



CYHA Operations

CENTENNIAL YOUTH HOCKEY ASSOCIATION

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Updated by: Brian Hemr

CYHA Operations

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Overview

Mission Statement

Centennial Youth Hockey Association (CYHA) provides the youth of our community with organized hockey. We provide programs for players age 4 through high school. You are eligible to play for CYHA if you reside in or open Enrolled within ISD 12.

CYHA provides a program in which every player can develop hockey skills, be challenged, have fun and participate at a level where these objectives can be achieved.

CYHA season begins in late September and ends in March. CYHA accepts registration in late summer from boys and girls between the ages of 4 through Sr. High (players not playing on the H.S. teams).

Procedural Operations

CYHA is governed by the Bylaws of the association and requirements of District 10, Minnesota Hockey and USA Hockey. The method utilized by CYHA to deliver youth hockey to the community is defined by the inter-related documents that describe the key elements to operate CYHA.

These documents include but are not limited to:

- Operations
- Registration
- Team Formation
- Code of Conduct
- Manager Handbook
- Related Forms

The documents along with the requirements of District 10, Minnesota Hockey and USA hockey will be collectively known as the CYHA Operating Procedures. The CYHA procedures will be published on the Centennial Hockey website. Changes to the procedures shall be reviewed and approved by a majority of the board. This can occur at the regularly scheduled board meetings or if required at meetings attended by a minimum of 3 Officers and 2 additional board members.

General Operations

Background Checks

The successful operation of CYHA is only accomplished through a large number of Parent Volunteers and members of the community. To ensure this success continues adults participating in the programs and interacting with the youth are required to undergo a background check. These background checks are processed each fall for all members of the board, coaching and managing staff.

Music

Music may be played during the warm-up portion of district games if desired by the Head Coach. Once a district game starts, music shall no longer be played. Music for practices and scrimmages is up to the discretion of the Head Coach. Music for Tournaments is up to the discretion of the Tournament Organizer / Director. All announcements / music must comply with the local requirements of the host arena.

CYHA Positions

Officers

President/CEO of Gambling
VP Hockey Operations/ACE Coordinator
VP Administrative Operations
Secretary
Treasurer

Board of Directors

Tryout Director
Boys Director
Girls Director
Mite Director
Goalie Director
Volunteer Director
Tournament Director
Fundraising Director

Paid Non-Voting Positions

Registrar
Indoor Ice Scheduler
Mite/Outdoor Ice Scheduler

Volunteer Coordinators

Sponsor
Jersey
Picture
Mite Referee
S.K.A.T.E
Jr Gold/U16
Golf Tournament
Communications

Officer Job Descriptions

President/CEO of Gambling

Position Specific Skills

This person should have excellent organizational and communication skills to manage the overall operation of the association. They must be tactful when dealing with conflict, and able to represent the association at all outside meetings. This is a very time consuming job.

Responsibilities

- Works with the appropriate VP and level directors to ensure that day to day operations of the Organization are managed.
- Resolution of issues that cannot be managed by level directors or Vice Presidents.
- D10 Primary Contact and attend all District 10 Monthly meetings and D10 President's meetings (or VP's).
- Maintain a timeline of tasks to be completed.
- Scheduling monthly meetings a year in advance. Develop agendas for monthly and special board meetings. Proper notification to board and membership for meetings.
- Co-signor of hockey bank account checks.
- Ensure Association is in compliance with the following:
 - District 10
 - Minnesota Hockey
 - USA Hockey
 - Metro Hockey League
- Hold accountable all Board Directors. Assure that everyone is meeting their commitments to CYHA.
- Work with CYHA directors to resolve/implement/recognize situations requiring attention.
- Hold a key to CYHA PO Box, CYHA Lock Box, and storage locker.
- Share the responsibility to pick up the mail from the Post Office with the Treasurer.
- Creation of annual budget with Treasurer
- Work with appropriate non-voting board members to ensure day to day operation of the organization as managed and successful.
- Possesses the skill set to help out at any board position if they need arise.
- Works to ensure that appropriate Positive Coaching Alliance (PCA) sessions are set up and run for the association in the following areas- parents, coaches, players.

