



# DIRECTOR JOB DESCRIPTION

## INTERMEDIATE DIVISIONAL

## DIRECTOR

<b>Job Title:</b>	Atom and Pee wee Program Director	<b>Revised Date:</b>	April 8, 2019
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	One Year

### Description

Oversees the administrative and operative affairs of the Association's Atom, Atom Development and Pee wee Divisions.

### Key Accountabilities

- Oversees the Atom, Atom Development and Pee wee teams, both recreational and competitive teams.
- Provides information to Atom and Pee wee 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.
- Liaises with the VIAHA Managing Director/Commissioner for league play.
- Ensures teams are formed in accordance with BC Hockey, VIAHA and the 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 the Competitive/Development Director with the evaluations for the Competitive teams.
- Assists the Head Coach/Coach Mentor with input regarding the selection of Head Coaches for the recreational teams.
- Recruits managers and safety personnel for each team in conjunction with the Risk and Equipment Management Director.
- Informs the Registrar/Administration Director of all team rosters and any player changes throughout the year.
- Educates managers and safety staff on their responsibilities to their teams.
- Advises all team staff on the requirements of our governing bodies to be rostered team officials.
- Communicates and directs team officials to the appropriate resources for required courses and requirements.
- Monitors ice schedules to ensure that each team meets their required ice allocation and that there is equal-ice distribution within their division.
- Communicates regularly with the team managers regarding day-to-day running of the teams.
- Mediates any player-coach, parent-coach, coach-association minor problems that may occur and refers larger issues to the appropriate Director for advice and resolution.
- Communicates regularly with all Association's transferred players and addresses any concerns should they arise.
- Ensures that all and any communications from the Board of Directors or our governing bodies is shared with teams and members.
- Reports team or coaching suspensions or high amounts of penalties to the Board of Directors and shall refer ongoing conduct to the Disciplinary Committee.
- Attends Director Meetings and prepares monthly Atom, Atom Development and Pee wee Divisions Program reports for the Director Meetings.

### Experience

At least one-year experience as a team manager or other Board of Director is recommended.

### Typical Committees

Budgeting Committee, Policies and Procedures Committee