

DIVISION COORDINATOR

All Division Coordinators of the Association shall:

1. Be the Division's liaison to the Board of Directors. Have the authority to bring forward to the Executive for resolution any disputes they deem appropriate, or where requested to do so by a member or player.
2. Ensure that all Coaches and Team Members abide by these By-Laws, and any Rules and Regulations of the Association, H.A., H.C. and Leagues.
3. Inform parents within the Division, of initial ice times, initial practices, try-outs, etc.
4. Coordinate activities and attend the tryouts for your Division.
5. Collect monthly financials prior to the monthly Executive meetings.
6. Ensure all teams have necessary equipment to start season (i.e., jerseys, first aid kits)
7. Coordinate with and receive from Equipment Manager an inventory list for each Team at the start of the Season. Maintain a copy of these lists. Recheck inventory with Equipment Manager at the end of the Season.
8. Obtain jerseys and first aid kits from equipment manager at the beginning of the season and distribute to their teams. At the end of the season, collect jerseys and first aid kits from Team Managers and return to Equipment Manager no later than April 15th.
9. Attend monthly Executive meetings.
10. Coordinate or help coordinate fundraising activities within the Division and inform respective Division of Association fundraising activities/duties.
 - a. Coordinate Parent Division meetings to set up tournament. This includes but is not limited to raffle tables, fundraising, 50/50's, etc.
 - b. Ensure proper tournament financial statement and monies are forwarded to SLMHA Treasurer.
11. Serve on any Disciplinary Committee of the Association constituted under these By-Laws.
12. Carry out such other duties and functions as the Board of Directors may, from time-to-time, request.
13. Be an elected member of SLMHA Executive, with a vote.

U11-U18 Coordinators shall:

- Contact all Players to inform of tryouts.
- Arrange with Equipment Manager to get jerseys for tryouts.
- Hand out jerseys to Players and make list of which player is in which jersey.
- Collect jerseys at the end of first day and hand out to the same person the next day.
- Give list of players and numbers to Player Selection Committee.
- Collect jerseys at the end of tryouts and return to Equipment Manager.
- Inform Coaches of regular practice schedules.
- Be an active member in planning Division's Provincials.
- Understand/communicate League specific rules and share with Managers of respective Divisions

U7-U9 Coordinators shall:

- Meet with Coaching Director and Vice-President to divide players into equal teams.
- Inform Parents of ice times for first week.
- Inform Parents of regular weekly schedules once teams are divided.
- Watch practices for one week and with input from Coaches, make any necessary adjustments to teams to keep them equal and inform Coaching Director of any changes made.

Coaches cannot be Division Coordinator and Head Coach within the same division.