

# **EHA Board Position Descriptions**

## ***President (Updated 2022)***

Responsibilities:

Preside over all meetings of the members and Board of Directors. Organize the agenda for all such meetings.

- CEO for the Lawful Gambling Operation
  - Ensure compliance with State and local ordinances
  - Work with the Gambling Manager on problems and resolutions
  - Sign all documents as required by law
  - Work with the City of Eagan and Eagan Civic Arena
  - Oversee all EHA committees
  - Serve on outside committees to represent EHA
  - Work with Eagan Civic Arena staff and the City of Eagan
  - Ensure that all orders and resolutions of the Board of Directors are carried into effect
  - Ensure that EHA is in compliance with all rules and regulations of District 8, Minnesota Hockey, and USA Hockey
  - Assist other Board members with their tasks and cover for those that resign:
    - Registration
    - Tryouts
    - Tournaments
    - Fundraising
  - Represent EHA to:
    - Players
    - Parents
    - Coaches
    - District officials
    - Other association representatives
    - City of Eagan officials and staff
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## ***Vice President (Updated 2022)***

Responsibilities:

- Serve as elected officer of the EHA Board of Directors and serve as part of the Executive Committee. A month by month checklist of activities and tasks is available for this position.
- Assume all duties of the President in the event the President is not available to perform the assigned duties
- Handle grievances or written complaints by an EHA member that has been submitted to the Board of Directors because it could not be handled at the Coordinator level or by Hockey Operations
- Serve as a point of contact with parents to the EHA Board
- Serve as committee or task force member for EHA initiatives
- Work with other EHA Board members to answer questions and to provide guidance where necessary

- Coordinate the review and updating of EHA Handbook. Ensure that the Handbook is ready for distribution to the membership by mid-August of each year.
- Represent EHA at all District 8 general meetings (approximately 6-8 times per year)
- Work with District 8 to host CEP training 1-3 times annually at the Eagan Civic Arena
- Work with EHA Registrar and District 8 to ensure all EHA Board members and Committee members have a USA Hockey number and SafeSport completion on file by December 1st
- Lead up to three (3) EHA Manager meetings where you present guidelines, things new for the upcoming season and helpful tips
- Lead Team Managers throughout the season
- Serve as a committee member on the Tryout Committee
- Coordinate the review and updating of the EHA Board Positions Descriptions document each year

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## ***SECRETARY (Updated 2022)***

- Board Meetings
  - o Reserve the conference room through the Eagan Civic Arena Manager for each meeting of the season
  - o Add meeting dates to the website Board calendar for the entire season
  - o Add meetings to the EHA Google calendar for the entire season for any remote attendees
  - o Email proposed agenda to Board members at least 24 hours in advance. Include Draft minutes from the previous meeting for review.
  - o Keep track of attendance at Board Meetings
  - o Post Minutes to the website for membership viewing. These minutes will be saved for official record. Minutes must include:
    - Gambling Manager's report
    - Account balances
    - Votes of the board (including motions, seconds) to approve expenses and payments for gambling expenditures
    - Record votes (including motions, seconds) of proposals and actions taken by the Board of Directors
- EHA Website
  - o Act as Primary Web site administrator and monitor the [www.eaganhockey.com](http://www.eaganhockey.com) website.
  - o Point person for NGIN, our Website host provider.
  - o Maintain contact with Booster Club, Level Coordinators, Hockey Operations and other board positions to assist with posting of pertinent information if required. NOTE: All board positions have access to and are encouraged to update the web pages as necessary.
  - o Add/delete access to various pages in May once new positions are determined.
  - o Update "Past Board Members" table on EHA Board page
  - o Create Team Pages for the various levels in August. All team pages should have the same layout for consistency across the website.
  - o Update Virtual Trophy Case page each season.
- Google Account
  - Add new board members to account
  - Update email groups to reflect new positions held

- Annual Report
    - Collect items and/or direct information from board members. It should be published in April that includes board ballots for the association.
  - Social Media
    - Be account holder for EHA Facebook, Twitter, and any other social media
    - Post relevant updates/achievements
  - Donation Requests
    - Collect requests, review, and attach eligible applications to the meeting agenda for approval.
    - Track donations each fiscal year
  - Be one of two signers for the Gambling Account
  - Coordinate Team Photos for the association
  - Send request to membership in March for open Board Positions
    - Send ballot via Sports Engine
    - Letters from candidates should be listed in alphabetical order by last name.
  - Request Board Members to update the EHA Board Position Descriptions document prior to the annual meeting for returning and prospective board members to look over before the May board meeting The current copy should be posted on the Board webpage.
  - Request Board Members to update the EHA Board Position monthly Checklist
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## ***Treasurer (Updated 2022)***

