

Chaska Chanhassen Hockey Association

Key Volunteer Position

Position: Volunteer Coordinator

Term: Open

Position Description: Recruit, coordinate and track member volunteer efforts and activity. Member of the Volunteer Committee that oversees all volunteer hours for association. Strong knowledge of reports a plus.

Stipend: Yes

Time Commitment: 15 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> • Recruit for volunteer roles and general member participation. • Set up and track dibs volunteer shifts • Attend a minimum of 4 BOD meetings • Coordinate volunteers needed for CCHA events • Proactive communication to members regarding volunteer needs throughout year. 	<ul style="list-style-type: none"> • Work closely with event coordinators for volunteer needs. • Monthly Volunteer Committee meetings. • Make accountant aware of no-shows and \$25 charges.
January	<ul style="list-style-type: none"> • At month end notify members that are behind on their volunteer commitment • Determine District/Region/State volunteer shifts 	<ul style="list-style-type: none"> • Issue hours to board members, HDC, key volunteers.
February	<ul style="list-style-type: none"> • Work with Team Volunteer Coor. & Registrar to Cross-reference all (rostered) coaches and team volunteers. • Post Jamboree Shifts 	<ul style="list-style-type: none"> • Issue hours on website • Communicate proactively on late season events/tasks where volunteers need to fill their requirement
March	<ul style="list-style-type: none"> • Work with Jamboree/Carver Cup coordinators to determine roles for credit. • Make sure all Jamboree hours are issued • Request approval on shortage case credits 	<ul style="list-style-type: none"> • Provide master spreadsheet to the President for presentation data at upcoming parents meetings • Post District/Region/State shifts if needed
April	<ul style="list-style-type: none"> • Determine StormHawk volunteer needs • Report year-end data to the BOD. • Final cross check of hours with checks 	<ul style="list-style-type: none"> • Cross-reference every member's check with hours.
May	<ul style="list-style-type: none"> • Issue StormHawk hours (determine current or next season needs) 	<ul style="list-style-type: none"> • May-August check e-mail daily
June	<ul style="list-style-type: none"> • Review Volunteer Policy with Volunteer Committee. 	
July		
August	<ul style="list-style-type: none"> • Post Golf Tournament Volunteer Shifts 	<ul style="list-style-type: none"> • Coordinate Tryout shifts needed, post
September	<ul style="list-style-type: none"> • Coordinate all Tryout shifts with the tryout team • Post Tryout Volunteer Shifts • Attend parent try-out meetings as needed 	<ul style="list-style-type: none"> • Work with team on shift timing placement on the web • Create Reports from SportsEngine system to track volunteer hours through the season
October	<ul style="list-style-type: none"> • Tryouts continued 	<ul style="list-style-type: none"> • Make, distribute, and collect sign-sheets for tryouts • Determine Brick City tournament shifts
November	<ul style="list-style-type: none"> • Issue all tryout shift hours • Post Brick City Volunteer Shifts 	<ul style="list-style-type: none"> • Make, distribute, and collect sign-sheets for Brick City
December	<ul style="list-style-type: none"> • Make sure all Brick City shift hours are issued. 	

Chaska Chanhassen Hockey Association

Key Volunteer Position

Position: Registrar

Term: Open

Position Description: Responsible for all CCHA player, coach and team registrations to D6, MN Hockey and USA Hockey. Ensure all requirements (documentation and verification) are met for players, coaches and team levels per USA Hockey, MN Hockey, D6 and CCHA requirements.

Stipend: Yes

Time Commitment: 10 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Know coach certification program (on site and online components) Associations Main Contact for USA Hockey administration system 	<ul style="list-style-type: none"> Communicate with D6 Registrar Obtain D6 waiver forms, work with President on waiver in/out Communicate infrequently offered level 4 certification sessions Verify school and residency for all players through registration process
January	<ul style="list-style-type: none"> Finish Coaching certification 	<ul style="list-style-type: none"> Send out supplemental rosters starting Jan. 1st
February		
March		
April		
May		
June		<ul style="list-style-type: none"> Provide input and assistance for the registration build Birth Certificate request include on registration
July		
August	<ul style="list-style-type: none"> Attend D6 Registrar Meeting 	<ul style="list-style-type: none"> Review Registration signups for any USA Hockey inconsistencies Communicate with D6 for new requirements such as Safesport, Concussion awareness etc
September	<ul style="list-style-type: none"> Spreadsheet setup for new coaches all levels Pull online Registration Setup teams in USA Hockey Software Provide reports to D6 Registrar as needed 	<ul style="list-style-type: none"> Pull on line registration for players and email signature acknowledgements Attend and help with team volunteer meetings, as needed.
October	<ul style="list-style-type: none"> Obtain coaches list Pull coach and player registration Create Rosters for USA Hockey/D6 based on tryout placement 	<ul style="list-style-type: none"> Send coach cert steps, class offering locations, point to website areas. USA Hockey/D6 approval of official rosters Provide team managers with official rosters
November	<ul style="list-style-type: none"> Obtain coaches list Pull coach and player registration Create Rosters Attend and help with team manager meetings 	<ul style="list-style-type: none"> Send coach cert reminders Communicate Compliance concerns with level commissioners and VP Hockey Operations D6 approval of official rosters
December	<ul style="list-style-type: none"> Submit final rosters at month end 	<ul style="list-style-type: none"> Send coach cert reminders Final D6 approval of official rosters

