

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## POSITION DESCRIPTION

Approved: 23 August 2007

POSITION: Governor

REPORTING TO: Director, League Program

RESPONSIBLE FOR: The effective administration of the Divisional League Program.

AUTHORITY: Administer disciplinary action consistent with Association policies and procedures.

### DUTIES:

- Reinforcing the Association Vision, Mission, Values, Operating Principles and Fair Play Pledge;
- Ensuring that all coaches and team personnel are aware of and conform to Association policies and procedures;
- Ensuring that all players, coaches, and parents are made aware of Executive Committee direction and decisions in a timely manner
- Identifying coaches and other team personnel for approval by the Executive Committee;
- Ensuring that all coaches are collectively engaged in decisions which affect the overall operations of the Division;
- Ensuring that team selections are completed in a timely manner and that teams are balanced;
- Instructing coaches and other team personnel on their duties and responsibilities;
- Assigning team names to each coach;
- Collecting the uniform deposits from each coach according to Association policy;
- Administering disciplinary action consistent with Association policies and procedures;
- Collecting and retaining the games sheets until the end of the season;
- Ensuring that teams acquire the appropriate travel authorities, as required;
- Investigating any complaints brought forward by a parent, coach or player;
- Administering the annual division tournament and other special events, in cooperation with the Special Events Committee;
- Overseeing the year-end playoffs; and
- Overseeing the selection of players for year-end awards.

DESIREABLE ASSETS:

- Ability to meet personal commitments and agreed-upon deadlines.
- Good organizational and inter-personal skills

TIME COMMITMENT:

- Approximately five hours per week at the beginning and end of the hockey season.
- Approximately 2-5 hours per week during the rest of the hockey season.
- Limited time demands during remainder of the year.