**Game Sheet Coordinator**

**(Appointed, Non-Voting Board Member)**

Person is appointed onto the board by the association President and current voting board members.

**Major Role**: In this position, you are accountable to organize and drive the implementation/use and training of association game sheets (iPads) with team managers. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association’s board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

**Responsibilities:**

* Appointed as the liaison between the district 10 Game Sheet Coordinator and BBLYHA Team Managers
* Train team managers on the implementation and use of the game sheets (iPad’s)
* Stay up to date on game sheet changes and facilitate information updates to team managers
* Manage association iPads and houses at the arena, keeping them clean & organized & charged.
* Ensure all Games are uploaded according to District 10 Guidelines & Regulations.
* Ensure all software updates are completed and all hardware is in good, functional use at all times.
* Report to the BBLYHA Board any and all-important updates.

**Key Competencies:**

* Interpersonal skills, ability to collaborate and interact with many people
* Good organization and facilitation skills
* Good written and verbal communication skills
* Positive attitude
* Problem solving and analytical skills
* Self-motivated and takes initiative
* Basic computer skills including email and word processing, as well as general knowledge of iPad use is required

**Job Requirements**:

* Contribute required time which may include weekends and evenings
* Required to attend association defined meetings when required
* May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
* Personal computer with word processing capabilities/tools
* E-mail capability, required to maintain and interact via email on a regular basis
* Cellular phone or voice mail capability at residence

**Time eeded for Position**: This is a 12-month position, re-appoints will be determined by the President and Elected (Voting) Board of Directors. This position does not have a requirement of time needed as we are actively collecting data on this new position.

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