Charitable Gambling Operations

The President is also responsible for the Charitable Gambling Operation

- Day to day management of the Gambling operation(s).
- The Gambling Manager reports directly to the President.
- Schedule and communicate monthly charitable gambling meetings.
- In the absence of the Gambling manager, lead the monthly charitable gambling meetings.
- Together with the Gambling manager, negotiate the charitable gambling lease(s).
- Maintain a timeline of gambling activities.
- Co-signor of Charitable Gambling checks with Gambling Manager.
- Reviewing and signing all monthly reports.
- Ensure gambling operation is compliant with all State of MN charitable gambling laws.
- Negotiate contract and deliver performance review of Gambling Manager.
- Hold Gambling Manager accountable for day to day charitable gambling operation including detailed records of all gambling activities.

VP Hockey Operations/ACE Coordinator

Position Specific Skills

This person should have extensive hockey experience and able to lead hockey development. This person should be Level 3 certified, and will represent the association at MN ACE coordinator meetings. They will interact heavily with the coaching staff of the association, and will oversee the development of all levels/players within the association.

Responsibilities

- The VP - Hockey Operations/ ACE Coordinator is responsible for the day to day hockey operations of CYHA.
- Responsible for the Hockey Operations side of the organization, relating to player/coach development. They are responsible for assuring all directors are completing necessary tasks in a timely manner.
- Responsible for reviewing annually, Coach and Player code of conduct and updating as appropriate. These documents are distributed at registration and must be signed by all players/coaches in the CYHA organization.
- Maintain a file of coaching personnel information (interview, evaluations, etc.) and a copy of their certification cards.
- Responsible for the recruiting qualified coaches at all levels and developing coaching compensation recommendations for non-parent coaches.
- Responsible for presenting coaching candidates to the CYHA board for board vote of final coach assignments.
- Build relationships with the boys and girls high school coaches
- Work with Mite Director to recruit several Mite coaches per team.
- Contact approved coaches ASAP after board vote. Contact those who were not selected as well.
- Work with coaches to assure that they are certified appropriately.
 - Make sure Coaches understand certification process and requirements.
 - Make sure all coaches attend CEP training.
 - Communicate CEP dates with all coaches.
 - Get appropriate proof of certification to District 10.
 - Communicate with coaches during the season. Attend games. Observe practices.
- Schedule and hold coach meetings during the season to ensure open communication and team alignment with CYHA expectations.
 - Find interesting speakers for monthly coach meetings. Reserve speakers well in advance.
 - Work with Goalie Program Coordinator to provide coaches with goalie coaching information.
 - Maintain a current inventory of training materials and communicate what is available to the coaching staff.
 - Purchase additional training material if appropriate.

- Work with Directors to handle any problems regarding coaches.
- Responsible for assuring level directors hold coach evaluations, and establish process for doing so
- Responsible for Team Projection process for the following year.

VP Administrative Operations

Position Specific Skills

This person should have excellent organizational and communication skills (both written and verbal) to manage the administrative side of the association. They must be detail oriented and willing to work on Policy and Procedures of the association, as well as assist with the Budget process, working closely with the Treasurer.

Responsibilities

- The VP - Administrative Operations is responsible for the day to day administrative operations of CYHA.
- Aware of ongoing issues for CYHA and able to fill in for the President, as required, if the President is unable to perform his/her duties.
- Back-up for attending District 10 monthly meetings with President.
- Member of Centennial Arena Board or delegate Arena board position to another CYHA Board member. (Currently meets the 3rd Wednesday of every month).
- Responsible for the administrative side of the organization, and verifying all responsibilities of directors are completed in timely manners.
- Responsible for assuring by-laws, and procedures reviewed annually and updated appropriately if needed and placed on the CYHA website.
- Set up the annual meeting, handles the voting process (names, papers, counting, reporting to the President, etc.).
- Share responsibility for maintaining web-site HOME page, and assist in training board members with maintenance of their particular pages.
- Ensure Team Manager meeting is scheduled and organized at beginning of season
- Act as the CYHA Safe Sport coordinator.
- Responsible for assigning tryout jersey number to players.

Responsible for the preparation of the tryout documents, rotations, rotation sheets, posting final tryout results to the website, making sure evaluator sheets are ready for each level at the start of tryouts.

