



CROSS-CLUB COORDINATOR POSITION DESCRIPTIONS

COORDINATOR POSITIONS (200 POINTS – unless otherwise noted) Term: One Year

Division Coordinators (2 positions per division) – 6U, 8U, 10U, 12U, 14U and 17U

- Attends necessary Division Coordinator Meetings (January, February); Planning Meeting (if able) September/October; November Evaluation Meeting.
- Coordinates with Evaluation Director and oversees “A” Tryouts – 12U – 17U) and the evaluations of their players following the appropriate Policies and Procedures.
- Answers any questions regarding the evaluation process.
- Provide appropriate information to your families/teams/coaches.
- Works with and Reports to the Director of Division Coordinators.
- Follow evaluation tasks

Coach Associate/Coordinator:

- Works with Coaching Director:
- Ensures coaching staff is trained in appropriate division.
- Provide information to coaches that need appropriate certification and follow-up with CDLA/ALA regarding attendance at clinics.
- Ensures coaching staff is placed on a team.
- Ensure all coaches attend pre-season coach meeting.
- Provides complete list of coaching staff to Executive Director.

Evaluation Associate/Coordinator:

- Works with Evaluation Director.
- Ensures Division Coordinators have supplies they need
- During floor times, provide appropriate drinks and /or food
- Monitor evaluation drill timing (run clock)
- Collect scoresheets (when necessary) and review with evaluators
- Enter scores then forward to Division Coordinators (when necessary)
- Part of the Evaluation Committee

Goalie Gear Coordinator:

- Works with and reports to Equipment Director.

- Set dates for distribution and return of goalie gear to teams and full-time goalies.
- Ensure all equipment is signed out, deposit cheques received (full-time goalies and those signing out individually).
- Ensure rental cheques are received for those signing out equipment (full-time goalies).
- Make arrangements to have goalie cleaned (one year 12U-17U; next year 8U-17U).
- Provide names of volunteers that completed their volunteering to Executive Director.

Jersey Coordinator:

- Works with and reports to Equipment Director.
- Set dates for distribution and return of jerseys (medical kits, etc.) to all teams.
- Ensures all teams sign out their equipment.
- Provide names of volunteers that completed their volunteering to Executive Director.

Shorts Coordinator (100 points):

- Coordinates with Executive Director regarding distribution of shorts for season.
- Keeping up to date inventory of shorts.
- Communicate with volunteers and coordinate shorts distribution in March and also at Icebreaker / Photo Day in April. Sell any leftover apparel that we have on hand.

Tournament Coordinator (100 points):

- Works with Executive Director to locate one (1) tournament for each team from 8U – 17U using Sanctioned Tournament List from the ALA, in Calgary and Alberta for each Hornets team to attend. (March)
- Liaison with Executive Director (March/April)
- Provide confirmation list to Executive Director.
- Liaison with tournament individual regarding registering team.
- Executive Director will advise Division Coordinators on fair distribution of tournaments to teams

Camp Coordinator (200 points):

- Obtains floor time from Executive Director to determine what camps we can offer (August/September) with the floor we have acquired
- Provides necessary information regarding schedule to Executive Director to put on website and set up in Ramp. Determine fees for camp to cover floor and all other expenses for camps (September);
- Approach appropriate leveled coaches to help at camps (August/September);
- Attend Sessions for Fall/Winter camps with coaching staff;
- Liaison with Executive Director throughout the camps ensuring families are aware of camps, equipment etc.
- Liaisons with Vice-President 2 (Operations)

Social Media Coordinator (100 points):

- Works with Executive Director regarding Twitter, Facebook and Instagram posts through the fall, winter and spring box season;
- Attend camps, tryouts evaluations... to ensure there are pictures posted to social media and provide to Executive Director to use/post on website.