

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position*

**Position:** Accountant

**Term:** Open

**Position Description:** Lead accountant on all aspects of budget and accounting for Chaska Chanhassen Hockey Association

**Stipend:** Hours

**Time Commitment:** 15 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Keep all member information in confidence</li> <li>Report to Treasurer/vice president and president on all issues</li> <li>Board meetings as needed</li> <li>Payment posting to members accounts</li> </ul>	<ul style="list-style-type: none"> <li>Answer all emails</li> <li>Bank reconciliations/bank balances</li> <li>Maintain QuickBooks and member balances</li> <li>Payment posting to members accounts</li> <li>All journal entries</li> <li>Credit Card payments</li> <li>Reports as needed</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Report to president and treasurer</li> <li>Post Members/Board credits in paid positions</li> <li>1099's to paid members and IRS</li> <li>Issue credits for completed dibs, fundraisers and coaches.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Report to president and treasurer</li> <li>Past due accounts</li> <li>Enter all credits</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Enter final credits</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Begin budget process</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Prepare Budgets for fall season</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Budget approval to board and posting to website for fall season/open registration</li> <li>Reports as needed</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Final budget set and posted</li> <li>Adjust accounts in QuickBooks to equal costs of level for billing</li> <li>Open registration begin entering registration into QuickBooks</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Enter registrations into QuickBooks</li> <li>Posting all payments, begin payment plans, work with members on registration</li> <li>Get contracts signed</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Enter registrations into QuickBooks</li> <li>Put together accounting back up for Filing taxes with accountants</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> <li>Audit</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Enter registrations into QuickBooks</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Enter registration into QuickBooks</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Compute final assessments for budget</li> <li>Post final assessments on accounts</li> <li>Credits for concessions</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position*

**Position:** Accountant -- Assistant

**Term:** Open

**Position Description:** Enter income and expense line item data. Works all charges and credits to members accounts. Utilize timecard for hourly billing

**Stipend:** Choose an item.

**Time Commitment:** 15 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Keep all member information in confidence</li> <li>Ensure all members have paid in full or approved payment plans</li> <li>Alert Treasurer of budget category overruns</li> </ul>	<ul style="list-style-type: none"> <li>Prepare in season unpaid for Commissioners and Treasurer</li> <li>Pick up CCHA mail at PO Box</li> <li>Summarize monthly unpaid</li> <li>Enter check deposits and CCHA checks into QuickBooks</li> <li>Track volunteer checks</li> <li>Deposit checks from PO box</li> <li>Distribute bills to treasurer and ice coordinator.</li> </ul>
<b>January</b>		<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>February</b>		<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>March</b>		<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>April</b>		<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Set up reports for current association year</li> </ul>	<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>June</b>		<ul style="list-style-type: none"> <li>Monthly tasks as noted above</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Run registration reports for Commissioners and board</li> <li>Send out invoices with Balances prior to registration opening</li> </ul>	<ul style="list-style-type: none"> <li>Run reports for Commissioners and Board</li> <li>Monthly tasks as noted above</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Run registration reports for Commissioners and board</li> </ul>	<ul style="list-style-type: none"> <li>Run reports for Commissioners and Board</li> <li>Monthly tasks as noted above</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Run registration reports for Commissioners and board</li> </ul>	<ul style="list-style-type: none"> <li>Work with parents on fee commitment plans, pre tryouts</li> <li>Provide weekly registration updates to the BOD</li> <li>Monthly tasks as noted above</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Run registration reports for Commissioners and Board</li> <li>Update Deposit report for Volunteer Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Work with parents on fees pre tryout</li> <li>Monthly tasks as noted above</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Run registration reports for Commissioners and Board</li> <li>Update Deposit report for Volunteer Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Work with parents on fees pre tryout</li> <li>Monthly tasks as noted above</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Run registration reports for Commissioners and Board</li> <li>Final Assessments sent out to members</li> </ul>	<ul style="list-style-type: none"> <li>Distribute final assessments</li> <li>Monthly tasks as noted above</li> </ul>