### **Treasurer Duties & Timeline:**

#### **General**

- Check PO box at least once a week
- Cut checks at least once every two weeks (weekly if possible)
- Report account balances and financial situation to Board

#### **June**

- Complete all bank statements and reconciliation of deposits for year end on May 31st
- Forward year end paperwork to Accountant as soon as possible after year end, (Balance Sheet and Profit/Loss Statement)
- Taxes are due 5 months after year end (November) which the Accountant takes care of filing extensions, completing gambling audits (which must be done prior to EHA regular audit) and filing taxes on time. Treasurer will need to sign reports before mailing to the IRS.
- Budget process. Process involves comparing last year's budget to this year's actual and proposing a budget for coming year. Will need to include estimated team sizes, number of teams and registration fees.

#### **July**

- Review website and make any changes and/or updates from past year prior to opening next season's registration

**August**

- Discuss write offs with President for bad debt accounts

**September**

- Follow up with Accountant that tax reports are progressing

**October**

- Process payments for tryouts; evaluators, referees and helpers

**November**

- Sign off on tax reports and mail
- Confirm with Accountant that 1099 forms can be done in January for EHA payees
- Begin follow up on past due accounts, send notices out

**December**

- Review with President and Hockey Ops for Non Parent Coach's Pay for season
- Issue any injury refunds as needed, refer to handbook for appropriateness and amount calculation
- Order 1099 Forms

**January**

- Send out 1099 forms to individuals that received compensation from EHA over limit. (usually coaches, some referees, tryout evaluators, etc.) Also must send summary sheet to IRS.

**March**

- Review registrations and see if any family paid over the maximum amount. If yes, cut check for refund.

**May**

- Deposit all remaining checks and bank issues before 5/31 for year-end purposes

## **Duties**

**Registration:**

- Work with Vice President/Registrar on any website changes to registration process
- Help develop website readiness for opening registration in September, making sure fees are correct and everything is user-friendly and understandable
- Work with President on any financial assistance requests and/or payment plans
- Contact/address any past due payment families.

**Budget Process**

- Budget is reviewed and formulated for next year every June
- Estimate all expenses - will need number of teams/players estimated to configure fees for the upcoming year - and revenues
- There are several areas that are held accountable to their budget numbers, equipment, Marketing, player development, Coach expense, etc.

**Refunds**

- Discuss any requests for injury refunds with Hockey Ops and President after reviewing handbook to see if refund is even allowed
- Refund any families that exceeded the maximum registration cost for a family.

**Dibs Process:**

- EHA Dibs Coordinator manages the process. Treasurer cashes checks at end of season for any family that did not meet requirements.

**Eagan Tournaments:**

- Pay all invoices and bills for tournaments; EMT's, referees, printing, misc.

**1099 / Tax Filing:**

- 1099s are due by January 31 to any individual (not company) EHA pays over a IRS set limit (around \$600 for 2021).
- 1099's must be mailed by January 31

**Quicken Accounting System**

- All checks that can be entered in Quicken and printed on a printer should be. Manual checks should be made for emergency instances where payment cannot be mailed out or is needed immediately.
- Deposits are also entered in Quicken for all manual and credit card payments
- Reports are printed for year-end reporting and given to Accountant from Quicken system

**Associated Bank Accounts: (eManager log-in)**

- EHA has a checking account at Associated Bank
- Reconcile checking accounts monthly
- Order manual and Quicken checks as needed
- Update account changes and signee privileges as needed

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***Director of Hockey Operations (Updated 2022)***

Responsibilities:

- Develop policies regarding coaching, substance abuse, code of conduct, Bantam move-ups, tryouts, and recommendations of same to Board of Directors (Note: MAHA and USA Hockey philosophy shall be used as a guideline.)
  - EHA Members: Answer all questions and/or concerns regarding the EHA operation (listening to parents, coaches, players) Accept responsibility for results of Try-Outs. Organize end of year surveys to collect feedback from families and coaches.
  - Try-Outs:
    - Help form the tryout committee
    - Try to ensure that try-outs are as non-political and fair as possible
    - Coordinate ice times, try-out evaluators, and on-ice coaches (as needed)
    - Post Tryout schedule as soon as possible using the Web site
    - Interview and select player evaluators
    - Develop the best possible try-out system year over year
  - General: Work with Player Development Coordinator and Hockey Development Committee. Oversee and work with Coordinators throughout the season to ensure smooth operation.
  - Send out request for Committee volunteers in May
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### ***Player Development / Coach in Chief (updated 2022)***

**General:** The purpose of the player development position is to ensure proper development of all EHA players. The individual must also possess strong communication skills to interact with coaches, parents and players.