Secretary

Position Specific Skills

This person must be well organized and very comfortable working with computers. They must be good at documenting, and able to complete tasks in a very timely manner. They must also have excellent communication skills - verbal and written, as they are the contact person for questions for the association.

Responsibilities

- Responsible for the association web-site and administrative duties as assigned.
- Make certain CYHA Annual Meeting is well publicized.
- Maintain CYHA Documentation and provide this information to others as required.
- Take minutes from all the meetings and publish them for review at the next meeting.
- Maintain files of all documentation, reports and correspondence.
- Field calls throughout the year concerning the CYHA program.
- Handle any special situations that come along (awards, deaths, etc. regarding board members, ex-board members and others).
- Have a key to the meeting room. (when applicable)
- Share responsible for maintaining web-site HOME page, and assist in training board members with maintenance of their particular pages.
- Responsible for all additional web related processes (i.e. Board application activation, Coaching Application activation, contract negotiations with web service, and determining need for upgrades to site).
- Reserve board room or other locations.
- Advertise all scheduled meetings on the website in a timely manner.
- Responsible for developing and distributing all association survey's - using SurveyMonkey software.

Treasurer

Position Specific Skills

This person must be good with numbers, and also familiar with Quickbooks - the accounting software used by the association. Must be able to complete tasks in a timely manner and follow through with collections. A Flexible work schedule is helpful, as deposits to banks, additional sign-offs from other board members may be needed on short notice.

Responsibilities

- Day to day finance related operations of the association. Will work closely with the VP - Administrative Operations, and/or with the help of a Board approved accountant.
- Assure all CYHA bills are paid in a timely manner.
- Assure that the CYHA Guidelines of payment dates are enforced.
- Assure that amounts collected match amounts expected.
- Deposit money into accounts in a timely manner.
- Report to the Board any unauthorized (Board vote) bills.
- Report to the VP - Administrative Operations any discrepancies between actual and budget in the various categories that could be a cause for concern.
- Provide summary financial reports in the form of a P&L and Balance Sheet to the board on a monthly basis to be included in the minutes.
- Maintain as many accounts as necessary to keep track of the various funds (arena fund).
- Provides Annual Financial Report to the organization.
- Send out tournament fees to each team.
- Utilize team managers to communicate payment information.
- Approximately, December 15, put together plan to collect payment from families that are not current in their payments. Families with outstanding balances do not participate in District tournaments, exceptions can be made if the family has arranged a payment plan and is making payments according to that plan.
- Participate in the annual budget process. Provides input from last year's records regarding income, expenses and headcounts.
- Assure In-house referees are paid as determined by the CYHA Referee Coordinator, as well as reimbursed for taking certification test.
- Reimburse Coaches for CEP training.
- Have a key to the PO Box and the CYHA lock box. Share's the responsibility to pick up the mail from the Post Office with the President.

Board of Director Job Descriptions

Tryout Director

Position Specific Skills

This person must have extensive hockey knowledge, preferably having been involved in running association tryouts in some capacity. They must be organized, or able to delegate, and the tryout process takes significant coordination of many persons. This person should also be willing to work in a Lead Role, as they will be conducting tryout committee meetings, pre and post-tryout meetings and addressing questions/comments that arise relating to tryouts.

Responsibilities

- Responsible for the annual traveling tryout process at CYHA (all levels Squirt/U10 - Bantam/U15).
- Responsible for the annual Jr Gold/U16 tryout process at CYHA.
- Hold tryout committee meetings. Address all concerns heard at post tryout meeting. Define the Tryout Committee assignments and job tasks for the committee.
- Revise Tryout Process as recommended by tryout committee. Must be approved by CYHA board.
- Determine ice needs and work with Ice Scheduler to schedule tryout ice.
- Hold Pre-tryout meeting for all members in September - to educate membership on process.
- Assure meeting is advertised appropriately.
- Hire independent evaluators or advertise for volunteer internal evaluators, whichever the board has decided to go with that year.
- Define drills and scrimmages with the assistance of coaches/tryout committee.
- Provide volunteer requirements to Volunteer director.
- Define / develop player rotation process.
- Post player assignments in compliance with CYHA Tryout process.
- Responsible for system to post tryout results.
- Schedule and run post tryout meeting for the association and advertise for next season's tryout committee.
- Make sure CYHA has necessary tryout jerseys for players and goalies.
- Responsible for making sure that nothing inappropriate happens at tryouts, and that the procedures of the CYHA are followed.
- Responsible for ensuring volunteers complete their duties during the tryout process.
- Hire EMT services for Phase I tryouts.