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position Description*

**Position:** Apparel Coordinator

**Term:** Open

**Position Description:** Lead the annual order drive for CCHA apparel.

**Stipend:** Yes

**Time Commitment:** 7 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Build and maintain online store-learn the current online store program</li> <li>• Provide an online store to the association members to purchase CCHA apparel</li> <li>• Continue to research other associations for creative apparel ideas</li> <li>• Utilize a multi supplier, multi pass bid process to insure the maximum / fair margin for CCHA</li> <li>• Promote and support CCHA teams</li> <li>• Work with CCHA Treasurer regarding payment information for the online store</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with the online store web provider</li> <li>• Up to date information on the website about ordering and pick up information</li> <li>• Maintain Apparel page on the CCHA website</li> <li>• Maintain partnerships with vendors</li> <li>• Travel to vendors multiple times to research new items, place orders, pick up items</li> <li>• Delivery and distribution of apparel items to association</li> </ul>
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>	<ul style="list-style-type: none"> <li>• Research apparel items for the online store</li> </ul>	
<b>June</b>	<ul style="list-style-type: none"> <li>• Research apparel items for the online store</li> <li>• Order hats</li> <li>• Order “buy now” apparel for Skate Day</li> </ul>	<ul style="list-style-type: none"> <li>• Keep same warm ups for 2 seasons. After 2nd season make sure new warm up can coordinate with previous warm up (so they can mix)</li> <li>• Important that warm ups are sized in both adult and youth sizes</li> <li>• New trends in fan apparel</li> <li>• Work with vendors on new items in the industry</li> <li>• Work with vendors on ordering dates</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• Research apparel items for the online store</li> <li>• Choose apparel to be in the online store</li> <li>• Build online store</li> </ul>	<ul style="list-style-type: none"> <li>• Place ordering information such as pictures, pricing, etc. to online store</li> <li>• Troubleshoot online store</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Continue to build online store</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare to have online store go live</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Online store goes live</li> <li>• Communicate to association important dates</li> <li>• Skate Day-have samples for members to try on</li> <li>• Ordering information sheet for online store</li> <li>• Ordering online starts</li> <li>• Buy now merchandise to be at Skate Day</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure online store is ready for ordering</li> <li>• Coordinate Eblast to members</li> <li>• Build apparel ordering information sheet that members can use when trying on items and then take with them to order online</li> <li>• Have samples in all sizes for all apparel for members to try on at Skate Day</li> <li>• Be at Skate Day to answers questions and help size</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Another try on apparel day at a rink</li> <li>• First round of apparel ordering is complete</li> </ul>	<ul style="list-style-type: none"> <li>• Have samples in all sizes for all apparel for members to try on and be there to answer questions</li> <li>• Orders must be completed by a certain date to ensure pick up before Thanksgiving tournaments</li> <li>• Members can still order for second round</li> </ul>

<b>November</b>	<ul style="list-style-type: none"> <li>• Pick up of first round orders</li> <li>• Second round ordering complete</li> <li>• Put online store on "sleep mode"</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up apparel at vendor site</li> <li>• Set up 2 apparel pick up dates for first round of apparel orders at the rinks</li> <li>• Close out second round of ordering to be picked up before Christmas</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Pick up of second round orders</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up apparel at vendor site</li> <li>• Set up apparel pick up of second round orders</li> </ul>

# Chaska Chanhassen Hockey Association

## Key Volunteer Position

**Position:** Brick City CCHA – Tournament Director (2)

**Term:** Open

**Position Description:** Manage and continue to develop the Annual Thanksgiving CCHA Brick City Tournament

**Stipend:** Yes

**Time Commitment:** 10 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Put on a successful event</li> <li>Work with the Volunteer Coordinator, Level Commissioner(s), Ice Coordinator and BOD</li> <li>Contact vendor partners</li> <li>Recruit past and new Associations for participation</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Policy – 2 sheets recruit volunteers with 4 sheets participating families must work a single two hour shift</li> <li>A strong control book exists for documentation</li> <li>Track P&amp;L while establishing a healthy mix of player experience vs profit</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Any necessary follow-up with teams; score sheets, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Present P&amp;L, did good, do better summary at the BOD Meeting</li> <li>Send Thank you notes to sponsors</li> </ul>
<b>February</b>		
<b>March</b>		
<b>April</b>	<ul style="list-style-type: none"> <li>Check in with all rinks and let them know if HS games will be scheduled</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>Check with Let's Play hockey on their tournament issue and deadline for listing in the June issue</li> </ul>	<ul style="list-style-type: none"> <li>Place ad in Let's Play Hockey</li> <li>Begin Association Participation Drive</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Get registration form ready, so teams can sign up.</li> <li>Update the Tournament tab website with dates, any sponsors, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Start looking for sponsorships and update sponsor letter.</li> <li>Start getting vendor commitments and update vendor letter.</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Open registration</li> </ul>	<ul style="list-style-type: none"> <li>Cont from June</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Check on team registration. If need be, send emails and invite teams</li> </ul>	<ul style="list-style-type: none"> <li>Get quotes for trophies, t-shirts, pins, etc.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Continue recruiting teams if necessary</li> <li>Start planning/mapping master schedule.</li> <li>After D6 Tourney mtg., finalize tourney rules</li> </ul>	<ul style="list-style-type: none"> <li>Attend D6 Tourney director meeting</li> <li>Secure Medical team</li> <li>Create budget spreadsheet and continue to update until present to board in Jan.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Finalize teams –collect rosters for program</li> <li>Order Trophies, t-shirts, programs, pins, etc.</li> <li>Post volunteer hours through Volunteer Coor.</li> <li>Finalize schedule</li> <li>Send schedule to rinks, medical team, D6 and ice coordinator.</li> <li>Pay D6 refs</li> </ul>	<ul style="list-style-type: none"> <li>After or at Team Parent meetings post the two hour mandatory shift (4 sheets) or recruit to fill shifts on two rinks, promote event immediate sign up for raffle etc</li> <li>Publish dibs hours before concession hours.</li> <li>Send tourney registration to D6 along with check.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Lower price if short a team or 2</li> <li>Finalize all programs, t-shirts, trophies, etc.</li> <li>Make rink packets for each rink</li> <li>Email all team managers with rules, schedule, etc. Ask for roster labels.</li> <li>Attend event all 3 days. Collect roster labels, keep track of volunteers, check in teams.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with both rinks to finalize vendor tables, tournament set-up, etc.</li> <li>Set-up night before event.</li> <li>Get cash from treasurer for cash bags at each rink.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Update spreadsheet and keep track of unsold items (t-shirts, pins, etc.)</li> <li>Many teams will need score sheets faxed or scanned to them</li> </ul>	

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position*

**Position:** Concession Coordinator (2)

**Term:** Open

**Position Description:** Coordinate day to day operations of one of the concession stands located at Chaska Community Center and Victoria Recreation Center. Maintain necessary staffing levels and reports.

