



DIRECTOR JOB DESCRIPTION

SENIOR DIVISIONS/FEMALE PROGRAM DIRECTOR

Job Title:	10. Senior Divisions/Female Program 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 Peewee, Bantam and Midget Divisions. Leads the Association’s Female hockey program.

Key Accountabilities

- Oversees the Peewee, Bantam and Midget teams, both recreational and competitive teams.
- Provides information to Senior 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.
- Ensures teams are formed in accordance with BC Hockey, VIAHA and the Policies and Procedures.
- 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 Competitive teams.
- 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 Registrar/Administration Director 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.
- Communicates with members the different options available for female players including mixed teams in the Association or transfers to female-only teams.
- Works with the female-only teams to find placement for Association female players.
- Communicates regularly with all Association’s transferred players and addresses any concerns should they arise.
- 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 Senior Divisions/Female Program 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