Boys 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 Boys Squirt - Bantam level program within the Association.
- Manage the Squirt, Peewee, Bantam levels of CYHA.
- Required to be present at DRAFT for B level teams. Assure CYHA DRAFT process is followed.
- Have various responsibilities for coach selection for this level:
 - Work with VP - Hockey Operations to determine coaches for the teams. Be involved in the coach selection process, including interviews.
 - Assist in recruiting coaches.
- Work with the Registrar to provide the Board with actual team size/numbers after registration.
- Provide team assignments to the Tryout Director 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.
- Assure there is representation at the Squirt C - game scheduling meeting.
- Handles problems as they come up during the season regarding:
 - 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 opportunities to teams or families.

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.

Mite Director

Position Specific Skills

This person would preferably be both organized and somewhat administrative, but also have extensive hockey knowledge. They are responsible for the largest number of children within our association, and also the most number of teams. They need to be able to work with the administrative side assuring evaluations are run accordingly, and team/levels are created appropriately base on those evaluations. They also need to work with the Hockey side, to assure newer coaches are receiving the training/guidance needed.

Responsibilities

- Get a list of last year's players (ages) from Registrar. Work with Registrar to estimate the number of teams for the budget process. Estimate the number of ice hours needed (from October to mid March). This is done in conjunction with the Budget planning process.
- Work with other District 10 associations. Attend the D10 Association organizational meeting. Update CYHA guidelines to adhere to D10 guidelines (where applicable) for:
 - Number of games
 - Referees
 - Annual Jamborees
 - Schedule (when to start and end)
- Retention is the priority of the Mite Director. Be creative and willing to find ways to keep kids coming back to CYHA.
- Be available at registration sessions to answer questions for Mite families.
- Create email broadcast lists to communicate with potential and active coaches.
- Communicate CEP Training possibilities with all Mite Coaches.
- Identify the head and assistant coaches per team. Try to get 4 coaches per team. Spread out the coaching experience among all teams.
- After Mite evaluation, be present and work with coaches to draft teams FAIRLY.
- Organize Mite/8U Evaluation Day.
- Get a listing of all registered players from registration database.
- Schedule an hour of ice for evaluation for approx. every 30 players at each level (note - one hour may need to accommodate 2 levels). Hours should be consecutive and held on one day.
- If numbers dictate - schedule an additional hour the following day for every 30 players evaluated for D and/or Upper 8U level (if there is an upper/lower 8U - more often equal)
- HEP skills are used for the Mite Evaluation/8U. Work with the CYHA HEP Coordinator to organize the evaluations, and also assure late season HEP

testing is performed.

- Facilitate drafts for Mite level teams; assuring coaches have sufficient information on the children to make the teams equal.
- Mite Director is responsible for providing a master copy of all teams to the Registration coordinator as soon as the teams have been settled.
- Work with teams to secure required goalie equipment from Goalie Director.
- Provide all Jamboree options for C, B, and A Mite teams. The options are provided by District 10. Each team should choose at least one jamboree. CYHA will cover the registration fee for one of the team's jamboree. Teams (via an assessment) are responsible for the costs of any additional jamboree(s).
- Work with Registrar to get team rosters signed for registration and put together for Roster Book.
- Provide Mite Referee Coordinator with schedule of A, B, and 8U games. Half ice games do not require a referee.
- Handle problems as they come up during the season regarding the teams.
- Communicate with each level teams/coaches/families.
- Need to be comfortable working with parents and players who are new to hockey and may not understand the demands, deadlines, and commitments required.

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.

