



DIRECTOR JOB DESCRIPTION

GAME SHEET DIRECTOR

Job Title:	Game Sheet Director	Revised Date:	Apr 01, 2022
MHA:	Kerry Park Minor Hockey Association	Term:	One Year

Description

Oversees all KPMHA game sheet administration, activities, and training.

Key Accountabilities

- Organize, collect and distribute KPMHA tablets to all managers U11-U18.
- Is the KPMHA liaison with VIAHA in regards to all E-game sheet info and updates.
- Assist, trouble shoot with managers on E-game sheets.
- Trains new managers on how to use e-game sheets.
- Collect and organize the modified paper game sheets for the U7-U9 groups, make sure only insured are participating.
- Follows up with Junior Division Managers to make sure all game sheets have been submitted.
- Keeping copies of U7-U9 paper sheets for insurance purposes.
- Provides paper game sheets for U11-U18 Managers at the start of the season for their backup incase tablets go done.
- Review E-games sheets weekly to identify penalty issues and alert HC and VP of any issues.
- Attends Manager's meeting.
- Recommends policy to the Board regarding E-game sheet Policies and procedures.
- Attends Director Meetings and prepares monthly reports for the Director Meetings.

Experience

Highly experienced with paper and HiSports e-game sheets. Good communications is an asset.

Typical Committees

Policies and Procedures Committee