**Stipend:** Yes

**Time Commitment:** 20 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Responsible for all aspects of concession stand operation</li> <li>• Ensure product is stocked and available</li> <li>• Report results to Board</li> <li>• Coordinate schedule with workers</li> <li>• Manage payroll to HS workers</li> <li>• Attend monthly board meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Daily/Weekly visits to stand(s) to ensure it is prepared for opening.</li> <li>• Communicate with other Concession Coordinator regarding needs of the stand</li> <li>• Daily review (in season) of reports to make sure stand staffed</li> <li>• Post and track shifts in Dibs</li> </ul>
<b>January</b>		<ul style="list-style-type: none"> <li>• Staff and stock stand</li> <li>• Post and track all shifts in Dibs</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Plan for staffing needs for upcoming Jamboree and Ice Show</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and stock stand</li> <li>• Post and track all shifts in Dibs</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Coordinate Jamboree concessions (VRC)</li> <li>• Coordinate Ice Show concessions (CCC)</li> <li>• Coordinate End of year Tournament concessions</li> <li>• Reconcile volunteer shifts/ice credits</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and stock stand</li> <li>• Post and track all shifts in Dibs</li> <li>• Coordinate additional vendors for tournaments</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Close out stands</li> <li>• Complete end of year reports and paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• Manage excess inventory</li> <li>• Clean out concession stands, shut down equipment</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Clear out old reports</li> <li>• Organize/file paperwork from the year</li> </ul>	
<b>June</b>	<ul style="list-style-type: none"> <li>• Review pricing with current vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss products with other coordinators – what worked/what didn't</li> <li>• Price shop vendors</li> </ul>
<b>July</b>		
<b>August</b>	<ul style="list-style-type: none"> <li>• Create new season spreadsheets for volunteer and ice credit shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Work on calendar for upcoming season/year.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Prepare stands for opening of season</li> <li>• Clean and organize products</li> <li>• Create Dibs for volunteer and ice credits</li> <li>• Set up registers</li> <li>• Present at parent meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Clean stand</li> <li>• Run Dibs report</li> <li>• Initial bank run</li> <li>• Reset everything for beginning of year</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Keep stands staffed</li> <li>• Present at parent meetings</li> <li>• Train workers – HS and Association</li> <li>• HS paperwork setup</li> <li>• Prepare for Brick City tournament</li> <li>• Weekly Costco runs</li> </ul>	<ul style="list-style-type: none"> <li>• Create Dibs for volunteer and ice credit shifts</li> <li>• Coordinate Saturday trainings for stands</li> <li>• Fill out state paperwork</li> <li>• Bring in additional food vendors and extra staff as needed.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Keep stands staffed</li> <li>• Create Dibs for volunteer &amp; ice credit shifts</li> <li>• Reconcile monthly paperwork</li> <li>• Weekly Costco runs</li> <li>• Prepare &amp; finalize for Brick City tournament</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate extra food and volunteers</li> <li>• Deposit checks</li> <li>• Attend Monthly board meetings</li> <li>• Complete shifts</li> </ul>

**December**

- Keep stands staffed
- Prepare for High School games
- Create Dibs for volunteer & ice credit shifts
- Reconcile monthly paperwork
- Weekly Costco runs

- Coordinate extra food and volunteers
- Deposit checks
- Attend Monthly board meetings
- Complete shifts

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position*

**Position:** Director of Team Management

**Term:** Open

**Position Description:** Serves as the Team Manager mentor and trainer. First point of contact to team managers at all levels when questions or help needed. Enthusiastic supporter of active team management. Communicate with team managers throughout the season.

**Stipend:** Hours

**Time Commitment:** 6 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Serves as point of contact for team managers at all levels</li> <li>Communicates with team managers frequently.</li> <li>Coordinates Team Manager training sessions</li> </ul>	<ul style="list-style-type: none"> <li>Reviews team website pages periodically</li> <li>Encourages team managers to be active and fully utilize their team pages</li> <li>Update Team Manager admin pages on the website in coordination with Registrar</li> <li>Keeps clock/scoresheet training documents up to date.</li> <li>Leads clock/scoresheet training as needed/requested by levels.</li> </ul>
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>July</b>		
<b>August</b>		
<b>September</b>	<ul style="list-style-type: none"> <li>Set team manager training dates to correspond when teams are set</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>Upper Level Team manager training</li> </ul>	
<b>November</b>	<ul style="list-style-type: none"> <li>Mite Level team manager training</li> </ul>	
<b>December</b>		

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position Description*

**Position:** Equipment Manager

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

# Chaska Chanhassen Hockey Association

## Key Volunteer Position

**Position:** Ice Coordinator

**Term:** Open

**Position Description:** Serve as lead for the Ice Coordinator roles with CCHA. Responsible for daily email contact with membership, board and key volunteers. Work with Board, HDC and at the district level to 2,000+ hours of ice per year. Work collaboratively with Ice Coordinator II. Actively manage the facility relationships by serving as primary point of contact. Time commitment is 700 hours per year with heaviest hours in October (200) and other months as detailed below. Attention to detail and highly accurate data entry a must.

