

## Girls Director

### Position Specific Skills

This person should have hockey knowledge, as well as being able to deal with people in a tactful, mindful manner. Their job is primarily to assure teams are formed appropriately, and then to deal with any issues that arise during the season. This will most likely include conflict resolution in some form or another.

### Responsibilities

- Holds overall responsibility for the Girls U10 - U15 level program within the Association.
- Assist Mite Director with 8U program.
- Provide team size/numbers for budget process (through player counts from previous second and age level or individual communication with families). Work with VP - Hockey Operations to determine coaches for the teams. Be involved in the coach selection process, including interviews.
- Assist in recruiting coaches.
- Be available at registration to answer questions for families.
- Work with Registrar to provide the Board with actual team size/numbers after registration. Participate in the board decision regarding number of CYHA girl's teams.
- Work with the Ice Scheduler to schedule the games that are not in our District (Sometimes girl's teams play in other districts). The ice scheduler will need to attend the game scheduling meetings with the other districts. - Not sure if this applies as D10 does not contact the association for approval
- Provide team assignments to the Registrar following tryouts ASAP
- Work with Registrar to get team rosters signed for registration and put together for Roster Book.
- Work with ACE Coordinator to see that coach certification is in for Dist. 10.
- Handle problems as they come up during the season regarding the Girls team
  - Team Disputes
  - Tryout questions
  - Coach complaints
- Provide Team Managers the District 10/Minnesota Hockey calendar.
- Participate in Team Manager meeting. Use this meeting to encourage communication from teams.
- Create email list of coaches and team managers at each level.
- Forward D10/Minnesota Hockey communication to teams.
- Schedule exit interviews for out-going coaches (invite all board members)
- Tabulate results from exit interviews, make copies.
- Provide coaches with a synopsis of their comments.
- Make available to Board of directors exit interview comments/summary.
- Communication with the High School coaches regarding age level projections
- Forward in -season and out of season development items to teams or families.

## Goalie Director

### Position Specific Skills

This person should have excellent organizational and communication skills to manage the scheduling, organization, and financial details for goalies in CYHA. This person should also have strong knowledge of the goaltender position. They are responsible for organizing the goalie tryout day for all levels, and also working with the goalie development companies to ensure proper goaltender training at all levels.

### Responsibilities

- Responsible for all goaltenders in the association.
- Responsible for all goaltender equipment purchases for the association.
- Establishes a goaltender training program for each season.
- Coordinates and organizes goalie tryout day.
- Create email list of goalie families in the association.
- Create email list of goalie coaches for each team in the association.
- Works with Ice Scheduler to obtain ice hours for goaltender development clinics or other goaltender training opportunities as need.
- Hold meetings with parents and coaches to communicate the goaltender development program each season.
- Communicate goaltender training to parents and coaches via email and/or website updates.

## Volunteer Director

### Position Specific Skills

This person should be extremely familiar with Excel, as this is what is used to develop the Volunteer opportunities for the association. They must also be extremely well organized, comfortable with computers, and prompt in responding to volunteer requests/needs of the association. Verbal communication skills are extremely important, as they are coordinating many volunteers, and instructions given to them must be clear.

### Responsibilities

- Responsible for the administration of the volunteer program at CYHA.
- Liaison with the team managers. Coordinate and lead the managers meeting and responsible for the content of the manager's portion of the website.
- Update Volunteer package for on-line Registration package - requires board approval.
- Collect Volunteer Forms and checks at Registration.
- Obtain from Registrar additional forms and checks from mail in/drop off registration.
- Maintain Volunteer Database or spreadsheet.
- Determine and post all volunteer opportunities on-line.
- Monitor on-line sign-up and recruit volunteers as needed.
- Credit volunteer's appropriate hours once completed.
- Forward all checks for association members that have not fulfilled their volunteer commitment to the treasurer.
- Work with coordinators as needed. Assuring the following coordinators are in place, and completing their duties -
  - Picture Coordinator
  - Jersey Coordinator
  - Sponsor Coordinator
  - S.K.A.T.E Coordinator
  - Outdoor Ice/Dryland Coordinator
  - any other coordinators added to the Board
- Recommend revisions to Volunteer program to CYHA board at end of season - to include determining the numbers of hour's families are required to work, based on needs throughout the year - any changes to be approved by board members.

