



Job Description - FUNdamental and House Director (Voting Position)

Area of responsibility: Fundamentals and house league teams, Novice, Atom, Peewee, Bantam and Midget

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
- Work with the President and Competitive Director to determine the Coach selection for the upcoming season
- Work with the president, Competitive Director, coaches and coach mentor in running of team sort-outs/try-outs
- Determine the requirements of the development programs
- 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 player and parent survey results, review notes, etc. along with player histories for players directly associated with each team official
- Responsible for the planning and management of House League operations
- Support coaches in management of team issues where needed
- Support managers in team operations
- Assist with the running of house tournaments
- 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	1-2 times per year – Competitive and House
Preparation	2-3 hours
Attendance	3-5 hours
Post Admin	1-2 hours