**Stipend:** Hours

**Time Commitment:** See below for hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Works with Ice Coordinator II in 20-25 meetings per year to schedule ice, and allocate to MYHA</li> <li>• Attends board meetings, and occasional HDC meetings</li> <li>• Attends annual meetings with facilities</li> <li>• Point of contact for membership through daily management of ice coordinator email account</li> <li>• Attends parent meetings, updates PowerPoint slides relating to ice</li> <li>• Attends team manager training</li> <li>• Educates board, HDC and membership each year, setting expectations upfront</li> <li>• Follows ice scheduling parameters to assign practices and games according to CCHA priorities.</li> <li>• Reviews bills from ice arenas, approves for payment</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize MaxIce ice-scheduling software</li> <li>• Work with rink managers on ice condition issues, schedules, emergencies etc.</li> <li>• Be on call 7 days per week, M-F until 9pm, Sat/Sun 7am to 9pm if issues arise at rinks (team managers and rink contacts have your cell number and are directed to call you first)</li> <li>• Prepare ice statistics for final assessments communicate to board</li> <li>• Works with MYHA to sublet Victoria ice each year per contract</li> <li>• Procure Certificate of Insurance for rinks</li> <li>• Serve as the lead on Ice and Concession Contracts</li> <li>• Facilitates game reschedules</li> <li>• Answer emails within 24 hours</li> <li>• Constantly manage unassigned ice so that it is either turned back, or used.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 70</li> <li>• Schedule remaining practice hours through end of season</li> <li>• Review December ice bills</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 practice scheduling meetings</li> <li>• Update ice stats spreadsheet</li> <li>• Calculate billing, review calendars for fairness, adjust and upload</li> <li>• If HS games are cancelled, facilitate use of ice and do reschedules of our teams as needed</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 50</li> <li>• Miscellaneous practice scheduling</li> <li>• Review January ice bills</li> </ul>	<ul style="list-style-type: none"> <li>• 1 practice scheduling meeting</li> <li>• Estimate and procure playoff ice for post-season teams</li> <li>• Update ice stats spreadsheet</li> <li>• Calculate billing, review calendars for fairness, adjust and upload</li> <li>• If HS games are cancelled, facilitate use of ice and do reschedules of our teams as needed</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 10</li> <li>• Review season, notes for next year</li> <li>• Review February ice bills</li> </ul>	<ul style="list-style-type: none"> <li>• 1 meeting to review season</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 5</li> <li>• Review March ice bills</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 5</li> <li>• Review and update ice scheduling parameters based on HDC and Board initiatives for upcoming season</li> </ul>	

<b>June</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 5</li> <li>• Draft tryout schedule</li> <li>• Secure fall pre-season ice</li> <li>• Remind commissioners of tournament scheduling expectation</li> </ul>	<ul style="list-style-type: none"> <li>• Fall mite camps</li> <li>• Pre-season clinics</li> <li>• Tryouts</li> <li>• Tournaments should be booked by August 1<sup>st</sup>, all possible dates noted to be blocked off</li> <li>• Set up new season in MaxIce, input Tryout hours manually</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 15</li> <li>• Present Tryout schedule draft to HDC and board</li> <li>• Meet with HDC to define Skills Clinic parameters and Tryout schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Work with rink managers on scheduling expectations, priorities, secure fall ice.</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 50</li> <li>• Request season ice from rinks</li> <li>• Finalize tryout schedule</li> <li>• Request tournaments from board</li> <li>• Meet with Ice Coord. II to pull mite hours, skills clinics, goalie clinics, D6 game times</li> <li>• Forward Skills Clinic schedule to HDC for approval</li> <li>• Meet with Ice Coord. II to allocate MYHA hours, turn over to MYHA</li> <li>• Brick City tournament, Mite Jamboree and any other tournaments MUST have dates finalized before MYHA allocation</li> </ul>	<ul style="list-style-type: none"> <li>• Request data files from rinks for full season</li> <li>• Based on high school game schedules and CCHA tourney dates, analyze practice slots from prior season, assign MYHA ice</li> <li>• Manually enter all CCHA team tournaments into MaxIce</li> <li>• Enter mite hours, skills clinics, goalie clinics, D6 game hours</li> <li>• Meet with rink managers to go over season ice and 1<sup>st</sup> set of data files</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 100</li> <li>• Prep for game draws</li> <li>• Schedule practices through mid Nov with Ice Coord. II</li> <li>• Prepare calendars for game draws</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 practice scheduling meetings</li> <li>• Set Upload parameters on CCHA website, test upload</li> <li>• Load tryout schedule to tryout page</li> <li>• Analyze slots by weekday and weekend</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 200</li> <li>• Game draws – tentatively Oct 2, 4, 7 &amp; 9</li> <li>• Schedule practices through Dec</li> <li>• Set expectations with team mgrs and scrimmage mgrs once teams are set</li> <li>• Request first set of block-off dates from team mgrs.</li> <li>• Review September ice bills</li> </ul>	<ul style="list-style-type: none"> <li>• 4 game draw dates</li> <li>• 2 practice scheduling meetings</li> <li>• Data entry after meetings</li> <li>• Roll forward initial ice stats spreadsheet</li> <li>• Calculate billing, review calendars for fairness, adjust and upload</li> <li>• Exchange data files with rinks, meet in person to review</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 100</li> <li>• 14U game draw mid Nov, JG game draw Mon night after Thanksgiving</li> <li>• Schedule practices through January</li> <li>• Request Dec. block-off dates from team mgrs.</li> <li>• Review October ice bills</li> </ul>	<ul style="list-style-type: none"> <li>• 2 game draws</li> <li>• 1-2 practice scheduling meetings</li> <li>• Update ice stats spreadsheet</li> <li>• Calculate billing, review calendars for fairness, adjust and upload</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 80</li> <li>• Request January block-off dates from team mgrs.</li> <li>• Schedule practices through Feb</li> <li>• Request outdoor ice schedule from City of Chanhassen, assign outdoor practices</li> <li>• Review November ice bills</li> </ul>	<ul style="list-style-type: none"> <li>• 2 practice scheduling meetings</li> <li>• Update ice stats spreadsheet</li> <li>• Calculate billing, review calendars for fairness, adjust and upload</li> <li>• If HS games are cancelled, facilitate use of ice and do reschedules of our teams as needed</li> <li>• Manually enter outdoor ice times to MaxIce</li> </ul>