#### ***Responsibilities:***

- Run pre-season and in-season coaching seminars to all EHA coaches that provide coaching ideas and techniques that align with EHA and USA hockey principles.
  - Offer direction to coaches throughout the season as needed.
  - Plan and organize the summer Home Ice Advantage program.
  - Plan and organize the summer Treadmill Training program.
  - Work with level leaders to ensure fall 3v3 leagues run efficiently.
  - Chair of the Hockey Development Committee and responsible for assembling committee members.
  - Responsible for maintenance and administration of CoachThem.
  - Provide resource articles and links for Coaches on the EHA web site.
  - Responsible for interviewing and finding qualified coaches each season.
  - Review and recommend improvements to the EHA hockey program from information taken from coach/parent surveys.
  - Promote coaching certification at all levels in accordance with Minnesota Hockey guidelines.
  - Maintain relationships and organize treadmill training during the season with E-train.
  - Develop a staff of specialty coaches (goalie, power skating, shooting, etc.) for skills sessions.
  - Interface with Eagan High School coaching staffs (boy's and girl's) to ensure the connection between youth and high school hockey remains aligned.
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## ***Registrar (updated 2022)***

### **Responsibilities:**

#### ***Player Registration & USA Hockey/MN Hockey Compliance***

- Develop & maintain the online registration form; work with SportsEngine to create and activate online.
- Maintain accurate registration information and ensure all players are in compliance with USA Hockey requirements.
- Verify requirements on USA Hockey portal; verify USA Hockey official roster contains accurate information.
- Collect birth certificates & waivers, as needed from players, and forward to District Registrar/USA Hockey.
- Along with the executive members, ensure full payment of registration fees is received. Follow-up with invoices, if needed.

#### ***Coach Registration & USA Hockey/MN Hockey Compliance***

- Maintain accurate registration information and ensure all coaches are in compliance with USA Hockey requirements; this includes Coaching Education Program, age-appropriate modules, SafeSport, background checks, etc.
- Verify requirements on USA Hockey portal; verify USA Hockey official roster contains accurate information.
- Communicate missing requirements with coaches.

#### ***USA Hockey Official Rosters***

- Maintain accurate official rosters through the USA Hockey portal.
- Communicate missing requirements and redlined players/coaches with coaches and managers
- Create and distribute accurate official rosters to coaches and managers to provide evidence of compliance, as needed.

#### ***Volunteer Registration & USA Hockey/MN Hockey Compliance***

- Maintain accurate registration information and ensure volunteers (team managers, board members, locker room monitors) are in compliance with USA Hockey requirements.

#### ***Other Duties***

- Develop, communicate, and maintain registration links for Association run programs.
- Attend regularly scheduled EHA Board meetings, up to 18 meetings: 1-2 times per month

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## ***Tournament Coordinator (updated 2022)***

### **Responsibilities:**

- Up to two (2) Board Members will lead the Tournament Director role

- Lead and coordinate the effort of 3-4 EHA hosted tournaments, held in Nov-Feb, each hockey season. A month by month checklist exists for all the various steps needed to be completed throughout the calendar year along with document templates for tracking and marketing purposes.
  - Represent EHA at all Eagan sponsored tournaments. Time at the events will be shared amongst all of the Tournament Committee members which may include non-EHA Board members along with EHA Board members.
  - Attend regularly scheduled EHA Board meetings, up to 18 meetings; 1-2 times per month, and provide an update on Tournament Committee activities
  - Ensure District 8 sanctioning forms are completed and processed on a timely basis
  - Work with ice scheduler, referee coordinator, EMT coordinator and volunteer coordinator in the summer months to communicate and align resources for tournaments
  - Coordinate team registration for each EHA hosted tournament and answer questions raised by registered teams
  - Create game schedules for each tournament and share information with appropriate parties
  - Update the “Tournaments” section of the EHA website with tournament information and appropriate details, including game results during tournament weekends
  - Work with the Graphic Design person to create programs, brackets and signage for each tournament. Select and order trophies and medals.
  - Return unused ice to ice scheduler in order to be redistributed back to EHA teams
  - Work with EHA Board to have a Board member present during each Tournament game
  - Create a financial budget, track actuals and submit end of season financial results to Treasurer
  - Work with the Treasurer to pay invoices, to pay referees and to collect checks from teams unable to pay by credit card
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### ***Equipment Coordinator (updated 2022)***

