

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. Responsible for real-time communication on current events, timely updates to the homepage, weekly eblasts and fast response to member emails. Initiate, review and test all Registration builds. Engage with board and key volunteers to solicit information on CCHA events and activities. Strong writer with attention to proofing and grammar.

Stipend: Yes

Time Commitment: 15 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Annual updates to more static pages. Keep homepage, calendar and events page fresh. Design and organize pages and links within website; keep website structure user-friendly Solicit content from BOD/Key Volunteers for weekly eblasts. Trusted with Webmaster privilege access Requests registration builds from SportsEngine Maintain Email system for the association 	<ul style="list-style-type: none"> Pull reports as needed from all registrations. Work closely with Ice Coordinator, Volunteer Coordinator, Accountant and Registrar Stay current on SportsEngine capabilities, support and updates. Verify membership web privilege set ups Deactivate out of date privileges/members Initiate periodic surveys of members Weekly emails to association
January	<ul style="list-style-type: none"> Build registration for Election, Key Volunteers and Coaches Evaluations Post Open roles for next season 	<ul style="list-style-type: none"> Pull information for finalization of Volunteer Credits
February	<ul style="list-style-type: none"> Post Elections registration to site Post Parent/Coaches Survey to site 	<ul style="list-style-type: none">
March	<ul style="list-style-type: none"> Update Board page after Election results final Work with Volunteer Coordinator to pull reports for Volunteer Requirement Verification 	<ul style="list-style-type: none"> Revise emails/passwords for the new BOD members and volunteer teams Update permissions for new BOD members and Key Volunteer roles.
April	<ul style="list-style-type: none"> Present long-term vision, service expectation and ideas to the BOD 	<ul style="list-style-type: none"> Disable all team pages Work with Volunteer Coordinator/Accountant/Treasurer regarding Volunteer Checks to be cashed
May	<ul style="list-style-type: none"> Build registration for Golf Tournament, upon request from Tournament director 	
June	<ul style="list-style-type: none"> Build registration request for Season Registration Build registration for Coaches Application Update static pages as needed 	<ul style="list-style-type: none"> Create new season, set as current. Create new team pages - working with Commissioners and Ice Coordinator Work with Accountant/Treasurer to lock out overdue balance members prior to opening Registration
July	<ul style="list-style-type: none"> Build registration request for Mite Camp registration Build registration requests for Level Preseason Skates Work with Brick City Director to set up tournament microsite. 	<ul style="list-style-type: none"> Update static pages as needed Work with Ice Coordinator on Preseason registration needs
August	<ul style="list-style-type: none"> Update Tryout page with general information and tryout calendar Build registration for Team Volunteer Registration 	
September	<ul style="list-style-type: none"> Set up web rosters/permissions as teams are announced. 	<ul style="list-style-type: none"> Serve as a backup for postings of tryout pool schedule postings

October	<ul style="list-style-type: none"> • Set up web rosters/permissions as teams are announced. • Attend Team Volunteer Training sessions to train team managers to use SportsEngine platform. 	<ul style="list-style-type: none"> • Serve as a backup for postings of tryout pool schedule postings
November	<ul style="list-style-type: none"> • Keep homepage/website up to date/relevant 	<ul style="list-style-type: none"> • Send emails to association as requested/necessary
December	<ul style="list-style-type: none"> • Keep homepage/website up to date/relevant 	<ul style="list-style-type: none"> • Send emails to association as requested/necessary

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 process.

