

EHA Board Position Descriptions

President

Responsibilities:

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

- Write a monthly column for the newsletter
- CEO for the Lawful Gambling Operation
 - . Sign all documents as required by law
 - . Ensure compliance with State and local ordinances
 - . Work with the Gambling Manager on problems and resolutions
 - . Work with the City of Eagan on license renewal
- Serve on committees to represent EHA
- 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:
 - . Parents
 - . Coaches
 - . Players
 - . District officials
 - . Other association representatives
 - . City of Eagan officials and staff

Vice President

Responsibilities:

- Serve as elected officer of the EHA Board of Directors and serve as part of the Executive Committee.
- 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.
- - Serve as a point of contact with parents to the EHA Board.
- Serve as committee or task force member for EHA initiatives.
- Coordinate review and updating of EHA Handbook/Rulebook. Ensure that the Handbook is ready for distribution to the membership at registration.

- Represent EHA at all District 8 general meetings
(approximately 6-8 times per year)
- Serve as EHA representative for Eagan Youth Hockey Booster Club

SECRETARY

- Send a reminder to all board members of upcoming meeting. Include Draft minutes from previous meeting for review and proposed agenda.
- Keep track of attendance at Board Meetings
- Keep record of minutes by Board of Directors meetings for the official record
- Minutes must include
 - Gambling Manager's report
 - Checking account balance
 - Gross receipts, net receipts for the month
 - 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
- Make Minutes available in a timely manner to the newsletter coordinator and Web site coordinator for publication
- Schedule the room for the annual meeting with the Eagan City Hall Parks and Rec office. (or just email Mark Vaughan.
- Make schedule of Board of Directors meetings for the year available to the Board members at the May meeting.
- ~~Hold the copies of the gambling operation tax returns and other necessary papers~~
- Publish information about the Annual Meeting and open board positions - this needs to be done starting in December (January newsletter) to allow board applications to be received in a timely manner.
- Update job descriptions prior to the annual meeting for returning and prospective board members to look over before the May board meeting.

NEWSLETTER COORDINATOR (sub set of tasks for the Secretary)

- Collect items and/or direct information for the newsletter from board members, association members, team updates, etc. and deliver to the newsletter Editor by the 25th of the month preceeding the quarter to be issued. (in 2007 switched to a quarterly newsletter to be published Dec, March, June and Sept. – Sept must be in time for registration, March publication will include board ballots for the association)
- All Items must be submitted in Soft copy via Email.
- Coordinate the collection of board applications and deliver to newsletter editor for publication in the newsletter. Letters are published in Alphabetical order by last name of applicant.
- TDI is currently (2007 – 2008) editing and printing the newsletter.

WEBSITE COORDINATOR (sub set of tasks for the Secretary)

- Act as Primary Web site administrator and Monitor the www.eaganhockey.com website.
- 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.
- Provide links and content for any USA Hockey, Minnesota Hockey or League posts or publications.
- post Newsletters and Board meeting minutes (approved) in a timely manner.

Treasurer

Responsibilities:

General: Time commitment for the treasurer averages about 3-5 hrs per week. During the busy times, up to 20 hrs a week may be required. Desired qualities are good figure aptitude, financial or accounting background, and good computer skills, especially Quick Books and spread sheet analysis.

Weekly

- Check PO Box and process mail to appropriate board members. - Deposit checks into EHA account
- Update check register and monitor bank balances to achieve maximum interest benefit
- Pay all outstanding bills
- Monitor all other balances; receivable or payable.

Monthly

- Prepare month end report for Board meeting

Annual

- Summer - Prepare budget for discussion at board meetings and prepare financial plan
- June - provide financial information to the CPA for tax return filing. Follow up to ensure return is filed.
- August - Discuss and review with President scholarship applications for financial aid
- September - Process registration checks and create spreadsheet to monitor balance due on players' account.
- December - Send out 2nd half billing for balance due on accounts
- January - Process fund raising checks. Follow up on past due registration fee balances

Tournaments

- Provide cash for entry fee cash boxes.
- Pay all necessary bills (referees, EMTs, trophies, etc)
- Reconcile all receipts when tournament is completed
- Ensure ice bill for tournament is accounted for (Booster Club or EHA)

Director of Hockey Operations

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.)

