



CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS

Position:

Coach 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 Coach Director is elected by the Calgary Hornets membership at the Annual General Meeting. The Coach 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 Coach 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 Coach 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)
- * Organizes and ensures all coaches have their proper certification for the level they will be coaching. Ensures they have their Respect in Sport for Coaches, and background check is up to date
- * Deals with coaching requests/questions
- * Works with Executive Director regarding coaches (obtaining information about coaches)
- * Vets all coaches interested in coaching with the assistance of Vice-President Technical and one (1) other Board Member
- * Works with Age Division Coordinators, Vice-President Technical and one (1) other Board Member regarding coach placement and team setting
- * Contact for Head Coaches and Assistant Coaches throughout the season
- * Ensure coach survey is sent to families (mid-May)
- * Organizes pre-season Coach Meeting
- * Participates in organizing Coach On-Floor Session with Elev8 (pre-season) as well as mentorship sessions with the teams
- * Arranges for coaches for fall and winter camps sessions
- * Contacts coaches in August/September regarding any feedback from Coach Survey
- * Carries out other duties as assigned by the Executive
- * Is a voting member

Evaluation:

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