



CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS

Position:

Discipline Director

Authority and Responsibility:

The Board of Directors is the legal authority for the Calgary Hornets Lacrosse Association ("Calgary Hornets"). As a member of the Board, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the Calgary Hornets.

Requirements:

- * Commitment to the work of the Calgary Hornets
- * Willingness to serve on Committees
- * Attends and chairs monthly board meetings
- * Attends the Annual General Meeting of the Calgary Hornets or any other special meeting as required to conduct Club business
- * Support any Calgary Hornet special events

Term:

The Discipline Director is elected by the Calgary Hornets membership at the Annual General Meeting. The Discipline Director serves for a term of two (2) years (unless otherwise adjusted by the Board from time to time) and maybe released at the end of the elected term, by resigning, or according to the Calgary Hornets By-laws.

General Duties:

The Discipline Director is fully informed on organizational matters, and participates in the Calgary Hornets Board's deliberations and decisions in matters of policy, finance, programming, personnel and advocacy.

The Discipline Director Must:

- * Approve where appropriate, policy and other recommendations received from the Calgary Hornets Boards, its standing committees and Executive
- * Monitor all Calgary Hornets Policies
- * Review Calgary Hornets By-laws and policy manuals, and recommend By-laws changes to the membership when applicable
- * Review Calgary Hornets Board structure, approve changes and prepare necessary By-law amendments
- * Participate in the development of the Calgary Hornets organizational plan and annual reviews
- * Approve the hiring and release of any paid position on the Calgary Hornets Board and any pay increase or decrease for paid positions
- * Assist in developing and maintaining positive relationships among the Calgary Hornets Board,

committees, coaches, managers, membership and the community to enhance the Calgary Hornets Club's mission.

Specific Duties:

- * Attends all Board meetings as well as the Hornets Planning Meeting, Annual General Meeting (November)
- * Serves as the Chair for any and all Discipline Hearings and is responsible to administering any and all punishments deemed necessary by the Discipline Committee
- * Acts as the Calgary Hornets representative on the CDLA Discipline Committee
- * Handles any internal Hornet disciplinary issues
- * Ensures Calgary Hornet members adhere to the Calgary Hornet Codes of Conduct specific to their role (coach, player or parent) in all matters when representing the Calgary Hornets
- * Responsible to maintain and uphold the Discipline Policy
- * Direct liaison with the Calgary District Lacrosse Association ("CDLA") in matters pertaining to discipline of Calgary Hornet players, parents & coaches
- * Responsible for the overall discipline process, enforcement, liaison with the CDLA on behalf of the Calgary Hornets in matters concerning conduct issues for Calgary Hornets players, coaches and parents
- * Sits as Chair of the Calgary Hornets Discipline Review Committee along with two (2) other Calgary Hornet Executive Board Members
- * Conduct Discipline Hearings with Calgary Hornet Players, coaches and parents where necessary and utilizing the Discipline Review Committee where appropriate
- * Record discipline decisions for all incidents for the Club
- * Report to the Board regarding disciplinary matters during the season and provide a Discipline Summary at the end of the season
- * Be the Discipline Director for any tournament the Calgary Hornets may hold from time to time and be present for all games played during the tournaments hosted by the Calgary Hornets
- * Fill out and submit, on behalf of the Calgary Hornets hosted tournaments, the CDLA Tournament Discipline Report
- * Liaison with ALRA in matters that pertain to the referees association in Alberta
- * Liaison with Division Coordinators when required to ensure enforcement and serving of suspensions during the season
- * Carries out other duties as assigned by the Executive
- * Is a voting member

Evaluation:

The Discipline Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.