Chaska Chanhassen Hockey Association

Key Volunteer Position

Position: Concession Inventory Manager

Term: Open

Position Description: Work closely with Concessions Coordinator to monitor and maintain inventory for both concession stands operated by CCHA. Must have a flexible daily schedule which allows the ability to be present for product deliveries at both rinks

Stipend: Yes

Time Commitment: 8 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> • Vendor liaison with contracted food and beverage companies that supply both concession stands • Monitor costs and set pricing for items sold in both stands 	<ul style="list-style-type: none"> • Set-up and take down of stands at Victoria Recreation Center and Chaska Community Center at the beginning and end of the season • Responsible for weekly inventory of both stands • Responsible for ordering all product sold in both stands
January	<ul style="list-style-type: none"> • Weekly inventory 	<ul style="list-style-type: none"> • Place weekly inventory orders with concession vendors
February	<ul style="list-style-type: none"> • Weekly inventory 	<ul style="list-style-type: none"> • D6 Playoff Tournament inventory • Place weekly inventory orders with concession vendors
March	<ul style="list-style-type: none"> • Weekly inventory 	<ul style="list-style-type: none"> • Jamboree inventory • Place weekly inventory orders with concession vendors • Close both concession stands
April		
May		
June		
July		
August	<ul style="list-style-type: none"> • Set up Concession stands • Set Inventory plan for season 	<ul style="list-style-type: none"> • Work with Concession vendors on pricing for season
September	<ul style="list-style-type: none"> • Work with Concession Coordinator and Volunteer Coord. to set opening needs 	<ul style="list-style-type: none"> • Place weekly inventory orders with concession vendors
October	<ul style="list-style-type: none"> • Weekly inventory 	<ul style="list-style-type: none"> • Place weekly inventory orders with concession vendors
November	<ul style="list-style-type: none"> • Weekly inventory 	<ul style="list-style-type: none"> • Place weekly inventory orders with concession vendors • Brick City Tournament inventory
December	<ul style="list-style-type: none"> • Weekly inventory 	<ul style="list-style-type: none"> • Place weekly inventory orders with concession vendors

Chaska Chanhassen Hockey Association

Key Volunteer Position

Position: Raffle Coordinator

Term: Open

Position Description: Work closely with the CCHA Treasurer, VP of Administration to manage the scheduling, coordination and administration of the annual CCHA Raffle.

Stipend: Yes

Time Commitment: 8 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Maintain detailed and specific records of ticket sales and raffle administration Manage printing and distribution of raffle tickets to association Work closely with Treasurer to file necessary paperwork with State to run the raffle Work with other key volunteers to administer raffle tickets, prizes and incentive program 	<ul style="list-style-type: none"> Obtain sponsors for Raffle Work with appointed vendor to print raffle tickets Distribute raffle tickets to players Coordinate Raffle Drawing
January	<ul style="list-style-type: none"> Facilitate Raffle Drawing Manage distribution of Raffle Prizes and Incentive prizes 	
February		<ul style="list-style-type: none"> Work with Treasurer to file final paperwork with State
March		
April		
May		
June	<ul style="list-style-type: none"> Set date of raffle drawing. Work with Treasurer to file paperwork with state. 	
July	<ul style="list-style-type: none"> 	
August	<ul style="list-style-type: none"> Set up distribution schedule for raffle tickets 	
September	<ul style="list-style-type: none"> Provide information for Team Mgr training re: raffle program/incentives 	
October	<ul style="list-style-type: none"> Manage additional ticket sales opportunities 	<ul style="list-style-type: none"> Work with Volunteer Committee to establish volunteer needs for raffle Maintain detailed
November	<ul style="list-style-type: none"> Manage additional ticket sales opportunities 	
December	<ul style="list-style-type: none"> Manage additional ticket sales opportunities 	

Chaska Chanhassen Hockey Association

Key Volunteer Position

Position: Association Photography/Meeting Room Coordinator

Term: Open

Position Description: Serves as point of contact for both facilities, Chaska Community Center and Victoria Recreation Center, to schedule any and all meeting rooms necessary for the CCHA each season. Coordinates timing and dates of team photos. Responsible for photo display at Chaska Community Center.

