



HIGH PERFORMANCE DIRECTOR

Review date: April 2021

Reviewed by: SJ

Position Summary:

- The High Performance Director shall oversee the operations of all AA Teams for the association. Without limiting the generality of the foregoing, the AA Director shall:

Specific Responsibilities would include, but not be limited to:

Attendance at all Board meetings

- Schedule of Board meeting will be sent out for the year to all directors
- Establishing and chairing a Coaches Selection Committee to review applicants, conduct interviews, and oversee the coach selection process.
- Coordinate and oversee the player evaluation process.
- Liaise with Coaches ensuring that all coaches are certified accordingly for each team.
- 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 purchases relating to AA coach & player development.
- Develop the appropriate resources to meet the needs of coach player development for coaches.
- Shall have the authority to enforce the policies and procedures of the association as they pertain to the operation of AA Teams.
- Shall have the responsibility of representing parent's interest and concerns to the board. Shall assist parents, where requested, to interpret the policies and procedures of the association as they pertain to the operation of AA Teams.
- In cases demanding immediate action, suspend from participation in AA 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 AA 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 conduct, upon recommendation of the Discipline Committee.
- Attend SCAHL conference calls as required throughout the year.
- 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/February/March – advertise on HA and CMHA website for Coach Applications as required for the following season, Coach's for the following season should be selected by April 15th – 30th as spring camps run in May.
- March – send out invites for AA/AAA Spring Camps
- March – order spring camp jerseys for spring camps (this cost is built in to registration fee for spring camp)
- April – review draft Evaluation schedule for upcoming season.
- June – confirm practice schedule for all 3 teams and coordinate with the Player Development Director and Development provider to ensure dryland and on ice development is scheduled for the upcoming season.
- SCAHL annual meeting.
- August - coordinate with Apparel provider and ensure that all players and coaches will be sized in mid-September to ensure all teams are suited up with team track suits etc.
- September – Have a member meeting to go over the evaluation process, team formation, team commitment, Financial etc.
- September – Oversee evaluations of AA teams, finalize team formation with coaches at Airdrie pre- season tournament.
- September - schedule a parent meeting to go over team finances and communication processes. (Once the roster has been finalized)
- October – Season begins
- November – March – Monitor AA teams and help as required.