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position*

**Position:** Ice Coordinator Assistant

**Term:** Open

**Position Description:** Work with Ice Coordinator to schedule 2,000+ hours ice for CCHA teams. Attend all D6 game draws. Serve as backup to Ice Coordinator. Attend board meetings, HDC meetings, and meetings with facility contacts as needed. Become familiar with MaxIce software. Position will require 20-25 meetings per year for a total of 100 hours per calendar year. Largest time commitment is August through January.

**Stipend:** Yes

**Time Commitment:** 12 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Works with Ice Coordinator to schedule ice and allocate to MYHA</li> <li>• Attends occasional board meetings, HDC meetings or meetings with facility contacts</li> <li>• Must be available for 20-25 meetings of 4-6 hour duration each year as detailed below</li> <li>• Follows ice scheduling parameters to assign practices and games according to CCHA priorities.</li> <li>• Help review and proof</li> </ul>	<ul style="list-style-type: none"> <li>• Become familiar with MaxIce software</li> <li>• Become knowledgeable about CCHA best practices as applied to assigning ice</li> <li>• Access to Ice Coordinator gmail account in order to serve as backup</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 10</li> <li>• Schedule practice hours through end of season</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 meetings</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 5</li> <li>• Miscellaneous practice scheduling</li> </ul>	<ul style="list-style-type: none"> <li>• 1 meeting</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 5</li> <li>• Review season, notes for next year</li> </ul>	<ul style="list-style-type: none"> <li>• 1 meeting</li> </ul>
<b>April</b>		
<b>May</b>	<ul style="list-style-type: none"> <li>• Estimated hours: none</li> <li>• Review and update ice scheduling parameters based on HDC and Board initiatives for upcoming season</li> </ul>	<ul style="list-style-type: none"> <li>• 1 meeting possible</li> </ul>
<b>June</b>		
<b>July</b>		
<b>August</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 10</li> <li>• Allocate MYHA hours</li> <li>• Meet to pull mite hours, skills clinics, goalie clinics, D6 game times</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 meetings</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 20</li> <li>• Preparation for game draws</li> <li>• Schedule practices through mid Nov</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 practice scheduling meetings</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 25</li> <li>• Game draws</li> <li>• Schedule practices through Dec</li> </ul>	<ul style="list-style-type: none"> <li>• 4 game draw dates</li> <li>• 2 practice scheduling meetings</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 15</li> <li>• 14U game draw mid Nov, JG game draw Monday after Thanksgiving</li> <li>• Schedule practices through Jan</li> </ul>	<ul style="list-style-type: none"> <li>• 2 game draws</li> <li>• 1-2 practice scheduling meetings</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Estimated hours: 10</li> <li>• Schedule practices through Feb</li> <li>• Assign outdoor ice</li> </ul>	<ul style="list-style-type: none"> <li>• 2 practice scheduling meetings</li> </ul>

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position*

**Position:** Meeting Room/Team Photographer Coordinator

**Term:** Open

**Position Description:** Serves as point of contact for both facilities to schedule meeting rooms. Coordinates team photos in Nov/Dec. Sets up Mandatory Parent Meetings. Coordinate any other CCHA meetings as requested.

**Stipend:** Hours

**Time Commitment:** 5 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Works with CCHA board, Key Volunteers and Ice Coordinator to schedule meeting room requests</li> <li>• Serves as point of contact for both facilities to schedule meeting rooms</li> <li>• Coordinates Team Photos</li> <li>• Serves as point of contact with photography company</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors 52 hour allocation of free hours at CCC</li> <li>• Reminds teams and board that free hours should be used first before booking at Victoria</li> <li>• Reminds teams of 2-day notice rule</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Request date for StormHawk Awards</li> </ul>	
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>July</b>		
<b>August</b>	<ul style="list-style-type: none"> <li>• Decide on team photo vendor</li> <li>• Set dates, request gym</li> <li>• Set dates for parent meetings based on Tryout schedule, request rooms</li> </ul>	
<b>September</b>		<ul style="list-style-type: none"> <li>• Works with Ice Coordinator to develop Team Photo schedule</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Provide slides for Team Mgr training PowerPoint re: expectations for requesting meeting rooms</li> </ul>	
<b>November</b>		
<b>December</b>		