Stipend: Yes

Time Commitment: 5 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> • Works with CCHA board, Key Volunteers and Ice Coordinator to schedule meeting room requests • Serves as point of contact for both facilities to schedule meeting rooms • Coordinates yearly Team Photos • Point of contact with photography company • Responsible for providing fresh information to CCC for display on Rink 1 monitor 	<ul style="list-style-type: none"> • Monitors 52 hour allocation of free hours at CCC • Reminds teams and board that free hours should be used first before booking at Victoria • Reminds teams of 2-day notice rule • Work with Team Volunteer Coordinator to get images for CCC display monitor.
January	<ul style="list-style-type: none"> • Request date for StormHawk Awards 	<ul style="list-style-type: none"> • Schedule rooms as requested
February		<ul style="list-style-type: none"> • Schedule rooms as requested
March		<ul style="list-style-type: none"> • Schedule rooms as requested
April		
May		
June		<ul style="list-style-type: none"> • Schedule Board meetings for the season • Schedule BHDC/GHDC meetings for the season
July	<ul style="list-style-type: none"> • Confirm photography vendor for team photos 	
August	<ul style="list-style-type: none"> • Work with Commissioners to set dates for parent meetings based on Tryout schedule, request rooms 	
September	<ul style="list-style-type: none"> • Provide information for Team Mgr training re: expectations for requesting meeting rooms • Set dates for Team photos, request location space (CMSE Gym) 	<ul style="list-style-type: none"> • Schedule rooms as requested
October		<ul style="list-style-type: none"> • Works with Ice Coordinator to develop Team Photo schedule • Schedule rooms as requested
November		<ul style="list-style-type: none"> • Schedule rooms as requested • Facilitate team photos
December		<ul style="list-style-type: none"> • Schedule rooms as requested • Facilitate team photos

Chaska Chanhassen Hockey Association

Key Volunteer Position Description

Position: Equipment Manager - Hardware

Term: Open

Position Description: Manage the preparation, check in and checkout of all team based equipment. Actively track via inventory and team equipment check lists. Manage coach deposits.

Stipend: Yes

Time Commitment: 5 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> • Prep team based totes for jerseys. • Manage proper storage and storage techniques (i.e. check for moisture, periodic checks, etc. • Keep inventory, check in and checkout lists by team. • Report equipment concerns to BOD 	<ul style="list-style-type: none"> • Manage rink and on-site storage areas • Work closely with goalie Equipment manager
January		
February		
March	<ul style="list-style-type: none"> • Provide clear and complete instructions for turn-in of equipment. • Set-up Equipment return day 	<ul style="list-style-type: none"> • Reference jersey and equipment policies.
April	<ul style="list-style-type: none"> • Clean/repair equipment as needed. • Prep for summer storage 	<ul style="list-style-type: none"> • Take inventory of non-jersey equipment. Send information to Treasurer for budget input. • Verify condition of jerseys subject only to normal wear and tear.
May		<ul style="list-style-type: none"> • Check in on storage of jerseys
June		<ul style="list-style-type: none"> • Check in on storage of jerseys
July		<ul style="list-style-type: none"> • Check in on storage of jerseys
August	<ul style="list-style-type: none"> • Order team equipment: pucks, bags, etc as needed. Obtain two bids for price. • Coordinate with Goalie Equipment Mgr on needed supplies. 	<ul style="list-style-type: none"> • Check in on storage of jerseys • Prep sock order per supplied spreadsheet specific to team levels/sizes. • Move old excess equipment out via CCHA Garage Sale
September	<ul style="list-style-type: none"> • Assist with Tryout pinnies and other stored equipment. 	<ul style="list-style-type: none"> • Checkout (distribute) team totes with jerseys and team equipment.
October	<ul style="list-style-type: none"> • Assist with Tryout pinnies and other stored equipment. 	<ul style="list-style-type: none"> • Checkout (distribute) team totes with jerseys and team equipment.
November		<ul style="list-style-type: none"> • Store Tryout pinnies after cleaning.
December		