



Association Coordinator

This position is responsible for two areas:

1. Overseeing and helping all the team managers for each team
2. Send out mass emails for the Board, HOC and some Committee Chairs

Duties include but are not limited to:

- Assisting Head Coaches:
 - Help find a team manager for a specific team, if the head coach is unable to find one.
 - May need to attend the game scheduling meeting for a specific team, if the head coach or team manager cannot attend.
- Oversees and offers guidance to the team managers:
 - Hold a team manager meeting
 - Answer and assist team managers with any questions or concerns.
 - Update team manager materials according to Minnesota Hockey and USA Hockey.
 - Update the Bulldog Team Coordinator webpage.
 - Grant permission to the team managers and head coaches for their team website pages.
 - Create family contact lists for each team manager.
- Book hotel blocks for the teams.
- Monitor and respond to emails.
- Attend the annual Open House to help answer any questions for new families.
- Prep team jerseys and get them ready to distribute to the specific teams.
- Attend monthly Board meetings
- Send out mass communication emails to all association families at the direction of the Board, HOC and/or Committee Chairs.
- Add news articles and items to the Bulldog website and calendar

Tips to help you in the Association Coordinator Position:

- Be willing to ask for help when you don't understand or know the answer – good resources are the past Association Coordinator (Jill Stensrud), HOC (for coach related questions), Board members (for some parent questions), Association Registrar (for registration related questions).
- Be willing to be available by cell phone or email. You may have a few instances where you are needed immediately for information relating to coaches, team managers, and practice cancellations.
- Be willing to help direct people with questions to the appropriate committee or group.
- Be willing to learn about the Association, how it works, who is involved in the various positions, and what it takes to get the season up and running.