



COQUITLAM

MINOR HOCKEY

Sponsorship Coordinator Position

Coquitlam Minor Hockey is a large Association and in order to provide a really great experience for our children we need volunteers to help run this organization. We're looking for a Sponsorship Coordinator for the remainder of the 2024-25 season. This is a volunteer role for which time requirements will fluctuate throughout the course of the season.

The ideal person for this role is energetic, personable, organized and detail oriented. This role is essential for the Association, as we are a not for profit organization and the financial aspects are such an important part.

Average time investment 5+ hours per week

The Sponsorship Coordinator shall:

- a) solicit for Association sponsorships;
- b) review fundraising efforts of individual teams;
- c) attend all meetings regarding fundraising;
- d) contact previous year sponsors for further sponsorship;
- e) ensure sponsors are recognized and shown appreciation in relation to their sponsorship package.

Some of the Key Duties:

- Coordination of existing corporate sponsorships, or similar.
- Obtain a list of sponsors from previous seasons and introduce yourself to each of them and ask if they wish to renew their sponsorship.
- Invoice all new / renewing sponsors with a cc to the CMHA Treasurer and Admin, along with a mid season follow up on outstanding invoices
- Update the CMHA website with all current sponsors
- Ensure all sponsors are in the Tournament Programs, if their package provides for that benefit
- Create a Banner of all current sponsors to hang up at Tournaments and other CMHA events, if their package provides for that benefit

- Review Sponsorship package and present recommendations to the Board of Directors
- Prepare and revise on an ongoing basis, fundraising policies for the teams. Ensure that all fundraising activities have been approved to avoid “sponsor fatigue” and to ensure proper gaming license protocol is followed. You will work with the Treasurer on the latter.
- End of Season - prepare a Sponsor Thank You for local paper and publish prior to or at Spring Break.
- Special Sponsors may deserve a larger thank you - present recommendations and budget to the Board of Directors
- Ensure the Sponsor Case at Poirier, Arena 1 is kept updated with Sponsor Plaques.