

History/Records Director

In consultation with the Board and specifically the 2nd VP Administration and 3rd VP Marketing and Promotions be responsible for the coordination of Team Stats, Yearbook, Alumni, Awards & Recognition, Website postings and Game-day protocol training.

➤ **Team Stats**

- ✓ Attend Coaches/Mangers meeting to communicate all expectations listed below
- ✓ Oversee each SPKAC team's stat coordinator in their collection of the team stats
- ✓ Team Stats (League website or Game Reports) must be up-to-date or handed in to the Team Stats Coordinator at the end of the each month of play
- ✓ All available game sheets must be handed in to the Divisional Director after each game of play. Directors then hand all game sheets they have into the Team Stats Coordinator by Nov. 30th and Mar. 31st
- ✓ In conjunction with Bruce Kirby (League Statistician) ensure Team Stats Coordinator has access to each SPKAC team's league website and ensure all stats are verified at the end of each season

➤ **Yearbook**

- ✓ Compile all items related to the annual yearbook throughout the season
- ✓ Team Stats as listed above
- ✓ Year in Review installments (2) must be handed in to the Yearbook Coordinator by Nov. 30th and Mar. 31st
- ✓ In conjunction with 3rd VP Marketing & Promotions ensure all applicable Sponsor ads are available by Mar. 31st
- ✓ In conjunction with the SPKAC photographer, ensure all SPKAC teams have had action photos taken, Midget 'AAA' official photo in the arena, as well as Midget 'AAA' Head Coach portrait.
- ✓ Choose the best available publisher with the consent of the Board
- ✓ Oversee the distribution of the Yearbooks during Tryouts each September
- ✓ In conjunction with 3rd VP Marketing & Promotions ensure all Sponsors receive yearbooks

➤ **Alumni, Awards and Recognition**

- ✓ Ensure all accomplishment boards on Arena wall and electronic databases are completed and up-to-date
 - Major Midget AAA Male Coach photo board
 - Played/Coached in NHL photo board
 - NHL/WHL/College plaques
 - Annual Midget photo
 - Arena Lobby Trophy Case
- ✓ In conjunction with 3rd VP Marketing & Promotions ensure annual Sponsors are identified on Arena recognition boards before the teams regular season commences
- ✓ In conjunction with 3rd VP Marketing & Promotions ensure SPKAC annual team photo is displayed on Arena recognition board
- ✓ In conjunction with 2nd VP Administration and 3rd VP Marketing & Promotions ensure annual SPKAC awards are up-to-date
 - Coach of the Year plaque
 - Volunteer of the Year plaque
 - Male Scholarship plaque
 - Female Scholarship plaque
 - Brett Pearce Award – Midget 'AAA'
 - Todd Klassen Award – Bantam 'AAA'
 - Outstanding Achievement Award

- ✓ In conjunction with Alumni Committee ensure all Provincial/Western/National Championship banners are up-to-date and hung properly on the Arenas East wall
- ✓ In conjunction with Alumni Committee, manage the electronic database of all trophies the SPKAC currently has in possession and will have possession of in the future
- ✓ In conjunction with 3rd VP Promotion and Marketing choose which trophies and other awards will be displayed in the Arena lobby trophy case

➤ **Website**

- ✓ Manage the day-to-day operations of the SPKAC Website
- ✓ Ensure updates may be posted on website from President, 2nd VP Administration, Registration Director
- ✓ Provide login/passwords to each team's microsite as soon as manager is in place
- ✓ Train any team member who wishes to also use their Team's micro-site in addition to their league website

➤ **Game-day Logistics Coordinator**

- ✓ Train each team's Scorekeeper, Timekeeper and Music operator so they can undergo their jobs correctly to SPKAC/League standards
- ✓ Ensure the correct penalty abbreviations are available at each Sherwood Park rink used for SPKAC games