#### *Responsibilities:*

- Responsible for the purchase, storage, and assignment of all EHA owned equipment
- Work with the Board to establish a budget of necessary equipment for the upcoming season
- Purchase all equipment for all levels, including goalie equipment, pucks, cones, water bottles and medical kits
- Purchase returnable jerseys if required
- Purchase home/traveling socks for all traveling teams (at least 6-week lead time)
- Purchase Mite, Mini-mite, and Termite jerseys (at least 7-week lead time)
- Purchase socks for Mite/Mini-mite/Termite teams (at least 7-week lead time)
- Ensure all goalie equipment is repaired
- Check out equipment for all levels after tryouts and evaluations
- Check out individual goalie equipment as requested
- Sort returnable jerseys by size and numbers for team allocation
- Ensure sponsor names are on all Mite, Mini-mite, and Termite jerseys
- Coordinate banners for traveling team jerseys
- Assist Girls Coordinators with equipment needs for the program
- Ensure required equipment is ready for tryouts (pullover, pucks, water bottles)



- Collect all returnable equipment after the season is completed. Repair, sanitize and store for next season.
- Work with the Board to fund replacement/new equipment needs
- Maintain accurate records of equipment checked out for spring, summer, and fall leagues
- Have goalie and other equipment available and ready to use for goalie clinics and other preseason clinics

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## ***Special Events Coordinator (Added 2022)***

The Special Events Coordinator works to plan and execute events throughout the year that help unite our Eagan Hockey community, while also creating visibility for the EHA program in the broader Eagan community.

### ***Responsibilities:***

- Establish an Events Committee of EHA Parents to help plan and run events throughout the year.
- Identify and coordinate DIBS volunteer opportunities and social posts to socialize and support event execution and parent participation throughout the year.
- Annual events supported by the Special Events Coordinator and committee, include:
  - **Eagan FunFest [July]** - New for 2022/2023, we will sponsor and participate in the Eagan FunFest with a parade float and booth, in coordination with the recruiting board members. This includes coordinating volunteers and parade participants. *This event is planned in close coordination with the mite/recruitment coordinators.*
  - **Eagan Food Truck Festival [August]** - EHA is the sole sponsor of alcohol sales at one of Eagan's biggest community events, the [Eagan Food Truck Festival](#). This includes working with city employees on logistics and licensing, coordinating orders and distribution with local breweries and beverage vendors, ordering necessary supplies for the event, finding and coordinating volunteers to staff the evening and ensuring Eagan Hockey is well represented to the Eagan community at the event.
  - **Annual Eagan Hockey Association Golf Tournament [September]** - A fun (often sold out!) day of golf at Valleywood Golf Course to support Eagan Hockey and bring parents and friends of EHA together. The day includes 18 holes of golf, food and drinks, games and prizes!
  - **Eagan Hockey Open House [September]** - Held just before the start of the Eagan Hockey season, the open house is a great way for prospective player to learn more about hockey and see what the Eagan Hockey community is all about.
  - **Squirt Faceoff [November]** - A day of back-to-back hockey games for each Squirt level/team against another association, the faceoff is a fun day that allows the Squirt families to support one another, watch great hockey and socialize. *This event is planned in close coordination with the Squirt level coordinator.*
  - **Mite/Mini-Mite/U6 Outdoor Jamboree [January]** - A fun day of back-to-back outdoor mini-games for the younger hockey players - the day includes music, roster calls and a visit from the high school teams. *This event is planned in close coordination with the Mite and U6/U8 level coordinators.*
  - **Mite/Mini-Mite/U6 Indoor Jamboree and End of Year Party [March]** - A great way to wrap up the season for the younger players and families, we host a series of fun indoor

- back-to-back games at Eagan Civic Arena followed by a pizza and potluck party for families.
  - o **Bantam End of Year Recognition and Party [April]** - Newly introduced in 2022, and planned and executed closely with the Bantam level coordinator, this event is a scrimmage and dinner for Bantam players, with special recognition for outgoing Bantams.
  - Work with all board members, including level coordinators, to identify new opportunities to support our Eagan families and participate in the community.
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### ***10U/12U/15U Girls Coordinator (updated 2022)***

The Girls Coordinator is responsible for the Girls program at all levels except for 6U/8U. The Girls Coordinator will interface more with Inver Grove Heights Hockey Association (IGHHA) as we are a Co-Op at all levels of the girls program. 10U is hosted by IGHHA and 12U and 15U are hosted by EHA. The 10U level is hosted on the IGHHA website and the IGHHA handbook is utilized for all hockey operations. The 12U/15U level is hosted on the EHA website and the EHA handbook is used for all hockey operations. All 10U players are waived into IGHHA at 10U and all 12U and 15U players are waived into EHA.