Paid Non-Voting Position Job Descriptions

Registrar

Responsibilities

- Required to attend board meetings as needed, the Registration open houses, and any additional meetings as needed.
- Required to be at both in person registration sessions, and all board meetings where registration related topics are discussed (Team declaration, tryout formation, etc.).
- Attend D10 Registration meeting held in August.
- Notify Membership of up-coming registration at least a month in advance.
 - Place ad in local papers when applicable
 - Place signs throughout the community advertising in-person registration
 - Place signs at both Centennial and Super Rink arenas
 - Place registration information on the Centennial Web-site
- Coordinate Walk in registration
 - Reserve space for walk-in registration
 - Coordinate with Volunteer coordinator to make sure registration needs are met
 - Coordinate delivery/pick up and setup of tables
 - Coordinate copier on site
 - Bring registration essentials: pens, paper, cheat sheet info, forms etc
- Make sure current registration package and information on CYHA website.
- Read/respond to registration@centennialhockey.org email box in a timely manner.
- Accept and return registration inquiry phone calls timely.
- Check PO box/locked box for mail in registration forms.
- Coordinate registration paperwork
 - Call families that submitted incomplete information
 - Check birth dates to ensure correct player level
 - Forward payment information section from registration form to treasurer
 - Complete package - includes birth certificate, waiver form, medical history form, registration form, and payment. Once received:
 - Scan all USA hockey registration forms into Cyber Sport - and transmit once complete.
 - Download player information to coordinate tryouts.
 - Ensure reports requested by Minnkota Registrar are mailed timely in January
- Team Books following tryouts: Assemble team books according to D10 requirements. Make sticker labels of team roster for game sheets.
- Roster Sign-off: Provide each team with their original roster. Give signing instructions and date to return to registration director.

- **Team Manager Meeting:** Attend meeting and instruct team managers on roster sign-off and team book.
- **Coaches and Team Managers:** Work with Level Directors to obtain needed roster, certification, and background check information. Scan all needed data into Cyber Sport.
- **End of Season:** Collect all team books at end of season. Take books apart - take forms out of sheet protectors and shred, Get books ready for next season.
- Provide registration information, player consent to treat form and other necessary data for tryouts.

Indoor Ice Scheduler

Responsibilities

- Work with the Board to come up with realistic team ice time budget for the fee schedule. The ice hours are the bulk of the expenses for the teams.
- Schedule the ice according to the fee schedule approved by the Board.
- Review ice allocation from the Rinks to identify periods of shortages or periods of excess ice. Take necessary steps to try to acquire extra ice for periods of shortages and attempt to return or sell ice where there is excess.
- Attend all Traveling Game scheduling meetings for the District.
- Maintain a Master Schedule.
- Keep track of tournaments for each team and create schedule around them. All tournaments must be reported to you by a pre-determined deadline decided on by you and the Board. Any scheduling adjustments needed to address conflicts with tournaments entered into after the deadline has passed are the responsibility of the team (This includes game rescheduling and rescheduling fees).
- Keep track of school activities and other team dates of possible conflict and attempt to schedule around them, within reason. Each team should communicate known events that will create conflicts before game scheduling.
- Keep track of any off-ice training programs scheduled by CYHA.
- Schedule all 12 Cougar Cub sessions in advance of registration.
- Schedule any Pre-Tryout clinic ice and Mite Pre-Skate ice.
- Schedule ice times for Tryout Director to use for tryouts.
- Schedule the tournament ice. Be sure and schedule District and other year-end tournaments as required (this can vary every year).
- Schedule Goalie Program ice.
- Schedule referee clinic ice if needed.
- Pull out all Mite ice before scheduling traveling teams. Work with Mite scheduler to make changes when necessary.
- Set aside ice for any instructor lead skating clinics determined by the board.
- Schedule the October/early November ice for all teams, working with the Directors as necessary.
- Schedule ice through December (after game scheduling is complete) making sure to allocate game times for Jr. Gold teams.
- Schedule ice through end of regular season (after Jr. Gold Scheduling is complete).
- Schedule ice on a week by week basis for teams that make Districts, Regions. Ice beyond this time-frame is the responsibility of the team's coaches/managers to obtain.