Stipend: Yes

Time Commitment: 5 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly		
January	<ul style="list-style-type: none"> • Build Team & Conduct Planning Session 	<ul style="list-style-type: none"> • Begin reaching out to the planning team
February	<ul style="list-style-type: none"> • Build Team & Conduct Planning Session • Obtain confidential Registrar list for team and player grade review check list • Determine dates for report card submission events and deadlines and send via email and update website • Engage apparel coordinator and determine timeline for shirt ordering and begin to create shirt design • Secure the date, work around the Wild schedule. Secure the keynote speaker OR look at a video clip approach • 	<ul style="list-style-type: none"> • Line up High School Coaches (Chan, Chaska and Stormhawks) • Utilize last year's presentation • Book the Chan HS auditorium (general request cannot be booked more than a month in advance so contact school directly and explain this is for academic awards) • Send communication to Team Managers and Treasures regarding slush fund donations and raffle prizes, and dates for submitting grades and event • Round up raffle prizes and sponsors • Determine budget
March	<ul style="list-style-type: none"> • Insure high level program and tactics are assigned and on track • 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 • Recognize the varying interest level of the young and older youth audience. Keep it efficiently short but not rushed 	<ul style="list-style-type: none"> • Conduct two report card review sessions at Victoria • Insure the order of qualified students matches the program for announcements, certification and t-shirt size for organized distribution • Report cards typically avail after 3/15 • Coordinate planning around Spring Break • Work web Email blasts and para page • Finalize T shirt design to include top sponsors • Finalize participant list sponsors, obtain shirt size and qty from report card turn in data • Extra prize awarded for 100% team participation. • Separate by girls and boys, call in ratio of CCHA#. Must grab the raffle tickets and dial in the process ahead of time.
April	<ul style="list-style-type: none"> • Final Prep (T Shirt, Certification, Sponsors, verify event participant attendance) • Send out a reminder email to all Coaches, announcers, key note speaker as a reminder. • Follow up with thank you to participants and sponsors • Submit expenses to Treasure for any costs incurred for supplies and prizes 	<ul style="list-style-type: none"> • Design and print Recognition Certificates • Design and print Programs • Conduct pre-event preparations including creating player packet (labeled envelope with certificate, shirt and pre-affle prizes for each participant), program assembly and determine seating chart • Prepare live prize raffle tickets (one for drawing and one to give player during ceremony) Event night show up at 5:00PM set up tables, order certs / t shirts. Dry run with AV person
May	<ul style="list-style-type: none"> • Provide an event recap to the CCHA board 	
June		

July		
August		
September		
October		
November		
December		

Chaska Chanhassen Hockey Association

Key Volunteer Position Description

Position: Team Volunteer Coordinator

Term: Open

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

Stipend: Yes

Time Commitment: 6 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> • Serve as main point of contact for team volunteers at all levels • Communicate with team volunteers, especially managers, frequently. • Coordinate and Lead Team Volunteer training sessions • Work closely with Registrar, Ice Coordinator, Photo/Meeting Coordinator and Commissioners. 	<ul style="list-style-type: none"> • Update Team Volunteer page on the website in coordination with Registrar/D6 Liason • Lead clock/scoresheet training as needed/requested by levels. • Review team website pages periodically • Encourage team managers to be active and fully utilize their team pages
January	<ul style="list-style-type: none"> • Communicate, as necessary with team volunteers. 	<ul style="list-style-type: none"> • Provide final Team Volunteer report to Volunteer Coordinator for Volunteer Credit
February	<ul style="list-style-type: none"> • Communicate, as necessary with team volunteers. 	
March	<ul style="list-style-type: none"> • Communicate, as necessary with team volunteers. 	
April		
May		
June		
July		
August	<ul style="list-style-type: none"> • Work with Webmaster to create Team Volunteer Registration for the season 	
September	<ul style="list-style-type: none"> • Work with Photo/Mtg. Coordinator to set team manager training dates to correspond when teams are set 	<ul style="list-style-type: none"> • Revise Team Volunteer training presentations
October	<ul style="list-style-type: none"> • Upper Level team volunteer training • Distribute D6 Scoresheets to Upper Level Team Managers through Team Manager file at Vic Rec. 	<ul style="list-style-type: none"> • On-board each team volunteer as they register.
November	<ul style="list-style-type: none"> • Lower Level team manager training • Work with Registrar to review Background Check/SafeSport completion of all team managers. 	<ul style="list-style-type: none"> • On-board each team volunteer as they register.
December	<ul style="list-style-type: none"> • Communicate, as necessary with team volunteers. 	<ul style="list-style-type: none"> • Remind team managers to reprint USA Hockey roster