- Coach selection:

- Recruit and interview.
- Follow EHA guidelines for development of players and hockey program from Mini-Mite through Jr. Gold.
- Review and recommend improvements to EHA hockey program from information taken from coach/parent surveys.
- Offer direction to coaches throughout season.

- EHA Members:

Answer all questions and/or concerns regarding the EHA operation (listening to frustrated parents, coaches, players) Accept responsibility for results of Coach Selection and Try-Outs.

- Try-Outs:

- Try to ensure that try-outs are as non-political and fair as possible.
- Coordinate ice times, try-out evaluators, and coaches.
- Post Tryout schedule as soon as possible using the Web site.
- Interview and select player evaluators.
- Develop the best possible try-out system.

General:

Oversee and work with player development personnel. Oversee and work with A, B, C, and Mite Coordinators to ensure smooth operation.

Registration Coordinator

Responsibilities:

- Process individual registrations for each player, rostered coach, manager, and volunteer with USA Hockey and Minnesota Hockey in accordance with the guidelines put forth by USA Hockey and Minnesota Hockey.
- Administer the online registration portion of the EHA Web site with help from the Web master and Web site Vendor (Mystify).

January - Finish registering Mite and Mini-mite Teams. Produce Cyber Sport cumulative reports for Associate Registrar for Minnesota Hockey.

February - Collect manager books from 'A' and 'B' teams eliminated from playoffs.

March - Collect manager books from 'C' and Squirt teams after their seasons have concluded.

April - Provide information for annual meeting if requested.

May - Renew electronic registration with USA Hockey.

June - Use last year's data base to assist with planning numbers for upcoming budget.

July - Begin preparing documents for pre-registration mailing. Verify that the registration facility has been reserved for the registration dates.

August - Mail out registration packet to all of the previous season registrants. Attend a training meeting on electronic registration to get the current electronic registration software and database for upcoming season.

September - Conduct registration sessions. Begin processing registration forms after the treasurer has received the money.

October - Continue processing registrations. Prepare tryout lists for Tryout Committee. Prepare registration lists for all levels participating in tryouts for team formation. Prepare transmitted list for District so tryouts can be conducted with outside teams. Begin preparation of team books with appropriate documentation for each traveling team. Conduct a meeting of all traveling managers to review their responsibilities for the upcoming season.

November - Register teams with the District and USA Hockey. Ensure that all players at the traveling levels are rostered and that all coaches have the correct certification. Continue with individual registrations.

December - Finish registering Junior Gold teams and Mite and Mini-mite teams.

Ice Coordinator

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.

Player Development Coordinator

General: Suggested that candidates have formal education or be well versed in sports medicine, sports physiology or fitness instruction to ensure dry-land and bungee cord workouts are conducted with the proper care and instruction. It is recommended that the candidate not be a head coach of any EHA team as the demands on one's time can be heavy during the season. The purpose of the player development position is to develop programs, clinics, and additional training for players of all levels, not just 'A' teams. The individual must also possess strong communication skills to interact with the EHS coaches and EHA coaches and players.

Responsibilities:

- Interface with Eagan High School coaching staffs (boy's and girl's) on hockey philosophy, goals, objectives and strategy.
- Review and revise if necessary EHA coaching handbook to reinforce first bullet.
- Provide coaching clinics to teach EHS systems and basic fundamentals.
- Develop, plan, organize and implement spring, summer and fall clinics:
 - Checking clinics in spring
 - Stick handling and shooting
 - Summer and fall skating clinics for upper levels
- Plan, publicize, organize and implement appropriate clinics.
- Maintain library of current coaching instructional videos and books
- Provide resource articles and links for Coaches on the EHA web site.
- Promote coaching certification at all levels in accordance with Minnesota Hockey guidelines.
- Conduct dry-land training for coaches as requested.
- Maintain dry-land equipment.
- Work with the Booster Club and EHA Board to fund EHA player development activities.
- Develop a staff of roving specialty coaches (goalie, power skating, shooting, etc.)