- Report major discrepancies between any team's ice budget and actual to the Board of Directors to consider refund procedures.
- Assure that the ice schedule is communicated properly.
- Post current unused ice on CYHA Ice Store page of website and keep track of all ice sold for invoicing.
- Provide Centennial Arena with game and mite schedules as soon as they are available. They will use this information the help guide concession stand staffing.
- Provide a complete schedule to all arenas as soon as they are completed (for locker room assignments). Follow up with a weekly update to insure any changes are communicated.
- Try to schedule a minimum of two games together at Centennial Arena for concession stand staffing convenience.
- Try to give preference to using Centennial Arena for all half-ice mite games for use of half-ice divider boards.
- Try to give preference to using Centennial Arena for traveling team games over practices.
- For one hour games try to schedule a minimum of two games back to back as required for referee scheduling.
- For 90 minute games try to schedule two back to back to create a three-hour block in order to avoid wasting ice and to keep rinks running on their hourly schedule.
- Try to avoid Wednesday night ice, especially for games. (ESPECIALLY Bantam and Jr. Gold for religion conflicts)
- Try to give the non-prime time out equitably. Do not make any one level take all non-prime ice, all teams should have a similar percentage of their budget in early morning ice. All Bantam, U15 and Jr. Gold teams should share the late hours equitably.
- Verify invoices from arenas to ensure that the hours/costs match our records.
- Work with scheduling software vendor to take advantage of the software's full potential, understand new features and report bugs.
- This position is restricted to ice scheduling responsibilities only.

Mite/Outdoor Ice Scheduler

Responsibilities

Mite Scheduling

- Work with Mite Director to come up with plan based on number of projected teams at each level and after determining:
 - Targeted number of Ice Touches for each Level
 - Number of Games (In-House, Home, Away, Half-Ice, Full Ice, Split Squad, etc.)
 - Number of shared teams per practice. (no solo ice is needed for mites)
 - Number of instructor lead skating clinics
 - End of year D Mite Jamboree date/time
- Keep track of tournaments for each team and create schedule around them. All tournaments must be reported to you by a pre-determined deadline decided on by you and the Mite Director. Any scheduling adjustments needed to address conflicts with tournaments entered into after the deadline has passed are the responsibility of the team.
- Keep track of school activities and other team dates of possible conflict and attempt to schedule around them, within reason. Each team should communicate known events that will create conflicts at the beginning of the season.
- Schedule the Mite practices - Make sure to place appropriate teams together for practices (C with D or B, A with A or B - no scheduling of A with D, etc.)
- Attend Mite Game scheduling meeting with Mite Director in Late October.
- Work closely with Indoor Ice scheduler to adjust/share/trade ice times to make sure that ice is used optimally and efficiently among all CYHA teams.
- Provide Indoor Ice scheduler with a schedule of Mite Practices/Games.
- Provide Mite Referee Scheduler with a schedule of Mite Games and communicate any changes.
- Return any unused ice to Indoor Ice Scheduler.
- Assure that the mite ice schedule is communicated properly.

Outdoor Ice Scheduling

- Work with the Centennial area cities to obtain outdoor ice time for team practices.
- Plan and communicate ice scheduling event in December.
- Hold outdoor ice draft for teams to draft ice hours with the intent to split up ice equitably between all teams that are interested.
- Point of contact for CYHA teams to reserve outdoor rinks for dry-land practice.

- Ensure that all level coaches have the lock box codes and communicate to coaches that they are responsible to make sure doors are locked when they are done and should report anything unusual to you.
- Point of contact for passing along information regarding outdoor ice status. Not required to inspect ice conditions, but should be able to communicate or post status when reported to you.

Volunteer Coordinator Job Descriptions

Sponsor Coordinator

Responsibilities

- Coordinate sponsors for CYHA Banners and directory in accordance to CYHA Sponsor Policy located on CYHA website.
- Provide the Directory Book publisher with 'ad' information (make sure they know what size it is to be).
- Coordinate sponsor names for banners with the selected vendor. Responsible for spelling accuracy.
- Collect all sponsor forms and checks.
- Deliver sponsor checks to CYHA Treasurer
- Distribute the Team Plaques to each sponsor.
- Always check with last year's sponsors. Try and get house sponsors to buy up to a traveling team. Put something in newsletter to recruit parents with businesses. Put out feelers as to who has their own business.
- Honor team requests when possible. If you cannot, then you must give the money back if requested (parents may not want to sponsor just any team, only their player's team).
- Only one sponsor per team unless every team has a sponsor.
- Teams may identify their own sponsors, but they must be in communication with you. Individual team parents can become silent sponsors on a team without interference from the Association - means donation only.
- Pick up and deliver banner/dashboards to CYHA and Super Rink Facilities when ready.
- Prepare financials of sponsor donations to submit to the President and Treasurer.