Current committees formed between EHA and IGHHA:

1. Tryout Committee
  - a. Hockey Operations and Player Development for both Associations as well as Presidents.
2. Coach Selection Committee
  - a. Player Development and Girls Coordinators from both Associations
3. Player Development
  - a. Player Development, Presidents and Girls Coordinators for both Associations

### ***Pre-Season Responsibilities:***

- In May, work with the registrar for both EHA and IGHHA to get the registration list and determine the early projection for each level and the level of play you anticipate having
- Register for 3 tournaments starting in May, most tournaments fill fast so this is priority once number of teams and level are determined, only 12U and 15U, 10U is registered by IGHHA.
  - o 1 out of town and 2 in town tournaments are allotted per team.
  - o Book hotels for each out of town tournament, do a block of 18-20.
- In May, Setup summer and fall clinics
  - o Work with IGHHA to know the times of their clinics they intend to host
  - o Schedule the 10U/12U 4 day warm up clinic in August
    - We have utilized x Hockey Products for this
    - work with registrar and secretary to get registration set
      - email parents to announce clinic when open
  - o Schedule the 15U warm up clinic with EHA Hockey opps which is led by the 15U coach
    - work with the 15U coach to determine the need here.
    - work with registrar and secretary to get registration set
      - email parents to announce clinic when open

- In June, EHA purchases all jerseys, socks and practice jerseys for 15U. Work with 15U coach and the EHA Equipment manager to ensure supply is adequate to support upcoming year
- In June, For all levels 6U/8U/10U/12U, IGHHA purchases game socks every Even year and EHA purchases socks every ODD year
  - Work with the respective coordinator to ensure socks are designed and ordered
- In June, For all levels 6U/8U/10U/12U, IGHHA Purchases practice jerseys every ODD year and EHA purchases practice jerseys every EVEN Year
  - Work with the respective coordinator to ensure socks are designed and ordered
- In June, meet with the Co-Op tryout committee for the upcoming season
  - Ensure that tryouts are scheduled, have a clear understanding of the process and drills determined
  - Set a date for pre season parent meeting
  - Discuss ice time for all 10U/12U levels target 50% ice split from VMCC to EHA
  - Finalize number of anticipated teams, levels of play and move-up requests
  - complete assigned tasks given as a result of the meeting
- In June, meet with the player development Co-Op committee for upcoming season
  - Discuss clinics that are upcoming
  - Coach Selection Process
  - Skills clinics and Goalie Development
  - Dryland and other training items
- In June, work with equipment manager for EHA to set up the following:
  - Equipment Store through pure hockey. CO-OP specific branding
  - Bag Store for hockey bag ordering, we have used BSN Sports for this
    - Email parents when ordering window is live
- In June meet with EHA Hockey Operations to determine the following:
  - 3x3 league for 10U and 12U, get times set
    - Work with EHA registrar and secretary to get website and registration ready
  - Plan 3v3 Level 3x3.
    - 1 time a month in season, all 10U and 12U levels for 1 hour block of ice each
- In July update the respective girls web pages with useful information and items needed for the upcoming season
  - IGH hosts 10U, links should be on website to direct to their website
  - EHA hosts 12U and 15U
- In July, finalize the teams for Fall 3v3
  - 10U and 12U will play together for this event
  - Create the number of teams with equal balance of 10U and 12U teams
  - find coach and parent volunteers
  - work with prior years coaches to make sure talent is distributed
- In July meet with IGHHA Girls Coordinator
  - Discuss special events for the upcoming season
    - Gopher Women's Hockey Game, WhiteCaps, Etc
- In July, Meet with Eagan High School Hockey Coach and the EHS Association Coordinator
  - Discuss 7th and 8th graders to ensure the school does not need them for JV and which ones will skate with 15U
  - Discuss Eagan Girls Hockey Day planning

- o Discuss EHS girls coming to practices and EHA 12U/15U girls invited to EHS practices
- o Discuss a Mentorship program
  - JV paired with 6U/8U Teams
  - 9th/10th graders paired with 10U teams
  - 11th/12th graders paired with 12U teams
  - Result is EHS girls get to know our girls through the development of their Association Career as they progress and create a mentor program
- o Any other items as needed
- In July/August meet with Co-Op Player Development and Co-Op Hockey Operations to ensure duties and items are on track for upcoming season
  - Meet 1 time a month minimum
- In July/August Work with Registrar and Secretary open registration for EHA Hockey
- In July/August meet with equipment manager to ensure all items are on track for the upcoming season
- In August meet with IGHHA Girls Coordinator to finalize events for upcoming season and other items from prior meeting
- In August get registration list from Registrar weekly to start to nail down numbers for the upcoming season
- In August meet with Co-Op Coach Selection committee to plan for interviews for the upcoming season.
  - o Start to inquire both external and internal coach intentions
  - o Set a time to get the application portal open and when to review resumes
  - o Set times for actual interviews
- In September complete the parent pre-season meeting
- In September attend 12U tryouts
  - o Hand out pinnys and do other tasks as needed
  - o Communicate schedules to the parent of each level as the tryouts progress
  - o Rank Coaches interviewed for placements
  - o Communicate and update web pages with team placements
  - o Identify team managers for 12U teams once determined and assign tournaments and hotels to the teams
  - o Collect Dibs Checks from EHA families
  - o once teams are made create sub teams fo in season level 3x3
    - Each team needs 1 player from A.B,B2 on a line
    - Work with Hockey Opps to ensure icetime is given 1 time a month for the season for this
    - Assign coaches to teams and name them
    - Communicate with team managers to communicate mini-teams to parents and get volunteers.
- In September work with Co-Op Hockey Operations and Co-Op Coach Selection committee to finalize tryouts and coaches for 10U which are hosted by IGHHA
  - Do assigned tasks as needed
- In October attend 10U tryouts
  - o Hand out pinnys and do other tasks as needed
  - o IGHHA will Communicate schedules to the parent of each level as the tryouts progress