# 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
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Know coach certification program (on site and online components)</li> <li>Handle any insurance claims through USA Hockey</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with D6 Registrar</li> <li>Obtain D6 waiver forms, work with President on waiver in/out</li> <li>Communicate infrequently offered level 4 certification sessions</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Finish Coaching certification</li> </ul>	<ul style="list-style-type: none"> <li>Send out supplemental rosters starting Jan. 1<sup>st</sup></li> <li>Provide D6 with reports on Coaches CEP</li> </ul>
<b>February</b>		
<b>March</b>		
<b>April</b>		<ul style="list-style-type: none"> <li>Provide predicted numbers for all levels for the High School coaches</li> </ul>
<b>May</b>		<ul style="list-style-type: none"> <li>Provide input and assistance for the registration build, noting age compliance by level</li> <li>Birth Certificate request include on registration</li> </ul>
<b>June</b>		
<b>July</b>		
<b>August</b>	<ul style="list-style-type: none"> <li>Attend D6 Registrar Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Review Registration signups for age compliance</li> <li>Communicate with D6 for new requirements such as Safesport, Concussion awareness etc</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Spreadsheet setup for new coaches all levels</li> <li>Pull online Registration</li> <li>Setup team declarations in Cybersport software</li> <li>Provide reports to D6 Registrar as needed</li> </ul>	<ul style="list-style-type: none"> <li>Pull on line registration for players and email signature acknowledgements</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Obtain coaches list</li> <li>Pull coach and player registration</li> <li>Create Rosters</li> <li>Attend and help with team manager meetings</li> </ul>	<ul style="list-style-type: none"> <li>Send coach cert steps, class offering locations, point to website areas.</li> <li>Obtain team information after tryouts</li> <li>D6 approval of official rosters</li> <li>Provide team managers with team binders with official rosters</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Obtain coaches list</li> <li>Pull coach and player registration</li> <li>Create Rosters</li> <li>Attend and help with team manager meetings</li> </ul>	<ul style="list-style-type: none"> <li>Send coach cert reminders</li> <li>Communicate concerns with level commissioners and Execs</li> <li>Continue to verify school and residency for all players</li> <li>D6 approval of official rosters</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Submit final rosters at month end</li> </ul>	<ul style="list-style-type: none"> <li>Send coach cert reminders</li> <li>Final D6 approval of official rosters</li> </ul>

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position Description*

**Position:** SafeSport Coordinator

**Term:** Open

**Position Description:** SafeSport Coordinator ensures that player's safety is of the highest priority and training of and enforcement of the policies occurs at the team level to address and protect our players from sexual abuse, physical abuse, emotional abuse, bullying, threats and harassment and hazing.

**Stipend:** Hours

**Time Commitment:** 3 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Manage and enforce Locker Room Policy, Social Media, Mobile Electronic Communications Policy, Travel Policy, and Billeting Policy.</li> <li>Ensure the USA Hockey SafeSport Policy is being implemented by all CCHA teams and that all teams are in compliance and reporting misconduct, violations and compiling information on disciplinary issues and reporting such information to District 6 and MN Hockey.</li> </ul>	
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>July</b>		
<b>August</b>		
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position Description*

**Position:** StormHawk Awards Director

**Term:** Open

**Position Description:** Year ending celebration event for CCHA student athletes. The Director will manage the event, coordinate the team and manage progress.

**Stipend:** Yes

**Time Commitment:** 5 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly		
January		
February	<ul style="list-style-type: none"> <li>• Build Team &amp; Conduct Planning Session</li> <li>• Obtain confidential Registrar list for team and player grade review check list</li> <li>• Secure the date, work around the Wild schedule. Secure the keynote speaker OR look at a video clip approach</li> </ul>	<ul style="list-style-type: none"> <li>• Begin reaching out to the planning team</li> <li>• Line up High School Coaches</li> <li>• Utilize last year's presentation</li> <li>• Book the Chan HS auditorium</li> <li>• Round up raffle prizes and sponsors</li> </ul>
March	<ul style="list-style-type: none"> <li>• Insure high level program and tactics are assigned and on track</li> <li>• High Level Program track: a. Work to secure keynote speaker, b. Confirm High School Coaches, c. Line up Announcers, d. Coordinate with Director, e. CCHA President to assist on high level program</li> <li>• Recognize the varying interest level of the young and older youth audience. Keep it efficiently short but not rushed</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct two report card review sessions at Victoria HS. Insure the order of qualified students matches the program for announcements, certification and t-shirt size for organized distribution</li> <li>• Report cards typically avail after 3/15</li> <li>• Coordinate planning around Spring Break</li> <li>• Print Recognition Certificates</li> <li>• Work web Email blasts and para page</li> <li>• Work T shirt design, line up sponsors, obtain size and qty from report card turn in data</li> <li>• Extra prize awarded for 100% team participation.</li> <li>• Raffle tickets needed, separate by girls and boys, call in ratio of CCHA#. Must grab the raffle tickets and dial in the process ahead of time. NOTE to shorten program look at having the players up on stage only one time.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Final Prep (T Shirt, Certification, Sponsors, verify event participant attendance)</li> <li>• Send out a reminder email to all Coaches, announcers, key note speaker as a reminder.</li> <li>• Follow up with thank you to participants and sponsors</li> </ul>	<ul style="list-style-type: none"> <li>• Prep program, insure player order matches, wait till after students are locked and speakers are confirmed. Place certificate and t-shirt in program order.</li> <li>• Event night show up at 5:00PM set up tables, order certs / t shirts. Dry run with AV person</li> </ul>
May		
June		
July		
August		
September		
October		
November		
December		