Jersey Coordinator

Responsibilities

- Determine on an annual basis the need for replacement jersey's (assuming 2 year re-useable program).
- Provide budget information and stay within it.
- Work with vendor to design jerseys, maintaining a continuity of uniform. Jersey style/colors and socks for each season must be approved by the Board of Directors.
- Purchase new jerseys and socks for all the teams, trying to obtain as good a value for the dollar as possible.
- Coordinate storage for Tryout jersey's once season is over, making all needed repairs prior to storing jerseys.
- Coordinate storage for re-useable jersey's once season is over, making all needed repairs prior to storing jerseys.
- Coordinate storage for re-useable Bantam AA breezer covers once season is over, making all needed repairs prior to storing breezer covers.
- Get jerseys printed with last name, number and sponsor information as soon as possible after tryouts for Mite only teams.
- Purchase socks for ALL team. Two colors for traveling, and one for Mite.

Picture Coordinator

Responsibilities

- Schedule Picture Day - coordinate with venue and photographer keeping in mind other (non- hockey) activities in progress and holidays.
 - For CYHA to “make money” off of Picture Day, pictures need to be done in 2-days (rebate from pictures less cost of venue = \$\$ to CYHA).
 - For pictures to be scheduled within 2-days, the Picture Day must happen shortly after teams are formed, before ice can be shared, before teams start signing up for tournaments and before holidays.
 - This has historically been early November,
 - For pictures to be printed, orders filled and the team picture board in arena to be updated before the holidays, pictures need to be scheduled and taken shortly after teams are formed.
- Determine Picture Vendor - if changing from previous year vendor, board approval is required, CYHA should receive a small percentage of all sales.
- Create Picture Schedule for CYHA teams - coordinate with ice scheduler, venue and create schedule based around school times.
- Update and track teams after Picture Schedule is released, as teams may switch times and move around.
- Coordinate volunteers to work picture day and oversee event.
- Send list of volunteers and hours worked when event is completed to Volunteer Director to update family hours on website.
- Manage the update of the picture board at arena
 - Supply paint and tools for picture board if needed
 - Picture board is updated as soon as 8x10 team pictures are processed and delivered which is after family and team orders are fulfilled
- Coordinate with Volunteer Director to email blast when pictures are available for pick up. Determine location for picture pickup.
- Update CYHA Picture Night Information, Rules & Requests— this document was created because of some disrespectful children and discourteous parents on picture night.
- Do not schedule pictures before hunting, avoid Wednesday due to religious nights and Halloween.

Mite Referee Coordinator

Responsibilities

- Maintain a staff of certified referees for our in-house league games. Schedule of in-house games will come from In-House Director.
- Work with District 10 Referee in Chief to schedule a Level One clinic at our Arena.
- Schedule the referees for scrimmages for CYHA teams whenever possible to give our referees work.
- Schedule the referees for any CYHA sponsored "C" level tournaments. Work with Tournament Director to do this.
- Schedule the referees in a fair distribution of the work.
- Provide the Treasurer with an accounting of pay earned at the end of each month and have checks issued. Scrimmage fees are paid by the teams at the time of the games. Referees are reimbursed for their tests (\$25, if not, we would never get referees, the tests are very hard, time consuming and the average salary for a referee for the year is only about \$100.)
- Communicate via email with families of referees. Build an email broadcast code.
- Contact previous referees in summer to see who is coming back. Maintain a staff of about 12- 18 referees.
- Try and have referees at PeeWees Bantams and Sr. High to provide coverage for conflicting times and weekends.
- New recruits begin at the PeeWee level. Try and put one experienced referee with one new referee whenever you have a new referee.
- Set pay scale schedule and have it approved by the CYHA Board of Directors.

