

Wildcats Hockey Booster Club

Positions and Duties

President:

- Plan & Run Booster Club meetings as necessary throughout season
- Plan & Run Annual Orientation Meeting in October
- Guide Buster Club through yearly duties
- Coordination with Coach
- Coordinate communication with Athletic Directors
- Coordinate player impact testing with ADs
- Provide information to Website Coordinator for posting
- Budget, Fundraising, Game Day Collections, School Nights, Senior Night, Year End Banquet, Pasta Dinners
- Maintain By-Laws (we don't have any)

Vice President:

- Assist President as required
- Coordinate Game Day Programs for varsity home games
- Coordinate away game grinders
- Maintain team stats with team managers
- Schedule police for home games
- Coordinate/Schedule parents for home game duties through website
- Collect and summarize player sponsorship funds with Treasurer
- Coordinate with Town Reps @ School issues

Secretary:

- Prepare minutes of meetings and distribute to board and website coordinator
- Coordinate all necessary beginning of season forms (medical cards, info cards, releases, responsibilities, etc.) on website and at October meeting
- Reserve venues as required for meetings and year end banquet
- Gather and distribute Player/Parent Contact information spreadsheet
- Coordinate ordering sweat suits, jerseys, uniforms and helmet stickers/numbers
- Act as liaison between the board and the team managers
- Assist the team managers with getting the information needed to maintain the Wildcats display case at ETR
- Ballots for incoming board vote at end of season banquet

Treasurer:

- Work with President on preparing yearly budget
- Get fees for ice time (ETR), skate sharpening (DK's) and police for budget
- Season Welcome letter
- Payments letter

- Send invoices to Granby and Windsor Locks
- Coordination of all player payments including program book and sale credits
- Collect bills and pay
- Pay police
- Responsible for cash box at all home games
- Make all deposits in a timely manner
- Summarize expenses and revenue w/ QuickBooks

School Town Representative:

- Ensure announcement information is given to town for games, especially Town Night
- Provide announcer with all Town player names for introduction at Town night
- Contact school Ads as requested by President

End Of Year Banquet Coordinator:

- Secure venue
- Secure caterer
- Coordinate and decorate banquet venue
- Secure gifts

Fundraising Coordinator:

- Set up fundraisers to help off-set team expenses
- Coordinate with team players to run event

Apparel Coordinator:

- Order and distribute Jerseys, socks, helmet stickers, team hockey bags

Senior Album Coordinator:

- Gather information and photos for album
- Publish and distribute seniors, year-end banquet

Senior Night Coordinator:

- Provide announcer with all Senior player names for introduction at Senior night
- Secure flowers for moms
- Secure and hand out frames for Senior Spotlight to senior parents

Game Day Meal Coordinator:

- Order and deliver game day grinders (Subway) to away bus for some away Varsity games

Sponsor Drive:

Game Program Designer/Printer:

- Layout program for all home varsity games including home and visitor rosters and home schedule
- Print out 50 copies for all home games

Website Coordinator:

- Work with coach, secretary and president to post required information on website
- Update website as needed
- Create home game duty schedule and post (coach will do all scheduling)

ETR Bulletin Board Coordinator:

- Post team pictures (Varsity/JV), schedule, events

Team Photographers:

- Photograph varsity and JV games (not necessarily all games)
- Provide Website Coordinator with pictures for public viewing
- Provide Yearbook Coordinator with pictures for yearbook
- Provide ETR Bulletin Board Coordinator with printed pictures for posting
- Provide slide show for end of year banquet

Team Videographers:

- Video home and away varsity games
- Provide Coach with video in timely fashion

Team Manager Coordinator:

- Assist team managers with game clock and game sheets at home games

Team Managers:

- Maintain stats and roster book with Vice President
- Maintain water bottles
- Run clock and keep game sheets at home games