



POSITION DESCRIPTION

Position Title:	Division Director, U7, U9, U11, U13, U15, U18
Accountable To:	President VP Development VP Operations
Leads:	U7-U18 (Manager/Coaches) in applicable age division
Term:	1 Year (Appointment)
Purpose/Summary:	Assist in day to day SMHA regulations and policies pertaining to SMHA's hockey program. Communicate SMHA policy and mandate to coaches and managers. Represent the coaches and managers and report needs to the Executive.

Responsibilities (include but not limited to)

1. Attends all SMHA Board Meetings.
2. Attends Coach/Managers meeting at the start of the year
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 of the applicable division's 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 team 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. Coordinates all tournament and house league ice needs with Ice Allocator
13. Ensures financial requirements for teams of the SMHA are fulfilled in association with the Treasurer and reports all tournament monies.
14. U7 & U9 Director Prepares and submits proposed changes or amendments to the house hockey program applicable to the Division.
15. U7 & U9 Director will be responsible for scheduling House league and exhibition games, and helping find team tournaments
16. U9 Director will work in conjunction with VP Development to coordinate U9 league team preseason skates and selection.
17. *Female Director will have additional duties not including U9. See Female Director Description.*

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. 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