Tournament Director

Responsibilities:

- Ensure all eligible teams have spots in the budgeted number of tournaments including invitational, local and out of town tournaments.
- Schedule dates and times of Eagan sponsored tournaments.
- Advertise Eagan sponsored tournaments with Let's Play Hockey magazine.
- Make certain applications and checks for each tournament for each team are mailed on a timely basis. Follow up to ensure teams are entered properly and confirmed.
- Organize a list by team that includes tournament dates and costs and budget variance for Board review.
- Ensure that team managers have all of the appropriate tournament information once teams are formed.
- Meet with Ice Coordinator and Booster Club tournament coordinator to ensure that Eagan sponsored tournaments are properly scheduled and staffed.
- Ensure District 8 sanctioning forms are completed and processed on a timely basis.
- Work with the District 8 tournament director to handle any issues that may arise.
- Ensure referees are scheduled for Eagan sponsored tournaments.
- Notify the District 8 Director of any Eagan teams scheduled in out of state tournaments.
- Represent EHA at all Eagan sponsored tournaments. Coordinate with Board and Booster Club to ensure EHA is represented at all times during our tournaments.
- Follow up with the teams at the end of the season for tournament feedback.

Equipment Coordinator

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 (6 week lead time)
- Purchase Mite, and Mini-mite jerseys (4 week lead time)
- Purchase socks for Mite/Mini-mite teams (4 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 and Mini-mite jerseys
- Coordinate banners for traveling team jerseys
- Ensure required equipment is ready for tryouts (pullover, pucks, water bottles)
- Collect all returnable equipment after season is completed. Repair, sanitize and store for next season.
- Work with 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 pre-season clinics.

Fundraiser Coordinator

Responsibilities:

The duties of the coordinator are to ensure the fundraiser(s) for Eagan Hockey is established and that all participants are aware of the meetings, requirements, and time sensitive issues with the fund raiser. It is suggested that this position assignment agree to a two year commitment.

- Work with contracted vendor (currently Schwans) to set timeline for the fund raiser, including team rep meeting date, selling dates, order turn-in date, product pickup dates, and money turn-in date.

- Coordinate prizes for sellers.
- Coordinate schedule with Civic Arena management for use of meeting room and parking lot.
- Prepare flyers for team rep and sellers. Breakdown by team and level.
- Obtain a list from Bantam coordinator of bantams working off their obligation.
- Contact all team reps prior to rep meeting to ensure participation.
- Work with level coordinators to ensure all teams are represented at the meeting.
- Educate team reps on all issues regarding the sale (timeline, rules, prizes, buyouts, etc.)
- Coordinate order turn-in date with vendor and teams.
- Follow up to ensure all orders are received. Buyouts are due at this time.
- Schedule teams for order pickup.
- Coordinate volunteers to help with product distribution.
- Schedule alternate pickup date for teams out of town on scheduled pickup day.
- Ensure all orders are picked up. Follow up with team reps on open issues. Escalate to the President any difficult issues.
- Coordinate money turn-in date.
- Ensure all money received matches up with orders.
- Work with the Treasurer to ensure money is deposited and bills are paid.
- Follow up on delinquent sellers.
- Escalate open issues to President.
- Prepare and present a report to the Board for review and discussion.
- Present recommended changes/improvements.

Sponsors Coordinator

Responsibilities:

April: Develop and send out Sponsorship letters to new potential businesses. Re-design (if necessary) sponsorship rewards letter and receipt letter. This equals up to 300+ letters to new area businesses as well as wishy/washy refusals from last season. This will probably take the entire month.

May: Start calling all businesses (or stop by) and talk w/ the owner or manager regarding their sponsorship role. This is the 1st call to most businesses. Take names of businesses that are

willing to supply items rather than cash (these can be used for raffles if the Booster club wants them) and turn names over to the Booster club.

