

AHYHA COORDINATOR AND LEVEL REPRESENTATIVE FUNCTIONS

Registration Coordinator

(Non-Voting Board Member- Reports to Registration Director)

Duties include the following:

- Assist Registration Director with registration duties.
- Assist in compiling team books.
- Assist with team manager meetings and discuss the importance of SafeSport training and adherence to the policies.
- Organize concussion testing dates and communication to the membership.
- Coordinate all SafeSport communication and maintain a database of SafeSport certification.
- Play an active role in SafeSport violations and follow up timely with parties involved, AHYHA Board Members, and Minnesota Hockey when deemed appropriate.

Fundraising Coordinator

(Non-Voting Board Member - Reports to the President and/or Vice President)

Duties include the following:

- Organize mandatory association fundraiser for registration
- Decide upon and manage all AHYHA internal fundraisers throughout the year:
 - Heggie's Pizza Sales
 - Concession Sales, if applicable Merchandise sales
 - Other programs as appropriate
- Set up date, time and place for association pictures
- Assist with various fundraisers during season
- Organize volunteers for fundraisers through the Volunteer Coordinator

SKATE Coordinator

(Non-Voting Board Member - Reports to the President and/or Vice President)

Duties include the following:

- Coordinate SKATE banquet
- Work with Board Directors regarding budget, sponsors, fundraising, etc.
- Lead all planning, budgeting and coordination for the SKATE program
- Lead SKATE committee for all activities required to prepare for the program

Volunteer Coordinator

(Non-Voting Board Member – Reports to Registration Director)

Duties of the Volunteer Coordinator include the following:

- Work with various directors on all volunteer activities for AHYHA
- Track volunteer hours for AHYHA members
- Work with Tryout Director, Marketing / PR Director, and others in AHYHA on volunteer schedules and signups
- Provide periodic team volunteer reports to the team managers.
- Maintain DIBS site and prepare site for each year for new registration
- Gambling Audit

Outdoor Rink Coordinator

(Non-Voting Board Member reporting to Vice President)

Duties of the Outdoor Rink Coordinator include the following:

- Submit City Application to the Parks and Rec Committee for Use of the Outdoor Rinks
- Work with the City and establish warming house staffing commitments
- Monitor the warming houses for maintenance and safety issues
- Establish opening and closing procedures
- Work with the Volunteer Coordinator to acquire volunteers to staff the warming house
- Work with Level Representatives to establish outdoor practice schedules
- Work with Team Managers or other Directors when applying for use of rinks for special uses (Tournaments, Scrimmages, etc.)
- Work with Equipment Director for indoor/outdoor storage needs
- Be first point of contact for the City regarding outdoor rink and warming house issues
- Close warming houses when City guidelines recommend closing, and communicate in a timely manner.
- Update AHYHA Web Site Outdoor Rink Status Notify team managers and coaches.
- Notify volunteers and volunteer coordinators.

Mite A/B/U8 Coordinator

(Non-Voting Board Member- Reports to Mite Operations Director)

Duties include the following:

- Responsible for Jersey Coordination (numbers and names) for A/B/U8 Mite players
- Organize and assist with Equipment for each team (Goalie Gear and puck bags)
- Attendance required at Andover Mite Meet & Greet
- Attendance required at District 10 Mite Scheduling Meeting
- Winter Classic assistance
- HEP Testing assistance
- Other additional duties

Mite C/D/Jr. Huskies Coordinator

(Non-Voting Board Member-Reports to the Mite Operations Director)

Duties include the following:

- Responsible for Jersey Coordination (numbers and names) for C and D Mite players
- Organize and assist with Equipment for each team (Goalie Gear and puck bags)
- Attendance required at Andover Mite Meet & Greet
- Attendance required at District 10 Mite Schedule Meeting
- Winter Classic assistance
- HEP testing assistance
- Interface with Jr Huskies Administration Director and Mite Operations Director
- Other additional duties

Mite Scheduler

(Non-Voting Board Member - Reports to the Mite Operations Director)

Duties include the following:

- Communicate with Mite Director and Mite Administrator
- Interface with AHYHA association scheduler
- Responsible for all Mite Game and Practice Schedules throughout the year
- Attendance required at Andover Mite Meet & Greet
- Attendance required at District 10 Mite Schedule Meeting
- Interface with other district schedulers, mite directors regarding schedule changes and communication amongst Andover Mite parents and guardians.
- Responsible for adding ice time for mite teams when available

Mite Operations Coordinator / Referee Coordinator

(Non-Voting Board Member reports to Mite Operations Director)

Duties include the following:

- Assist the Mite Operations Director as requested.
- Identify and recruit in-house referees for Mite/8U Games
- Train in-house referees
- Verify in-house referees are USA Hockey certified Level 1
- Work with managers/coaches for scrimmage requests for referees either in-house or through the district
- Work with the Mite Director to schedule referees
- Monitor in-house referees for quality and performance
- Handle game rescheduling issues for referees
- Work with the Treasurer to pay referees

Winter Classic Coordinator

(Non-Voting Board Member - Reports to the Mite Operations Director)

The Winter Classic Coordinator is responsible for the planning, coordinating, and running the Winter Classic Mite Jamboree.

Duties of the Winter Classic Coordinator include the following:

- Form a Winter Classic Committee early in the summer to help with planning and division of work.
- Develop a budget for the event.
- Lead the planning for all activities for the event.
- Work with the Registration Director and Mite Admin Director to set-up and execute registration for attendees.
- With help from the AHYHA web master, set-up and update the Winter Classic web-site with current information.
- Work with the City and County to secure the use of facilities, equipment, and services.
- Secure and coordinate assistance from outside vendors.
- Work with the Marketing Director to secure event sponsors.
- Work with Media to promote the event and hockey in Andover.
- Establish the Game and event schedule.
- Handle all cash revenue and deposits in a timely manner. Track expenses and revenue.

Level Representatives (Girls, Jr. Gold, Squirt, Peewee, Bantam, Goalie)

The level representative positions are responsible for being actively involved with the Hockey Operations of the Andover Huskies Youth Hockey Association. This position will be the source of knowledge and insight regarding players, teams, and coaches for their level.

Duties of the Level Representatives include the following:

- Book tournaments for all teams at the level
- Get feedback on past tournaments
- Book tournaments and hotels
- Participate in recruitment activities
- Be an active member of the Operations Board
- Provide input and work with the Competition Director to determine the team declarations and roster sizes for each season.
- Understand the specific issues and needs of players, coaches, and families at your level and relay them to the Competition Director and/or Operations Committee.
- Recruit Coaches (parent and non-parent coaches)

- Participate in interview process and selection of AHYHA coaches
- Work with Tryout Director to ensure the tryout process is complete
- Act as a liaison with the managers/coaches for the teams at your level.
- Serve as one of the association liaisons in a disciplinary hearing or conflict resolution.
- Goalie Development/Promotion
- Encourage/identify enough goalies so that each age division has enough goalies.
- Help facilitate goalie development – association goalie clinics, identify potential goalie coaches, etc.

Requirements:

- Good understanding of the needs of a hockey team
- Strong Communication and organizational skills
- Conflict management skills
- Ability to work well with others
- Assertiveness
- Interviewing Skills

Updated 01/24/16