

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.