June: Send out letters to businesses that signed up for the 3 year options that their next season commitment is due 8/1. Follow-up call around to businesses you were unable to get an answer from or left a message without a call back from.

July: 3rd call around for those businesses that were "thinking about it" or had to get back to someone else. These usually require a visit to get a solid answer.

August: By the 14th call all businesses you haven't received checks for their 2nd or 3rd year commitment from yet. This is usually all of them. Try to move them up to traveling if they are enthusiastic about our program.

September: Start putting together player level lists with sponsors who may be related (ex. Dad wants to sponsor Joe's team). All of our sponsors are listed on the back page of the newsletter. Eagan Hockey Booster Club has sponsored a Traveling and Non-traveling team 2 years in a row. Talk with the Club President. Give Equipment Coordinator an estimate of how many Sponsors and at what levels you believe you will have. Make sure Equipment Coordinator is aware he must order an extra team jersey for the non-traveling sponsors (these are the same as the kids get) He also should have enough "old" traveling jerseys to give out to all Traveling sponsors at the end of the season. Make sure all Sponsors are on the back of the Wildcat Times with the correct name, phone number and address given. Give all Sponsor names and addresses to the secretary for addition to our mailing list. Make sure all sponsors are receiving the newsletter. Continue to contact Businesses, send out new letters to any leads and follow-up.

October: Order Sponsorship sweatshirts for traveling team sponsors (black, x-large usually with Eagan Hockey Association sponsor logo, Heavy weight) and window decals from Booster Club President. Send out thank-yous to all Sponsors you have received checks from and continue to call those that have promised to sponsor but haven't sent in their checks yet.

November: Make sure registrar and coordinators know which sponsor (if connected) goes with which team. If there is no tie in to the team, the Coordinator will assign a sponsor. Continue to call to get checks in. If able, develop a list of team assignments with Sponsors and publish it in the newsletter and send it out to each sponsor. The sponsor letter should include the team manager or coach's name and phone number. Send each sponsor a team schedule. Again check to make sure all Sponsors are listed on the back of the newsletter.

December: Make sure VP has the connections between teams for the sponsorship plaques.

January/ February: Start calling to collect all the Sponsorship reward items for distribution. Make sure everyone has the sponsorship labels on the back of Jersey's.

February/ March: Bag all the sponsorship reward items and hand out to the team Manger and or Coach to deliver to their sponsor. I usually suggest they have 1 team player (captain if able) to go with to deliver and say a big thank you. A Thank you letter should be included with the items.

April: Continuation of above/ wrap up. Call at the end of the month to all Sponsors to make sure they received their items and thank them personally. Start all over again!

Girls Coordinator

The Girls Coordinator is responsible for the Girls program at all levels except for Mites and Mini-mites. The Girls Coordinator will interface more with the District Girls Director and other level coordinators since the girls leagues may be run on a state-wide basis rather than by District.
Responsibilities:

- Work with the Coach Selection Committee and Hockey Operations to ensure the availability of quality coaches. Ensure coaches are properly certified or scheduled for certification clinics.
- Work with the tryout committee and Hockey Operations to ensure that tryouts are scheduled, have a clear understanding of the process, and obtain bench workers for the scrimmages.
- Work with the Board on team numbers/levels and budget requirements.
- Maintain open communications with surrounding associations in case it is necessary to combine players to form a team.
- Work with the registration coordinator to get a list of all registered players and verify team numbers.
- Work with Hockey Operations and Player Development on pre-season clinics.
- Ensure teams are scheduled in budgeted number of tournaments.
- Interface with the District Girls Director to ensure proper information is given to teams and coaches regarding scheduling, leagues, playoffs, etc.
- Serve as the interface between the teams and Board. Communicate any issues and concerns to the Board on a monthly basis. Ensure that the teams and parents are informed of any Board decisions that affect their players.
- Keep an open line of communication with the parents and players.
- Update the Web pages associated with the Girls program and advertise any and all opportunities as appropriate.
- 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.