- o Rank Coaches interviewed for placements
- o IGHHA will Communicate and update web pages with team placements
- o IGHHA Identify team managers for 10 teams once determined and assign tournaments and hotels to the teams
- o Collect Dibs checks from EHA Families
- o once teams are made create sub teams fo in season level 3x3
  - Each team needs 1 player from A.B,B2 on a line
  - Work with Hockey Opps to ensure icetime is given 1 time a month for the season for this
  - Assign coaches to teams and name them
  - Communicate with team managers to communicate mini-teams to parents and get volunteers.
- In October/November meet with EHA Hockey Opps and 15U Coach to determine what is needed for upcoming season
  - o Work with EHA and other teams in the district to fill in gaps for players, email all D8 coordinators to inquire about players waiving in if needed
  - o Set the 15U team and identify the team manager if no tryouts are needed
  - o If tryouts are needed and we can field two teams, work with Hockey Opps to get this on schedule

#### ***Season Responsibilities:***

- Facilitate communication between coaches and parents, coaches and players when necessary
  - Respond to concerns of parents, players, and coaches
  - Serve as an information resource for parents, players and coaches. Make use of the Web site and specific level and team pages.
  - You will be distributing information throughout the year to all of your 12U/15U teams. IGHHA will be main communication point for 10U, you will be the resource for EHA 10U parents Examples of this are:
    - o team pictures
    - o ice times
    - o fundraising
    - o tournaments
    - o volunteer opportunities
    - o playoffs
  - You bring to the board any questions or concerns that your coaches, parents or players may have.
  - Coordinate with the Treasurer to get a check cut to the appropriate hosting association for Regional and State competitions
  - Facilitate the coach evaluation process by distributing the survey, collecting the responses and returning the summarized review information to the coaches and teams as appropriate
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#### ***Bantam/U16/Jr Gold Coordinator (updated 2022)***

The Coordinator is responsible for all Bantam, U16 and Junior Gold teams.

*Responsibilities:*

- Facilitate communication related to the Bantam/U16/Jr Gold program among EHA, coaches, parents, and players when appropriate. Respond to concerns of parents, players, and coaches. Serve as an information resource for parents, players and coaches. Make use of the EHA Web site and age specific level and team pages.
- Work with the Coach Selection Committee and Director of Hockey Operations to ensure the availability of quality coaches. Follow up with coaches to ensure they are properly certified.
- Work with the Tryout Committee and Director of Hockey Operations to ensure that evaluations are conducted in accordance with the guidelines. Schedule bench workers for evaluation scrimmages for bantams. Be current and up to date on all tryout procedures and processes. Be available to answer questions related to tryouts.
- Work with the Registration Coordinator to get a list of all registered players. Provide input regarding the number of teams. Work with the Director of Hockey Operations and the Tryout Committee to resolve issues related to the number of players, teams, goalies and skaters. Coordinate options with neighboring associations as appropriate.
- Work with the Equipment Coordinator to ensure jerseys, goalie equipment, and other items are available for each team.
- Work with the Tournament Coordinator to be sure that teams are scheduled in the budgeted number of tournaments.
- Meet with the parents to explain the Fundraiser volunteer option. Obtain the list of volunteers and work with the other level coordinators to assign the volunteers to teams.
- Ensure that the Bantam 'A' coach submits the Select 15 candidates to the District on a timely basis. Follow up with the District to ensure they have the names and paperwork.
- Meet with the coaches to handle any issues or concerns throughout the season.
- Communicate to the coaches scheduling information and district playoff information.
- Work with the Registration Coordinator to ensure all team books are complete.
- Communicate with the Treasurer to get a check cut to the appropriate hosting association for Regional and State competitions
- Facilitate the coach evaluation process by distributing the survey, collecting the responses and returning the summarized review information to the coaches and teams as appropriate.
- Distribute information to the team coaches and managers as appropriate.
- Work with the Special Events Coordinator on the Bantam sendoff event.
- Communicate ideas, comments, compliments and concerns of coaches, parents, players and others to and from the EHA board.