S.K.A.T.E. Coordinator

Responsibilities

- Promote S.K.A.T.E. program to CYHA players/families.
- Form a committee to help plan program, solicit prizes, promote program.
- Work with MN Hockey S.K.A.T.E. Director, attend all meetings, be on email distribution list.
- Receive report cards of student athletes.
- Develop spreadsheet of all eligible players by team.
- After approving eligibility, shred all report cards.
- Solicit prizes / donations.
- Reserve space and date for yearend Rally.
- Create certificate with each participate name on it.
- Request in January \$1000-\$1500 S.K.A.T.E. contribution from CYHA Gambling Operation - request form on CYHA Forms page of website.

Outdoor Ice/Dryland Coordinator

Responsibilities

- Work with the Centennial area cities to obtain outdoor ice time for team practices and games.
- Plan and communicate ice scheduling event in December.
- Hold outdoor ice draft for teams to draft ice hours with the intent to split up ice equitably between teams.
- Point of contact for CYHA teams to reserve outdoor rinks for dryland practice.
- Ensure that all level coaches have the lock box codes and letting coaches know they are responsible to make sure doors are locked when they are done and reporting anything unusual to coordinator.

Jr Gold/U16 Coordinator

Position Specific Skills

This person should have more extensive hockey knowledge, as well as being able to deal with people in a tactful, mindful manner.

Responsibilities

- Responsible for the Boys Jr. Gold, U16, Girls 19U level programs within the association.
- Manage the Jr. Gold, U16, 19U levels of CYHA.
- Schedule and coordinate try-outs for Jr. Gold/U16 levels. Work with Tryout Director when needed.
- Work with other associations/D10 to assemble 19U team - and assure uniforms are provided.
- Work with District 10 and Ice Scheduler to get Jr. Gold/U16 & 19U team scheduled for play after High School tryouts are over and the teams are formed.
- Required to be present at DRAFT for B level teams. Need to follow CYHA DRAFT process.
- Have various responsibilities for coach selection for this level:
 - Work with - VP of Hockey to determine coaches for the teams. Be involved in the coach selection process, including interviews.
 - Assist in recruiting coaches.
- Work with the Registrar to provide the Board with actual team size/numbers after registration.
- Get a copy of all 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 - VP of Hockey to see that coach certification is in for Dist. 10.
- Handles problems as they come up during the season regarding:
 - Team Disputes
 - Tryout questions
 - Coach complaints
- Provide Team Managers the District 10/Minnesota Hockey/Metro Hockey League calendar. Forward any communication to teams
- Participate in Team Manager meeting. Use this meeting to encourage communication from teams.
- Create email list of coaches and team managers at each level.

Golf Tournament Coordinator

Responsibilities

- During summer/falls year prior to the tournament schedule the tournament date for the following year with the golf course.
- January/February schedule first meeting with returning committee members and discuss who to recruit for open positions.
- March through May schedule meetings as needed to plan, discuss advertising, theme, food, game idea's etc.
- Work with sponsor committee to get sponsors.
- In June contact sponsor to have t-shirt's made with design and sponsors for the back.
- Hold meetings as required to tie up any items.
- Meet with contact at the golf course to work out final details for the day.
- Work with all the committee members to keep everyone on track, communicate with the board or board contact member for communication needs to the members.
- Work with golf course and t-shirt sponsor to have t - shirts ordered and ready.
- The day of the event work at the registration table checking in people, work with treasurer or another board member with the money bags do raffle. Set up and take down.

Communications Coordinator

Responsibilities

- The Communications Coordinator is responsible for ensuring timely communication to the CYHA membership and to the community of all relevant information pertaining to CYHA.
- Provide regular updates to the members of CYHA. Methods of delivery may include the following.
 - Website updates
 - E-mail updates
 - Social Media updates
 - Facebook
 - Twitter
 - Instagram
- Responsible for delivering messages and relative content, as directed by CYHA Officers and Directors, via SportsEngine and selected social media outlets.
- Monitor and oversee all social media activity in a manner that will uphold the positive image and values of CYHA.
- Administer the social media areas of the CYHA website.