# Chaska Chanhassen Hockey Association

## Key Volunteer Position

**Position:** Volunteer Coordinator

**Term:** Open

**Position Description:** Recruit, coordinate and track member volunteer efforts and activity..

**Stipend:** Yes

**Time Commitment:** 15 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Recruit for volunteer roles and general member participation.</li> <li>Set up and track dibs volunteer shifts</li> <li>Attend a minimum of 4 BOD meetings (August, September, February, March are most crucial)</li> <li>Coordinate volunteers needed for CCHA events</li> <li>Proactive communication to members regarding volunteer needs throughout year.</li> </ul>	<ul style="list-style-type: none"> <li>Work closely with the concessions team</li> <li>Reach out to event coordinators for event volunteer tracking.</li> <li>Ensure volunteer policy is up to date and reference volunteer guideline and role descriptions</li> <li>Match served concession shifts with concession managers.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>At month end notify members that are behind on their volunteer commitment</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>Cross-reference all (rostered) coaches and managers with Registrar</li> <li>Confirm with team managers that all roles were fulfilled.</li> <li>Post Jamboree Shifts</li> </ul>	<ul style="list-style-type: none"> <li>Document roles for each team</li> <li>Issue hours on website</li> <li>Communicate proactively on late season events/tasks where volunteers need to fill their requirement</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Work with Jamboree/Carver Cup coordinators to determine roles for credit.</li> <li>Make sure all Jamboree hours are issued</li> <li>Report year-end data to the BOD.</li> <li>Request approval on shortage case credits</li> <li>Determine District/Region/State volunteer shifts</li> </ul>	<ul style="list-style-type: none"> <li>Provide master spreadsheet to the President for presentation data at upcoming parents meetings</li> <li>Issue hours to board members, HDC, key volunteers, and approved misc. hours.</li> <li>Post District/Region/State shifts if needed</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Issue District/Region/State hours</li> <li>Determine StormHawk volunteer needs</li> <li>Final cross check of hours with checks</li> </ul>	<ul style="list-style-type: none"> <li>Cross-reference every member's check with hours.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Issue StormHawk hours (determine current or next season needs)</li> <li>Destroy/cash checks</li> </ul>	<ul style="list-style-type: none"> <li>Shred checks of completed hours.</li> <li>Turn checks to be cashed into accountant</li> <li>May-August check e-mail daily</li> </ul>
<b>June</b>		
<b>July</b>	<ul style="list-style-type: none"> <li>Write/Up-Date Volunteer Policy</li> </ul>	<ul style="list-style-type: none"> <li>Turn copy of final Volunteer Policy into Webmaster to post to web site.</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Post Golf Tournament Volunteer Shifts</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate Tryout shifts needed, post</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Coordinate all Tryout shifts with the tryout team</li> <li>Post Tryout Volunteer Shifts</li> <li>Attend parent try-out meetings as needed</li> </ul>	<ul style="list-style-type: none"> <li>Work with team on shift timing placement on the web</li> <li>Write/Edit Volunteer Slide for parent tryout meetings</li> <li>Set up spreadsheet for miscellaneous volunteers (manage throughout season)</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Tryouts continued</li> <li>Collect volunteer checks from accountant and Premiere Card coordinator.</li> <li>File and store all volunteer checks.</li> <li>Cross-reference with accountant that all checks are collected</li> </ul>	<ul style="list-style-type: none"> <li>Make, distribute, and collect sign-sheets for tryouts</li> <li>Determine Brick City tournament shifts</li> </ul>

<b>November</b>	<ul style="list-style-type: none"><li>• Issue all tryout shift hours</li><li>• Post Brick City Volunteer Shifts</li><li>• Post Rookie Camp/Photography volunteer shifts as requested.</li></ul>	<ul style="list-style-type: none"><li>• Make accountant aware of no-shows and \$25 charges.</li><li>• Make, distribute, and collect sign-sheets for Brick City</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>• Make sure all Brick City shift hours are issued.</li></ul>	

# Chaska Chanhassen Hockey Association

## *Key Volunteer Position Description*

**Position:** Webmaster

**Term:** Open

**Position Description:** Responsible for the layout, design, and architecture of the website. Keep all information on website current. Engage with board, key volunteers and team managers to solicit information on CCHA events and activities. Look to NGIN support and other NGIN websites for structure and design ideas. Initiate periodic surveys of membership. Review all Registration builds.