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### ***PeeWee Coordinator (Updated 2022)***

The PeeWee coordinator brings information to and from the board to all the PeeWee teams and is responsible for a number of tasks in each part of the hockey year; pre-season, tryouts,, and communication during the hockey season.

#### **Pre-season Responsibilities:**

- Planning before tryouts

- Look at historical success and try to determine the number of teams at each level
- Apply for and get tournaments paid for each team at the PeeWee level
  - One out of town tournament
  - Two in town tournaments (one may be Eagan)
- Work with Coach-in-Chief to determine if there are enough paid and parent coaches?
- Chair the Coach selection committee for the PeeWee level coaches in accordance with the guidelines from the Handbook.
- Get estimate on number of goaltenders for the level
- Find people to work benches for tryouts (approximately 5 per scrimmage) during tryouts
- Work with tryout committee

#### **Tryout Responsibilities:**

- Make sure all your bench help arrives for tryouts
- Be present at tryouts to answer questions
- Bring any problems that may arise to Hockey Operations Director and Tryout committee
- Ensure that all players who may have been injured during tryouts are remembered during team selection

#### **Season Responsibilities:**

- Facilitate communication between coaches and parents, coaches and players when necessary
- Respond to concerns of parents, players, and coaches
- Serve as an information resource for Pee Wee parents, players and coaches. Make use of the Web site and Pee Wee specific level and team pages.
- After the teams are picked they will be skating together right away. As coordinator you need to get the teams all the information they need to get the year started.
- You will be distributing information throughout the year to all of your pee wee teams. Examples of this are:
  - team pictures
  - ice times
  - fundraising
  - tournaments
  - volunteer opportunities
  - playoffs
- You bring to the board any questions or concerns that your pee wee coaches, parents or players may have.
- Coordinate with the Treasurer to get a check cut to the appropriate hosting association for Regional and State competitions
- Assist District 8 teams with compliance items associated with that district (ie: Referee payment policies, player injuries, and player and goalie substitutions).

## **Planning before Season (May – September)**

### **May/June:**

- Ensure you are working off the of the final registration spreadsheet
- Send intent to play email inquiry to returnings squirts and Mite 2 and 3. Collaborate with Mite coordinator on tweener kids
- Work with registration coordinator on forecasted number of players for next season
- Perform initial forecast of how many teams at each level
- Register teams for tournaments ASAP (e.g. one out of town tournament and two in town tournament - especially for B2)
- Open registration for 3v3 - plan number of teams based on 90-95% participation

### **July:**

- Solicit interest for head coaches to EHA for S squirt level
  - Assess if there are enough parent coaches?
  - Recruiting as necessary
- Contact D8 ref coordinator to assist with refs for 3v3
- Finalize 3v3 teams, coaches, and schedule
- Share out email with tryout times

### **August-September:**

- Organize squirt faceoff - work with events coordinator (Tena)
  - Work with ice coordinator and Girls coordinator on date of S squirt Faceoff and times for the games
  - Recruit outside teams to play number of teams for Squirts (*note: this can happen as early as ice is distributed*)
  - Perform all communications to outside attending teams
  - Create parent/team flyer for event
  - Coordinate referees for event with head of Referees - D8 ref coordinator is Mike Diebold
- Chair the Coach selection committee for the S squirt level coaches in accordance with the Handbook
  - Set up interview times with coaching candidates
  - Solicit interview questions of the committee and organize interview process
  - Collect evaluations and rankings of coaches to be used for Tryouts (*note: this is confidential between Coach Selection Committee and Tryout Committee*)

### **September:**

- Conduct level parent Town Hall, prior to Tryouts. Communicate:
  - Changes at the level for upcoming year
  - Key contacts
  - Important Dates
  - Estimated number of teams
  - Tournament information
  - Tryout and evaluation process
  - Coach selection process
  - Marketing/Fundraising
  - Equipment
  - Volunteer opportunities



### **Tryouts and Evaluations (October)**

- Communicate head coach rankings to Tryout Committee
- Work with parents at level to volunteer for tryouts at Pee Wee, Bantam and Jr. Gold levels
- Manage practice jersey exchange
- Collect dibs checks
- Bring Coach Selection Committee back together, as appropriate based on skater evaluations and coach ranking, ensuring there are coaches at each level
- Be present at tryouts to answer parent questions, hand out jerseys, etc.
- Bring any problems that may arise during tryouts to Hockey Operations Director and Tryout committee
- Finalize all tournaments for level
- Provide guidance to all coaches in kicking off season, selecting managers, fundraising reps, etc.