U16/Jr. Gold Coordinator

The Junior Gold Coordinator is responsible for all Junior Gold teams. Junior Gold may play outside of District 8 in the Metro League.

Responsibilities:

- Work with the Coach Selection Committee and 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 Hockey Operations to ensure that evaluations are conducted in accordance with the guidelines. Be current and up to date on all tryout procedures and processes.
- Work with the registration coordinator to get a list of all registered players. Junior Gold level players will register late. Need to work with the Registration Coordinator to ensure all of the paper work is completed prior to Junior Gold evaluations.
- Work with the Equipment Coordinator to ensure jerseys, goalie equipment, and other items are available for each team.
- Ensure that teams are scheduled in the budgeted number of tournaments.
- Work with the Tryout Committee and Hockey Operations to conduct 'A' and 'B' team selection for Junior Gold.
- 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
- Assist Coaches/Manager of the teams with compliance items associate with that district (ie: Referee payment policy). Likewise with any rule variations between the districts – especially with respect to the Metro League.
- 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.

Bantam Coordinator

The Bantam Coordinator is responsible for all Bantam teams.

Responsibilities:

- Facilitate communication related to the Bantam program among EHA, coaches, parents, and players when appropriate. Respond to concerns of parents, players, and coaches. Serve as an information resource for Bantam parents, players and coaches. Make use of the EHA Web site and Bantam 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. 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.
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- Meet with the parents of Bantams 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.
 - Manage the Bantam volunteers to ensure they are meeting the required number of hours.
 - Communicate with the Treasurer to get a check cut to the appropriate hosting association for Regional and State competitions
 - Assist District 2 teams with compliance items associate with that district (ie: Referee payment policy). Likewise with any rule variations between the districts.
 - 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 Bantam team coaches and managers as appropriate.

- Communicate ideas, comments, compliments and concerns of coaches, parents, players and others to and from the EHA board.

Pee Wee Coordinator

The PeeWee coordinator brings information to and from the board to all the pee wee teams.

Responsibilities:

Planning before tryouts

- . How many teams at each level?
- . Are their enough coaches?
- . Check to see if their are enough goaltenders
- . Find people to work benches for tryouts (approximately 5 per scrimmage) during tryouts
- . Work with tryout committee
- . Chair the Coach selection committee for the PeeWee level coaches in accordance with the Handbook.
- . Make sure all your bench help arrives
- . Be present at tryouts to answer questions
- . Bring any problems that may arise to Hockey Operations Director and Tryout committee
- . After A and B teams are selected prepare for C evaluations

Evaluations

- . Determine number of C players
- . Inform players of scheduled ice times
- . Work with C coaches
- . Line up parents to work the benches
- . Hold draft for C teams

Hockey Season

- . Facilitate communication between coaches and parents, coaches and players when necessary
- . Respond to concerns of parents, players, and coaches
- . Serve as information resource for Pee Wee parent, 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. Game scheduling meetings are held for each level. A list of coaches' names and phone numbers is a must, along with each teams Manager, Fundraiser rep. and Booster rep. Manager Meetings are scheduled. You will be distributing information throughout the year to all of your pee wee teams. Some of which is about pictures, ice times, pizza sales, tournaments, playoffs, and other points of interest. You bring to the board any questions or concerns that your pee wee coaches, parents or players may have.

- Communicate with the Treasurer to get a check cut to the appropriate hosting association for Regional and State competitions
- Assist District 2 teams with compliance items associate with that district (ie: Referee payment policy).
- 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.

Squirt Coordinator

The Squirt coordinator is responsible for planning, organizing, and implementing the traveling and modified in-house squirt program . He/she is required to work closely with Hockey Operations and Player Development to ensure the program runs well.

