



FEMALE DIRECTOR

Review date: April 2021

Reviewed by: Lorne Bremner

Position Summary:

- The Female Director shall oversee the operations of the female program and to ensure the female program is fairly represented to the board. Without limiting the generality of the foregoing, the Female Director shall:

Specific Responsibilities would include, but not be limited to:

Attendance at all Board meetings

- Cochrane Minor Hockey Executive Board meeting are 3rd Wednesday of each Month, schedule of Board meeting will be sent out for the year to all directors
- Shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules and information with the board, female teams, and their parents.
- Coordinate and oversee the player evaluation process. Co-ordinate the ranking and team placements of all players during the evaluation process at the beginning of each hockey season, having due regard for the skill and ability level of all players.
- Shall ensure all policies of the association are properly presented to the female teams and their parents.
- Shall ensure any and all correspondence, concerns, information and requests by the female teams is presented to the board for their information and / or actions.
- Shall be responsible for the equitable distribution of ice time among the female teams.
- The Female Director shall be the liaison between the female teams and the ice scheduler.
- Liaise with Coaches ensuring that all coaches are certified accordingly for each team. Ensure all coaches / managers have the required Hockey Alberta Coach Certifications.
- Chair coaches meeting prior to start of season, to provide updates to League & Hockey Alberta rules and guidelines. Monitor the progress of coaches throughout the year and bring forward reports to the board from time to time.
- Complete necessary financial purchase orders for all purchases relating to female coach & player development.
- Assist in recovery of CMHA equipment & property at year end.
- Shall submit in writing to the registrar, the appropriate level of play that each female team should be entered at Provincial Play, with conference by each teams coach.
- Shall be the liaison person between all female teams in regards to the area of proper affiliation between teams.
- Shall have the authority to enforce the policies and procedures of the association as they pertain to the operation of the Female Program.
- Shall have the responsibility of representing parent's interest and concerns to the board.
- In cases demanding immediate action, suspend from participation in female program activities, any member, player or team for any violation of the provisions of the bylaws, operating policies, rules or regulations, or any other decision of the Female Program for improper conduct on or off the ice, or for abusive language to any of the officials, provided that the president is satisfied that the member, player, or team has committed such an infraction.
- Administer discipline in accordance with the CMHA code of discipline, upon recommendation of the Discipline Committee.
- Perform such other duties as the President may direct.

Qualifications would include, but not be limited to:

- CMHA Member in good standing.

KEYDATES & YEARLY OUTLINE OF DUTIES

- **January –**
 - **declare intent to play in provincials**
- **February –**
 - **playoffs begin**
- **March –**
 - **playoffs complete**
- **April –**
- **May –**
- **June**
- **July -**
- **August –**
- **September –**
 - **evaluations (as needed)**
- **October –**
 - **team windows (2/team/season) submitted to RMFHL**
 - **ice availability submitted to RMFHL**
- **November -**
- **December -**
 - **Hockey Alberta roster finalized and forwarded to RMFL**