



## **CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS**

### **Position:**

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

### **General Duties:**

The Player / Coach Development 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 Player/Coach Development 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

**Specific Duties:**

- \* Attends all Board meetings as well as the Hornets Planning Meeting, Annual General Meeting (November)
- \* Creation /implementation of the Club's Technical Development Plan that will outline the Club's commitment to the development of our players and coaches
- \* Liaisons with Coach Director and Camp Coordinator (if we have one) regarding coaches to be used for Fall and Winter Camp Sessions
- \* Liaisons with Coach Director identifying new coaches that are in need of further coaching assistance (through Elev8) or with a more experienced Coach (mentorship)
- \* Implement schedule for camps sessions (content) and if necessary or required, make any necessary changes
- \* Set up Goalie Sessions through the season
- \* Provide information to Executive Director in order to set up registration in Ramp and put on website and social media promotion
- \* Liaison with Coach Director to get goalie information for attendance at goalie sessions during the season
- \* Carries out other duties as assigned by the Executive
- \* Is a voting member

**Evaluation:**

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