



## Job Description - Competitive Director (Voting Position)

**Area of Responsibility:** Competitive programs at Novice, Atom, Pee wee, Bantam, Midget and Senior

### 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 House Director to determine the competitive teams for the upcoming season (number of teams/ level of teams/ roster sizes)
- Work with the President and the House Director to determine the Coach selection for the upcoming season
- Work with the president, the House Director, coaches and coach mentor in running of team sort-outs/try-outs
- Determine the requirements of the development programs
- Recruit/retain evaluators for tryouts
- Initiate, collect and document coaching evaluations for the competitive levels hosted by the CPGHA
- Conduct mid-season surveys and mid-season coach reviews by end of December, and post season surveys and reviews by end of April, if decided by the executive
- 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 (Approx.)

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	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
Interviews/Coach selections Preparation	1-2 times per year – Competitive and House 2-3 hours

Attendance	3-5 hours
Post Admin	1-2 hours