



## Job Description – High Performance Director (Voting Position)

**Area of Responsibility:** AA & A Competitive programs at U11, U13, U15, and U18

**Duties:**

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Work with the President and the Competitive Director to determine the competitive teams for the upcoming season (number of teams, level of teams, roster sizes)
- Work with the President and the Competitive and House Directors to determine the Coach selection for the upcoming season
- Work with the President, the Competitive Director, coaches, and Coach Mentor in running of team try-outs
- Recruit/retain evaluators for tryouts
- Chair the high-performance committee
- Initiate, collect and document coaching evaluations for the competitive levels hosted by the CPGHA
- Maintain confidential records of team officials experience, player and parent survey results, review notes, etc. along with player histories for players directly associated with each team official
- Act as mediator/facilitator for any conflicts arising between parents/players/coaches
- Oversee/support discipline concerns
- Liaison between coaches/players/parents and the CPGHA executive
- Carry out other duties as assigned by Executive Committee or the President

**Time Commitment:**

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts	20 – 30 hours
Answer emails or phone messages	2 – 5 Hours per week. Can be more during tryouts, or at the beginning of the season
<b>Interviews/Coach selections</b>	<b>1-2 times per year – Competitive and House</b>
Preparation	2-3 hours
Attendance	3-5 hours
Post Admin	1-2 hours