- Work with the Coach Selection Committee and Hockey Operations to ensure the availability of quality coaches
- Work with the tryout committee and Hockey Operations to ensure that evaluations are conducted in accordance with the guidelines delineated in the handbook.
- Work with the Ice Coordinator to ensure the availability of ice for evaluations
- Work with the registration coordinator to get a list of all registered players and communicate the information to the parents about evaluations.
- With the assistance of the coaches, Tryout Committee, and Hockey Operations, ensure that the C level (modified in-house) teams are divided up evenly.
- Work with the Ice Coordinator to schedule practices and games for all C level teams.
- Work with the Equipment Coordinator to ensure jerseys, goalie equipment, and other items are available for each team
- Ensure all teams have a Booster Club rep and a Fundraiser rep.
- Work with the Tryout Committee and Hockey Operations to conduct 'A' and 'B' team selection in December
- Ensure the 'A' and 'B' teams are registered properly with District 8 and Minnesota Hockey.
- Coordinate special events and player development activities throughout the season.
- Communicate to the parents and players with a monthly newsletter or newsletter column. Make use of the EHA Web site team pages and level pages for this as well.
- Meet with the coaches to handle any issues or concerns throughout the season.
- Work with the Booster Club to plan, organize, and implement the end of season tournament
- With Hockey Operations, develop, distribute and collect an end of season survey/summary for the program.

Mite/Mini-Mite Coordinator

Responsibilities:

Responsible for the entire program for all players ages 8 and under. Due to the number of players/parents involved, it is strongly suggested that a volunteer be recruited at each level to assist with the duties and responsibilities. The mite and mini mite coordinator must have excellent communication skills and be very well organized.

Responsibilities:

- Work with the Board to develop budget and fees for the program
- Attend registration (both dates) to register new players and answer questions
- Work with Player Development and Hockey operations to run starter clinics for new players
- Develop lists of players for both levels. Ensure players have signed up for the appropriate level.
- Determine the final number of teams for each level (Recommended no more than 14 players per mini-mite team and no more than 16 players for each mite team)
- Ensure that head coaches are available for each team
- Separate mini-mites into teams. Attempt to group by schools and any requests. 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 are trained and understand the USA HOCKEY INITIATION PROGRAM.
- Schedule and conduct mite evaluations
- Schedule pool skates for mites using head coaches as instructors using point totals from evaluations as basis for groups.
- Work with the Ice Coordinator to ensure budgeted hours are available and hours are scheduled for end of season jamborees.
- Meet with the Mite coaches to conduct the drafting of teams. The main objective is to develop teams as equal in talent as possible at that time and to satisfy requests where possible.
- Ensure that all teams have jerseys, socks, pucks and goalie equipment (mites only)
- Schedule practice/scrimmage hours for both levels using the hours allocated by the ice coordinator
- Schedule outdoor ice when it is available for all teams
- Ensure that each team has a Booster Club rep and fundraiser rep.
- Work closely with the Booster Club to plan, organize, and implement the Mite Outdoor Jamboree, Mini-mite End of Season Jamboree, and the Mite Paw Power Jamboree. Interface with the City of Eagan to ensure permits are obtained for outdoor jamboree.
- Work with the EHS booster clubs to schedule time for mini mites to skate between periods of a high school game.
- Develop schedule for the jamborees. Ensure that referees are available for mite jamborees (use Bantam volunteers).
- 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.

Marketing Coordinator

Work with local businesses, Eagan Civic Arena and other hockey organizations to promote EHA hockey with-in the communities. Advertise & run events to showcase Eagan Hockey as a valued organization in the community; and, a fun and rewarding program for our youth to participate in.

Responsibilities:

- Work with EHA Booster Club to promote and organize events. EHA Open House to get kids out to skate, showcase local vendors and kick off the season. Wildcat classic golf event.
- Community Service/Volunteer activities
- Work with Eagan High School Booster clubs to promote Jersey Nights and other high school hockey events. Additionally get the high school players involved with the youth program to help mentor younger players.
 - Work with vendors on promotions for EHA members. Discounts, fundraisers, charitable contributions etc...
 - Help promote free clinics for youth new or interested in trying hockey.
 - Work with Arena management to promote and organize events.
 - Get details on all above activity on the website and in the newsletter and on the EHA Web site.
 - Organize and coordinate all EHA team pictures. Setting time and location schedules with the ice arena and the photographer.