## Tournament Director

### Position Specific Skills

This person should have excellent organizational and communication skills to manage the scheduling, registration, and financial details for 60 to 70 CYHA traveling team tournaments and 30 to 40 teams for CYHA sponsored tournaments. This position requires consistent use of the computer for e-mail communication as well as working knowledge of word/excel to manage tournament details.

### Responsibilities

- Host 2 CYHA sponsored "Centennial Chill" tournaments - Dates must be scheduled 1 year in advance.
- Schedule CYHA teams in a minimum of 2 home and 1 away tournament prior to the hockey season.
- Manage board supervision of 1 District tournament held at Centennial arena.
- Prepare tournament Budget and team Fee Schedule based on past data and Ice Cost.
- Advertise and responsible for filling CYHA hosted tournaments.
- Ensure Tournament dates and details are posted to the CYHA web site.
- Organize and lead committee to ensure all tournament details are managed. This includes Ice Time, Referees, EMT, Trophies, T-Shirts, Vendors, Signs, Tournament brackets, Score Books, Pucks, and Tournament programs.
- Attend D10 Tournament meeting. Prepare the D10 Tournament application including Tournament Rules, Brackets, and team fee schedule.
- Schedule Tournament Ice with the CYHA Ice Scheduler and Centennial Arena/Super Rink.
- Schedule tournament referees with D10 Tournament Coordinator and Referee Coordinator.
- Primary contact with team managers and coaches interested in applying for tournament.
- Provide volunteer requirement to CYHA Volunteer Director. In addition to volunteers the Tournament Director or a board member must be present at all times during a CYHA tournament.
- Ensure team/player registration at the tournament is done in accordance to MN hockey requirements.
- Ensure all tournament volunteers and Minor officials comply with D10 and Minnesota Hockey Guidebook.
- Collect registration monies and manages expense working closely with the Treasurer. Upon completion of each tournament update profit/loss report, compare to budget and provide the board with an accounting and recap of the tournament.

- Place all Squirt/U10 Girls, PeeWee/U12 Girls, Bantams/U15 Girls and Junior Gold/16U teams in two home and one away tournament prior to the season beginning.
- Maintain CYHA tournament spreadsheet that identifies the tournaments that all teams are participating and the amount pre-paid by CYHA.
- Provide Tournament invoice to all CYHA team managers informing them of their pre-scheduled tournaments, costs and delegation of responsibility for further scheduling details.
- Provide tournament spreadsheet to Treasurer for collection of pre-paid tournament fees.
- Provide volunteer requirements to CYHA Volunteer Director for D10 District tournament that may be held at the Centennial Area in late February. Volunteer requirements must meet D10 Tournament guidelines and include board members at all games to supervise CYHA volunteers.
- Make hotel reservations for the out of town tournaments. Hold block of rooms under team name. Provide hotel contact information to team managers.

## Fundraising Director

### Position Specific Skills

This person should be very organized, as they must coordinate ordering, delivery of fundraising items. They should also be creative, in trying to come up with new ideas for fundraising for both the association and the Individual families. They must be good at leading/coordinating groups as needed for the association fundraising opportunities. The Fundraising director should maintain good communication with association members to ensure all people are aware of the opportunities that exist and assist them in maximizing revenue generation.

### Responsibilities

- CYHA Fundraising Director is responsible for revenue generation for hockey players and their families to assist the program in making hockey more affordable as well as add revenue to the general fund.
- Association FUNDRAISING:
  - Responsible for coordinating CYHA annual fundraisers (Golf Tournament, Raffle Baskets).
  - Proposing to Board ideas for new fundraising for the association.
  - Reporting to Board, profits for association fundraisers, and recommending changes for the following year.
- Individual FUNDRAISING:
  - Focus on individual opportunities for families that include the selling of products where a portion of the proceeds are directly used to offset individual account balances.
  - In the summer, Contact vendors for ideas for products to sell.
  - By July, Select vendors and set dates for sales, turn-in, distribution and collection
  - At registration sessions, pass out information to all families. Recruit a few helpers. Have a minimum of two people there at all times. Make signs and put the up in very visible places that Fundraising opportunities are there and that they are OPTIONAL.
  - Communicate fundraising information on the CYHA Website.
  - Recruit a committee to assist with the tasks, especially the distribution of product.
  - Keep track of all fundraising families, their sales, their credits and their payments. Provide this information to the Treasurer by December 1, so that he/she can bill the families. Assure all money is collected.