update website. Communication as needed.
February	<ul style="list-style-type: none"> Prepare for Jamboree 	<ul style="list-style-type: none"> Update website. Communication as needed.
March		
April		
May		
June		
July		
August		
September		
October	<ul style="list-style-type: none"> Organize team binder with roster info., birth date validation, consent to treat Coordinate team (parent and player) kick off meeting in conjunction with the coach Set up team webpage 	<ul style="list-style-type: none"> Register with USA Hockey Complete background check Attend Team Manager training session and complete SafeSport training Collect Consent to treat Work with the Coach on outside dry land requirements Work with webmaster as needed for team page. No undo function be careful
November	<ul style="list-style-type: none"> Manage team pictures, distribute information packets 	<ul style="list-style-type: none"> Keep website updated. Communication as needed.
December		<ul style="list-style-type: none"> Keep website updated. Communication as needed.

Chaska Chanhassen Hockey Association

Team Based Volunteer Position

Position: Team Manager – Upper Levels

Term: Open

Position Description: Prime contact for team communication, assists coach, schedules game day duties, responsible for roster binder, team events and tournament logistics

Stipend: No

Time Commitment: 12 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Keep team website current with parent game day responsibilities, tournament information, etc. Proactively manage tournament(s) details and logistics as information becomes available; i.e. tournament roster, gate fees, pre-order t-shirts Ensure locker room monitors are in the locker room and SafeSport policies are followed. Work with scrimmage mgr./ice coordinator on updating the team calendar with scrimmages and practice changes. After every game and scrimmage, update game stats to the webpage, send the head coach and D6 a copy of the scoresheet Organize player goodies or motivational treat for tournaments as desired by the team Coordinate hotel accommodations for non-“away” & away tournaments as needed Organize locker room healthy snacks and drinks for tournaments Be liaison/manage info for team pictures, CCHA fundraisers, CCHA policies 	<ul style="list-style-type: none"> Send out weekly or bi weekly communication Update the team website (schedule, roster, pictures etc) Create parent rotation schedules for game assignments for timeclock, box and scoresheet Communicate with the coaches, level commissioner, ice scheduler as needed. Organize team building activities Utilize team manager templates on web as needed Be Proactive with ice coordinator, D6 and CCHA website and other team managers on bad weather cancellations SQ and 10U have 35 game limits, know scrimmage rules Scoresheet and Time clock training is available from the ice scheduler Any team photographers / video other parent talents to help with events etc
January	<ul style="list-style-type: none"> Distribute frozen food fundraiser materials to team Coordinate end-of-season player/coaches gifts, party location Gather District Playoff information 	<ul style="list-style-type: none"> Update website. Communication as needed. Start planning end-of-the-season team party, coaches gifts and player gifts Remind team about the StormHawk Awards
February	<ul style="list-style-type: none"> Prepare for District playoffs, Regionals or State tournaments. Finalize team party Order USA hockey awards Organize team checkbook return, equipment and jersey return 	<ul style="list-style-type: none"> Update website. Communication as needed. Submit with USA Hockey for individual patches after last game Schedule year ending party
March		<ul style="list-style-type: none"> Call for jersey pick up with care instructions
April	<ul style="list-style-type: none"> Remind team of Stormhawk Awards 	
May		
June		
July		
August		
September		
October	<ul style="list-style-type: none"> Organize team binder with roster info., birth date validation, scoresheets and stickers, consent to treat forms (bring to each game all season) Coordinate team (parent and player) kick off meeting in conjunction with the coach, schedule room through Ice Coordinator 	<ul style="list-style-type: none"> Register with USA Hockey Complete background check Attend Team Manager training session and complete SafeSport training Collect onsent to treat Set up slush fund, team checkbooks, determine

	<ul style="list-style-type: none"> • Coordinate team specific apparel, team gatherings and community service projects as desired by the team. • Coordinate timeclock and scoresheet training for your team. • Create parent & player contact card with telephone numbers, parent names and player names and phone numbers. • Set up slush fund with Treasurer • Set up team webpage • Create scoresheet roster stickers • Ensure locker room monitors are background checked and create locker room monitor rotation • Create rotation for parental game duties • Book hotel room block for “away” tournament 	<p>if any gate fees exist on top of the original tournament fees already paid</p> <ul style="list-style-type: none"> • Work with the Coach on dryland requirements, add cost to slush fund as necessary • Work with Scrimmage Manager on setting up same level scrimmages per D6 rules • Work with webmaster as needed for team page. No undo function be careful
November	<ul style="list-style-type: none"> • Manage team pictures, distribute information packets 	<ul style="list-style-type: none"> • Keep website updated. Communication as needed.
December		<ul style="list-style-type: none"> • Keep website updated. Communication as needed.

Chaska Chanhassen Hockey Association

Team Based Volunteer Position

Position: Team Treasurer – Upper Levels only

Term: Open

Position Description: Responsible for managing team's slush fund money

Stipend: No

Time Commitment: 1-2 hr/month

History Folder: No

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Maintain team slush fund Work with Scrimmage Manager in determining how ice/referees paid for scrimmages Work with Team Manager to discuss current and future slush fund purchases 	<ul style="list-style-type: none"> Balance team checkbook Pay referees for scheduled scrimmages Pay any expenses that may occur (ice time, pizza party, food for tournaments, etc.) Reimburse Team Manager or anyone else who pays for items that slush fund will cover
January	<ul style="list-style-type: none"> Work with Team Manager to coordinate for out of town tournament and determine use of slush fund money 	<ul style="list-style-type: none"> Pay for food during out of town tournament
February		
March		<ul style="list-style-type: none"> Purchase end of season coaches gifts Pay final bills (team party, etc) Reimburse families if any money left over on slush fund after all bill paid
April	<ul style="list-style-type: none"> Return checkbook to Klein Bank 	<ul style="list-style-type: none"> Final balance of team checkbook, leaving little money to carryover for next season's team.
May		
June		
July		
August		
September		
October	<ul style="list-style-type: none"> Set budget for slush fund with Team Manager/Head Coach 	<ul style="list-style-type: none"> Obtain team checkbook from Klein Bank Determine how much team will spend from slush fund Collect money from each family for slush fund Deposit collected money to account
November	<ul style="list-style-type: none"> Pay gate fees for tournaments 	<ul style="list-style-type: none"> Write out checks and mail gate fees for each tournament that requires it.
December		

Chaska Chanhassen Hockey Association

Team Based Volunteer Position

Position: Scrimmage Manager – Upper Levels

Term: Open

Position Description: Prime contact for setting up competition level based scrimmages for team. Responsible for communicating with coaches about team needs. Work with outside teams to plan ice time, costs and referees.

Stipend: Hours

Time Commitment: 4 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Set up scrimmages for team based on coach direction and following D6 rules. Coordinate efforts with Team Manager/Team Treasurer. Coordinate efforts with Ice Coordinator 	<ul style="list-style-type: none"> Communicate with outside teams regarding payment, location and ice time/refs. Adjust scrimmage competition level based on team performance and coach direction.
January		
February		
March		
April		
May		
June		
July		
August		
September		
October	<ul style="list-style-type: none"> Connect with outside teams to begin scrimmage scheduling based on coaches direction. Schedule referees as needed through D6 website. 	<ul style="list-style-type: none"> Work with Team Manager/Team Treasurer on setting up scrimmages. Coordinate efforts with Ice Coordinator
November	<ul style="list-style-type: none"> Continue scheduling scrimmages as needed. 	<ul style="list-style-type: none"> Communication as needed with team.
December		<ul style="list-style-type: none"> Communication as needed with team.