



---

## POSITION DESCRIPTION

---

<b>Position Title:</b>	Division Director, Female
<b>Accountable To:</b>	President VP Development VP Operations
<b>Leads:</b>	Atom-Midget (Manager/Coaches)
<b>Term:</b>	1 Year (Appointment)
<b>Purpose/Summary:</b>	Assist in day to day SMHA regulations and policies pertaining to SMHA's female hockey program. This includes representing SMHA at RMFHL meetings. The Director Female will provide leadership in continuing to grow and develop our female hockey program.

---

### Responsibilities (include but not limited to)

1. Attends all SMHA Board Meetings.
2. Attends all RMFHL meetings in addition to the VP Operations
3. Is responsible for ensuring that all coaches in the category fulfill the obligations of the SMHA.
4. Aides the VP Operations and VP Development in the coordinating and set up of the team selection process (if required) with making temporary selection teams, jersey assignments, player lists etc.
5. Aides in the coaches' selection with the VP Development for their category and approval of the SMHA Executive.
6. Is responsible for monthly reports to the SMHA Executive.
7. Is responsible for enforcing all Female discipline and/or suspensions as directed by the Executive.
8. Reports any conflicts in their Division to the Executive.
9. Ensures that coaches and managers are informed of any meetings that they should attend.
10. Ensures that each coach is provided with an up-to-date Hockey Alberta Rule Book, Stettler Minor Hockey Association Policy and Procedures Manual and ensures distribution of Coach/Manager Manuals and first aid kits to managers.
11. Organizes and delegates to applicable age divisions tournament committee.
12. Ensures financial requirements for teams of the SMHA are fulfilled in association with the Treasurer and reports all tournament monies.
13. Ensures financial requirements for teams of the SMHA are fulfilled in association with the Treasurer.
14. Assist Vice President, Development with Female Hockey Development Weekend.

### Required Time Commitment

1. Attend all SMHA Board meetings once per month during hockey season
2. Attend all levels of tryouts/ team selections in September that there is no conflict of interest in, if there is a conflict appoint appropriate member of executive to replace you.
3. Attend all RMFHL meetings September thru April.
4. Communicate weekly with team managers/coaches.

### Qualifications/Competencies

1. Must have valid drivers licence
2. Communication skills
3. Computer skills ( word, text, excel )
4. General Hockey knowledge regarding communication process, rules and regulations pertaining to Division
5. Openness to new ideas, suggestions and feedback
6. Organizational skills
7. Willing to work hand in hand with others