**Stipend:** Yes

**Time Commitment:** 7 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Work collaboratively with Asst. Webmaster on all aspects of the website and associations needs.</li> <li>Annual updates to more static pages. Keep homepage, calendar and events page fresh.</li> <li>Design and organize pages and links within website; keep website structure user-friendly</li> <li>Trusted with Webmaster privilege access</li> <li>Requests registration builds from NGIN</li> <li>Proactively seek hockey-related content from outside CCHA to be posted on our website.</li> </ul>	<ul style="list-style-type: none"> <li>Stay current on NGIN support, page and website capabilities</li> <li>Study the survey capability of the NGIN platform</li> <li>Trains team managers to use NGIN platform to edit their team pages, as needed.</li> <li>Verify membership web privilege set ups</li> <li>Deactivate out of date privileges</li> <li>Initiate periodic surveys of members</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Review build request for Election and Coaches Evaluations</li> <li>Post Open roles for next season</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>Post Elections registration to site</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>Review build request for Spring Rookie Camp registration</li> <li>Update Board page after Election results final</li> </ul>	<ul style="list-style-type: none"> <li>Set up Google Docs and email systems for the new elected BOD member and volunteer teams</li> <li>Update permissions for new BOD members and Key Volunteer roles.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Present long-term vision, service expectation and ideas to the BOD</li> <li>Work with Asst. Webmaster to role forward team pages.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with Asst. Webmaster in early April to prepare for April board meeting presentation</li> <li>Create new season, set as current.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Review build request for Golf Tournament and Online Payments</li> </ul>	
<b>June</b>	<ul style="list-style-type: none"> <li>Review build request for Season Registration and Coach Application</li> <li>Update static pages as needed</li> </ul>	
<b>July</b>	<ul style="list-style-type: none"> <li>Review build request for Fall Rookie Camps and Volunteer Registration</li> <li>Update static pages as needed.</li> </ul>	
<b>August</b>	<ul style="list-style-type: none"> <li>Review build request for Brick City Tourney registration</li> <li>Review build request for Coach/Team Manager Registration</li> </ul>	
<b>September</b>		<ul style="list-style-type: none"> <li>Set up web rosters/permissions as teams are announced.</li> <li>Serve as a backup for postings of tryout pool schedule postings</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Trains team managers to use NGIN platform to edit their specific team pages, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Set up web rosters/permissions as teams are announced.</li> <li>Serve as a backup for postings of tryout pool schedule postings</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Keep homepage/website up to date/relevant</li> </ul>	<ul style="list-style-type: none"> <li>Review website content for revisions/additions/deletions</li> </ul>

**December**

- Keep homepage/website up to date/relevant

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# Chaska Chanhassen Hockey Association

## *Key Volunteer Position Description*

**Position:** Assistant Webmaster

**Term:** Open

**Position Description:** Responsible for real-time communication on current events, timely updates to the homepage, weekly eblasts and fast response to member emails. Engage with board, key volunteers and team managers to solicit information on CCHA events and activities. Strong writer with attention to proofing and grammar. Serve as primary back-up to Webmaster.

**Stipend:** Yes

**Time Commitment:** 5 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with Webmaster on all aspects of the website and associations needs.</li> <li>• Keep homepage, calendar and events page fresh.</li> <li>• Solicit content from BOD/Key Volunteers for weekly eblasts.</li> <li>• Answer email from members within 24 hours</li> <li>• Trusted with webmaster privilege access</li> </ul>	<ul style="list-style-type: none"> <li>• There is no spell-check on the website. Must proof ALL written content</li> <li>• Obtain approval from President for eblast content and home page content</li> <li>• Post all eblasts on eblast page after sending to membership</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Submit build request for Election and Coaches Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Update homepage with school cancelation/weather/D6 information as needed.</li> </ul>
<b>February</b>		<ul style="list-style-type: none"> <li>• Update homepage with school cancelation/weather/D6 information as needed.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Submit build request for Spring Rookie Camp registration</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Roll forward all team pages to next season</li> <li>• Meet with Webmaster in early April to prepare for board presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Delete all prior season info i.e. rosters, permissions and team events(keep calendars)</li> <li>• Create new season, set as current season</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Submit build request for Golf Tournament</li> <li>• Once all payments for current season are final, submit build for new Online Payments registration</li> </ul>	
<b>June</b>	<ul style="list-style-type: none"> <li>• Request Season Registration build for upcoming hockey season</li> <li>• Request Coach Application build for upcoming hockey season</li> </ul>	<ul style="list-style-type: none"> <li>• Request review of builds from board and key volunteers</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• Request build for Fall Rookie Camps</li> <li>• Request build for Volunteer Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Create Smart Groups from Registration for each level, connect to level pages, give commissioners owner permissions</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Request build for Brick City Tourney registration</li> <li>• Request build for Coach/Team Mgr Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Set up and then keep Tryout page updated</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Provide nightly updates on player pool placements for tryouts based on information supplied.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Tryout Admins on postings</li> <li>• Keep Tryout page updated</li> <li>• Set up web rosters/permissions as teams are announced.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Provide nightly updates on player pool placements for tryouts based on information supplied.</li> <li>• Facilitates the 'contact cards' for individual teams to be mirrored to each level page as teams are announced</li> </ul>	<ul style="list-style-type: none"> <li>• Keep Tryout page updated</li> <li>• Set up web rosters/permissions as teams are announced.</li> <li>• Attend team manager training sessions/serve as backup for Webmaster</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Keep homepage/website up to date/relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Update homepage with school cancelation/weather/D6 information as needed.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Keep homepage/website up to date/relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Update homepage with school cancelation/weather/D6 information as needed.</li> </ul>

