

Hello, my name is Jody Crawford and I am interested in the Vice President - Operations and Secretary Position.

My qualifications for this position are as follows:

I have worked in the insurance industry for over 20 years. I have experience in recording keeping, accounting, paying agent salaries, drafting letters, customer billing and customer/agent service within the Life, Annuity, Home and Auto Insurance. I have worked with Windows Word and Excel for many years and I have been trained in Access but since my company did not purchase I have very limited skills in that area. By saying that, I am a fast study. I have no problem learning new concepts or systems. Previously, when my daughter was enrolled in Center Stage, it is a drama club, I handled all the bookkeeping from collecting and recording the tuition each month to purchasing the plays and sets. Also I would followed up with the parents on different volunteering jobs they chose, such as stage hand to making the costumes and sets, thus making sure we were ready for production.

We have been part of CSAHA for the last 3 years with my son. I have been involved since the start. The first year in U8, I was the team manager for Pat Kelleher for the tournaments. The next year for Squirts, I was the Squirt C team manager. I was the first manager for Squirt C in a long time. I updated the manager's book. This last season I was the co-manager, for when the manager was not able to attend the games, I kept the manager's book organized and the CC Liaison. As the Liaison, I scheduled each team and I kept an Excel worksheet for the CC games with the team that was scheduled to work. In a separate page I kept the emails/phone numbers for each Jr. Tigers teams' manager/coach. This was just a way to keep it straight for me, but it worked out when a team had to reschedule, I was able to get another team there since I had kept the file. I am very organized and keep my records up to date and available.

Since I am very friendly, most call it talkative; I know most of the managers and parents for Squirts and Peewees. This last President's Day Tourney I was the rink manager for Honnen. I was able to put names with faces from different teams such as the Bantams and House Select teams. By doing the rink manager I made a lot of new friends within CSAHA. The last 2 seasons, I have helped Brian Copeland with the tryouts for Squirts and Peewees, by checking the players in and distributing the jerseys. I have a few ideas to make that process easier and more productive, such as getting the players sizes at tryout time, so we can have the game jerseys ready for the first game. Since we already have their numbers and what team they played on last year we can be better prepared. Just little things can make us stand out from the other associations in the area. We know we have the best, but we need to show it to the new players and parents so they can see it from the start.

My schedule is flexible. I am available most nights and weekends. I normally return my emails and calls back within the day. My personal computer has Word and Excel. I have a cell phone and voice mail at my home. I do not have a fax machine.

As you can see, I am willing to help in any area that will make this organization the best for all the players and parents. I believe what I am lacking in knowledge I would be able to obtain with some assistance.

Thank you for your consideration.

Jody Crawford