



## **CROSS-CLUB COORDINATOR POSITION DESCRIPTIONS**

**COORDINATOR POSITIONS (200 POINTS – unless otherwise noted) Term: First term (1) year, following term (1) year.**

**Division Coordinators (2 positions per division) – Mini-tyke, Tyke, Novice, Peewee, Bantam and Midget**

- Attends necessary Division Coordinator Meetings (January, February); September Planning Meeting; November Evaluation Meeting.
- Coordinates with Evaluation Director and oversees “A” Tryouts (Peewee, Bantam and Midget) and the evaluations of their players following the appropriate Policies and Procedures.
- Answers any questions and escalate issues.
- Provide appropriate information to your teams/coaches.
- Works with and Reports to the Director of Division Coordinators.
- Follow evaluation tasks

### **Coach Associate:**

- Works with Coaching Director:
- Ensures coaching staff is trained in appropriate division.
- Provide information to coaches that need appropriate certification and follow-up with CDLA/ALA regarding attendance at clinics.
- Ensures coaching staff is placed on a team.
- Ensure all coaches attend pre-season coach meeting.
- Provides complete list of coaching staff to Executive Director.

### **Evaluation Associate:**

- Works with Evaluation Director.
- Ensures Division Coordinators have supplies they need
- During floor times, provide appropriate drinks and /or food
- Pre-evaluation session evaluator discussion
- Monitor evaluation drill timing (run clock)
- Collect scoresheets and review with evaluators
- Enter scores then forward to Division Coordinators

**Goalie Gear Coordinator:**

- Works with and reports to Equipment Director.
- Set dates for distribution and return of goalie gear to teams and full-time goalies.
- Ensure all equipment is signed out, deposit cheques received (full-time goalies and those signing out individually).
- Ensure rental cheques are received for those signing out equipment (full-time goalies).
- Make arrangements to have goalie cleaned (one year peewee-midget; next year novice-midget).
- Provide names of volunteers that completed their volunteering to Executive Director.

**Jersey Coordinator:**

- Works with and reports to Equipment Director.
- Set dates for distribution and return of jerseys (medical kits, etc.) to all teams.
- Ensures all teams sign out their equipment.
- Provide names of volunteers that completed their volunteering to Executive Director.

**Shorts Coordinator:**

- Coordinates with Executive Director regarding ordering shorts for season.
- Keeping up to date inventory of shorts and any leftover apparel.
- Communicate with volunteers and coordinate shorts distribution in March and also at Icebreaker / Photo Day in April. Sell any leftover apparel that we have on hand.

**Tournament Coordinators:**

- One Tournament Coordinator for each Division (MT – Midget).
- From the Sanctioned Tournament Listing from the ALA, canvas tournaments in Calgary and Alberta for each Hornet team to attend.
- Liaison with Executive Director.
- Provide tournaments to Division Coordinators.

**Photo Coordinator: (100 points)**

- Coordinates with Executive Director regarding schedule for Photo Day;
- Oversees Photo Day – attendance for the day to ensure it runs smoothly.
- Oversees distribution to teams once photos are done.
- Season only (April-June – approx.. 10 hours)