### **Hockey Season (November – March)**

- Facilitate communication between coaches and parents, coaches and players when necessary
- Respond to concerns of parents, players, and coaches for the level
- Meet with the coaches to handle any issues or concerns throughout the season
- Serve as information resource for Squirt parent, players and coaches. Make use of the Website and Squirt specific level and team pages
- Bring to the board any questions or concerns that your Squirt coaches, parents or players may have

### **Wrap Up Season (March/April)**

- Solicit end of year summary from each coach
  - Create end of season summary for the level
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### ***Mite Coordinator (Updated 2022)***

Responsible for the entire program for all co-ed players at the Mite level (typically 2nd and 3rd graders). Due to the number of players/parents involved, it is strongly suggested that volunteers are utilized through the Dibs system to help with the duties and responsibilities. Since this age is instrumental for player recruitment and retainment for EHA, the Mite Coordinator must have excellent communication skills and be very well organized. Information and scheduling must be posted timely on the Mite webpage.

Responsibilities:

- Assist with player recruitment
- Work with the Board to develop budget and fees for the program
- Update EHA's Mite webpage to keep families informed
- Coordinate Fall Mite 3 on 3
- Coordinate with Equipment Coordinator to purchase jerseys and other necessary equipment
- Work with the Ice Coordinator to ensure budgeted hours are available and hours are scheduled for the season.
- Recruit parent-coaches (schedule a pre-season coaches meeting)

- Determine Dibs needed for volunteer opportunities
- Schedule and coordinate Evaluations
- Develop equally talented teams at both the Mite 2 and Mite 3 levels in accordance with USA and MN Hockey recommended guidelines.
- Ensure head coaches are available for each team
- Distribute jerseys, socks, puck bags, and goalie equipment at first practice.
- Schedule practice/scrimmage hours for both levels using the hours allocated by the ice coordinator in accordance with USA and MN Hockey recommended guidelines.
- Schedule outdoor ice when it is available for all teams
- Along with Mini-Mite Coordinator, schedule Hot Dog Hockey
- Optional: Attend the District 8 Mite Meeting and schedule scrimmages with non-EHA teams of equal talent.
- Work with the Special Events Coordinator to ensure the Outdoor Jamboree, Paw Power Jamboree, and End of the Year Mite Party are conducted.
- Develop game schedule for the Jamborees
- Work with Special Events Coordinator to order shirts for each player at the Paw Power Jamboree.
- Assist Equipment Coordinator to collect EHA equipment such as puck bags and goalie equipment at the Mite level..
- Conduct end of season review meeting with coaches.

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### ***Mini-Mite and Recruitment Coordinator (Updated 2020)***

- Organize 4th of July Booth and Parade at Eagan Fun Fest
- Find volunteers to staff booths at Kindergarten Open Houses
- Develop and distribute marketing piece for Kindergarten Friday Folders
- Distribute marketing piece for Termites at Daycares
- Organize 1-2 Try Hockey For Free (priority is November)
- Develop lists of players for both levels
- Determine the final number of teams for each level (Recommended no more than 14 players per mini-mite)
- Work with Girls Coordinator to determine how to handle U6 placement
- Determine coaches and assistant coaches
- Separate mini-mites into teams. Attempt to group by schools and coach availability
- Select one coach from each school with preference to last year's coaches
- Review mini-mite teams with head coaches. Make any adjustments if necessary
- Ensure that all coaches have the proper USA HOCKEY certification
- Work with the Ice Coordinator to ensure budgeted hours are available and hours are scheduled for winter and end of season jamborees
- Ensure that all teams have jerseys, socks
- Schedule practices and outdoor ice

- Ensure that each team Team Manager
  - Work closely with the Mite Coordinator and Special Events Coordinator to plan, organize, and implement the Mite Outdoor Jamboree and the Mite Paw Power Jamboree
  - Work with the EHS booster clubs to schedule time for mini mites to skate between periods of a high school game
  - Develop the schedule for the jamborees.
  - Verify team player counts and order trophies for end of season.
  - Collect returnable equipment from all teams
  - Conduct end of season review meetings with coaches
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### ***Charitable Gambling Manager***

*Responsibilities:*

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### ***Ice Coordinator (Updated 2013)***

*Responsibilities:*

- Contact person for area ice arenas used by Eagan Hockey Association
  - Purchase ice for games, practices, tryouts, player development, and tournaments for EHA
  - Manages the master ice schedule with date, time, arena, event, and ice time related expenses
  - Work with tournament coordinator to enter all teams' tournaments into their calendars
  - Reviews and forwards all arena ice time bills to the EHA Treasurer for payment
  - Maintains records for bills and copies of checks that are forwarded to the EHA Treasurer
  - Reviews all arena contracts and presents contracts to EHA Board for approval
  - Attends and/or organizes District scheduling meetings for EHA coaches
  - Serve as resource to assist teams with purchasing additional ice hours as appropriate
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