

ST. ALBERT RAIDERS HOCKEY CLUB POLICIES AND PROCEDURES

1. DUTIES OF DIVISION DIRECTORS

1.1 Policy Statement

Division Directors report to the President or the President's designate.

1.2 Rules and Guidelines

General Responsibilities are as follows:

- 1.2.1 Supervise and manage their respective Division and League(s) and attend League meetings.
- 1.2.2 Participate in the selection of coaches in conjunction with the Coach Selection Committee, subject to ratification by the Raiders Board.
- 1.2.3 Conduct an orientation session with their Coordinator and head coaches and supply all Team Officials with Raiders Policies, Rules and Guidelines.
- 1.2.4 Coordinate recruitment, player selection and placement on teams.
- 1.2.5 Coordinate practice ice.
- 1.2.6 Coordinate with Equipment Administrator in the assignment and collection of equipment for teams.
- 1.2.7 Assess periodic financial reports from the teams in the division for submission to the Raiders Board.
- 1.2.8 Monitor and approve requests by teams to play in tournaments.
- 1.2.9 Attempt to resolve all disputes and problems within their division. Recurring or persistent problems will be referred to the Raiders Board.
- 1.2.10 Ensure Incident Reports are completed.
- 1.2.11 Prepare a season end report for the Division, including appropriate statistics and submit to the Raiders Board.
- 1.2.12 Collect and maintain all game sheets for the division.
- 1.2.13 Appoint a Coordinator, as required, including a Billeting Coordinator and Player recruitment Coordinator.
- 1.2.14 Coordinate and liaise with other appropriate director(s) or members to ensure the smooth operation of all divisions.