



# DIRECTOR JOB DESCRIPTION

## INTERMEDIATE DIVISIONAL DIRECTOR

<b>Job Title:</b>	Intermediate Divisional Director	<b>Revised Date:</b>	Feb 1, 2022
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	Two Years

### Description

Oversees the administrative and operative affairs of the Association's U11 and U13 competitive and recreational divisions.

### Key Accountabilities

- Disseminates information to Intermediate Division members regarding Association information, including Processes, Policies and Procedures related to the hockey experience
- Attends any meeting required for the maintenance of their divisions, including the annual team managers' Meeting and hosts a Pre-season meeting for each group's parents. (What to expect, Sportsmanship in the stands, KPMHA Volunteers required, etc.)
- Assists Registrar with all Pre-season check in sessions.
- Ensures teams are formed in accordance with BC Hockey, VIAHA and the KPMHA Policies and Procedures.
- For recreational teams, oversees individual player evaluations to aid in the formation of balanced equitable teams within their division as per VIAHA, under the direction of the Vice President.
- Assists, as needed, the Head Coach/Competitive Director with the evaluations for the Competitive teams.
- In July and August reaches out to divisions looking for volunteers for Coach, Manager, Safety and Treasurer and provides a list to Registrar and Head Coach/Competitive Director of interested volunteers and position prior to pre ice.
- Educates managers and safety staff on their responsibilities to their teams.
- Meets with the other two Divisional Directors and recommends a plan for annual Association-led hosted tournaments for teams under this Division, as part of the Tournament Committee after reaching out to families to gauge interest.
- Assists in a supportive role for all at home Jamborees/Tournaments.
- Reports all suspensions of players and or coaches to KPMHA Registrar.
- Ensures the use of affiliate players between the Recreational and Competitive programs prior to Oct 31<sup>st</sup>.
- Monitor the results of the Recreational teams and advises VP Ops if it appears that the teams may not be balanced (for divisions that have more than one team)
- Communicates regularly with the team managers regarding day-to-day running of the teams (once a week in Sept then once a month for rest of season unless issues arise)
- Attempts to mediate any problems that cannot be resolved by the Team Manager. Advises the Vice Presidents of problems that they can not immediately resolve.
- Advises the Board of Directors of any apparent inter-team problems.
- Attends Director Meetings and prepares monthly U11 and U13 Divisions Program reports for the Director Meetings.

### Experience

At least one-year experience as a team manager or other Board of Director is recommended. Good communication skills an asset.

### Typical Committees

Tournament Committee, Policies and Procedures Committee