Central Alberta Selects AA Directors

**Area of Responsibility:** Age Division Director

**Objective:** Under the guidance of the CAS Governor and Overall Director/Parent Liaison. *~ASSOCIATION~* (LMHA) President , will communicate any concerns with the CAS Overall Director/Parent Liaison who will discuss with the CAS Governor and make a decision on how to handle the concern. Any concerns that are taken directly to *~ASSOCIATION~ President should be passed on to CAS Governor or Overall Director/Parent Liaison to decide how to deal with.*

*CAS Board consists of Governor, Overall Director/Parent Liaison, U11AA Director, U13AA Director, U15AA Director, U18AA Director and CAS Treasurer.*

# Board Duties:

* Be familiar with the *~ASSOCIATION~* Constitution, By-laws and Playing Rules.
* Attend CAS Board/Operation meetings
* Vote on specific issues at Board Meetings
* Represent age category at all related meetings.
* Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
* Handle all communication with parents pertaining to Try Outs.
* Try to facilitate any parent/player issues during the season. If the problem can not be handled by yourself and Head Coach then the problem should be taken to Head Director/Team Liaison for further action. At times a parent may contact the Head Director/Team Liaison directly and the Director will be contacted for information.
* Work with Head Coach to facilitate on ice drills for Skills Evaluations and Evaluating at Skills and Scrimmages. Head Coach should not be on the ice but in stands evaluating.
* Work with Head Coach on his 50% of final decisions of player selections once Evaluated Selections are complete.

# Operational Duties:

* Assist with the formation of a seasonal plan detailing critical dates.
* The earlier the Head Coach can be decided the better for a successful number of registrants signing up to tryout for the team, so do what you can to search for good people to apply for the Head Coach position. Non Parent Head Coach is preferred unless a suitable person is not available. Governor and Directors will interview the persons applying for the Head Coach Position. Once Head Coach has been named they will be introduced on the CAS Facebook page and the LMHA website. Once this is done the Division Director can find a way to spread the word to positional registrants.
* Assistant Coaches are not to be decided until after Evaluations if they are a parent or have a family member trying out. All Assistant Coaches will be approved by the board before being announced.
* During July and once the registrar has sent the Directors a list of players registered begin communicating to parents on the upcoming season.
* Work together with the Head Coach to plan for upcoming tryout selections as well as the upcoming season. Go over all the policies on player evaluations, etc with the Head Coach so he understands the process.
* In July start looking for suitable Evaluators for the Skills and 2 scrimmages during the Try Out sessions. 50% of the team will be evaluated on after these sessions. In some instances as with players returning from AAA tryouts in the U15 and U16, U18 age groups the final “evaluated on” selection may not be completed until after the Black and White game.
* Evaluation Sheets will be distributed to Directors before Tryouts start. It is then up to the Divisional Director to coordinate with the Overall Division Director for calculations to be double checked and proofed before any players are announced.
* Overall Division Director will help with anything you may need help with so feel free to contact with any questions.
* Once Tryouts start Directors should start to look for a potential Manager to suggest to the Head Coach if he has not already thought of someone. This person should be very organized and the Director will guide them as to what their duties are. Managers will not be announced until team is formed or in final stages of forming and their son/daughter should already be selected to the team before announcement.
* Overall Division Director is also the Parent Liaison for all CAS Teams.
* Directors should keep their eyes and ears open for any problems or concerns that may be brewing among parents. Any concerns should be taken to Overall Division Director/Parent Liaison for discussion if you feel it could become an issue.
* As per policies, parents are not to take their concerns to Head Coach unless the Head Coach has indicated that they can do this but they must wait 24 hours before they approach the Head Coach in any matter and must keep a cool head. Parents not adhering to Association Policies will be subject to discipline. If problems can not be worked out between the Director, Head Coach and Parent then the matter should be turned over to the Parent Liaison, who will decide where the matter should go form there and will discuss with Governor if it is felt it needs to go to Code and Conduct. Directors should remain neutral till a solution is arrived at.
* Governor will send out any upcoming information coming from the*~ASSOCIATION~,*  SCMHA League or Hockey Alberta to the Division Directors.

# Required Skill:

* A self starter with patience, common sense, and self-control.
* Able to liaise well with *~ASSOCIATION~* staff, fellow Directors
* Able to relate to different problems without causing any disturbance among team members. Sometimes a minor concern is just a misunderstanding and it may just take some explaining to the individual who has the concern to make them understand procedures.
* Experience as a minor hockey volunteer preferably within the hockey operations environment and a special interest in the AA model of hockey.
* A keen interest in hockey.
* Dedicated and highly motivated.

# Time Commitment:

* Operations meetings are held as needed and must try and attend.
* Busiest part of the commitment for this position is from July to October, when Evaluations are completed.
* You must be at arena to coordinate ice times, check players in, make sure on ice help shows up, assign dressing rooms, assign pinnys, give Evaluators sheets for evaluating with pinny numbers, position player plays and instructions on marking players on the evaluation sheets.
* Sheets are to be collected after ice time and not be shown to anyone else except CAS Governor and Overall Director/Parent Alison. You will then take the sheets home and do calculations before next ice time.
* Immediately following the 2nd scrimmage the Overall Sheet with the Calculations for figuring out the Evaluated Players must be completed and double checked by Overall Director before any announcements are made as to who these players are and who the cuts are.
* Players carrying on will be announced on the Website under the correct age group. Cuts will not be announced but rather just omitted from the list of players carrying on. Evaluated On players can be announced at this time if they have been decided on.
* Final decisions on the last 50% of the team will be made by the Head Coach and he may decide to do exit interviews for those players not selected. Further decisions on 2nd Tryouts, etc will come from CAS Governor and Overall Director/Parent Liaison. These will be explained on how to proceed at that time.
* Attend and organize all aspects of Tryouts. This is from assigning pinny numbers to players for each evaluation and paying special attention to detail to make sure player’s evaluation numbers are recorded to correct player for Calculations.
* Enter all evaluation scores on the spread sheet and calculate scores to come to the decision of “Evaluated On” players. Once the 50% of “Evaluated On” players is announced Director should work with Head Coach as he makes final decisions on the remaining 50% of his team.
* Attend *~ASSOCIATION’s~* Special Committee Disciplinary Hearings when required. Positively communicate with the *~ASSOCIATION’s~* staff through email and phone on specific issues relating to the specific age category and

~ASSOCIATION~ issues.

* Director should coordinate any exhibition games that are assigned to the Try Out section of Tryouts. Once a Manager is named it will be the Managers responsibility. Make sure you are aware of what Travel Permits and Sanctions are required for Exhibition games
* Attend *~ASSOCIATION~* Meetings as required and Awards and Appreciation Banquet.
* Attend the *~ASSOCIATION~*  Coach/Manager meeting at the start of the season and usually lasts 2 hours in duration.
* Check emails and answer any enquires in a timely fashion, approximately 2 hours a week.