



DIRECTOR JOB DESCRIPTION

JUNIOR DIVISIONS DIRECTOR

Job Title:	9. Junior Divisions Director	Revised Date:	April 09, 2018
MHA:	Kerry Park Minor Hockey Association	Term:	One Year

Description

Oversees the administrative and operative affairs of the Association's Initiation, Novice and Atom Divisions.

Key Accountabilities

- Oversees the H1 H2 H3 and H4 teams and Atom and Atom Development teams.
- Provides information to Junior Division members regarding Association information, including processes, Policies and Procedures related to the hockey experience.
- Attends any meeting required for the maintenance of their divisions, including the annual team managers' meeting.
- Liaises with the VIAHA Managing Director/Commissioner for league play and BC Hockey's cross-ice lead (South Island).
- Ensures teams are formed in accordance with BC Hockey, VIAHA and the Policies and Procedures.
- Oversees that H1-H4 operations are in accordance with VIAHA cross-ice guidelines.
- For recreational teams, oversees individual player evaluations to aid in the formation of balanced equitable teams within their division as per VIAHA, under the direction of the Vice President.
- Assists the Head Coach/Competitive Director with the evaluations for the Atom Development team.
- Assists the Head Coach/Competitive Director with input regarding the selection of Head Coaches for the recreational teams.
- Recruits managers and safety personal for each team in conjunction with the Risk and Equipment Management Director.
- Informs the Registrar/Administration Director of all team rosters and any player changes throughout the year.
- Educates managers and safety staff on their responsibilities to their teams.
- Advises all team staff on the requirements of our governing bodies to be rostered team officials.
- Communicates and directs team officials to the appropriate resources for required courses and requirements.
- Monitors ice schedules to ensure that each team meets their required ice allocation and that there is equal-ice distribution within their division.
- Informs the of each team roster and any changes to it throughout the season.
- Communicates regularly with the team managers regarding day-to-day running of the teams.
- Mediates any player-coach, parent-coach, coach-association minor problems that may occur and refers larger issues to the appropriate Director for advice and resolution.
- Ensures that all and any communications from the Board of Directors or our governing bodies is shared with teams and members.
- Attends Director Meetings and prepares monthly Junior Divisions reports for the Director Meetings.

Experience

Must have at least one-year experience as a team manager or other Board of Director to hold the position.

Typical Committees

Budgeting Committee, Policies and Procedures Committee