



DIRECTOR JOB DESCRIPTION

JUNIOR DIVISIONAL & Female Program DIRECTOR

Job Title:	Junior Divisional and Female Program Director	Revised Date:	Feb 1, 2022
MHA:	Kerry Park Minor Hockey Association	Term:	Two Year

Description

Over sees the administrative and operative affairs of the Association's U6, U7, U8 and U9 Divisions.

Key Accountabilities

- This position requires constant monitoring of these teams as they are fairly new if not brand new to hockey.
- Disseminates information to Junior Division members regarding Association information, including Processes, Policies and Procedures related to the hockey experience
- Attends any meeting required for the maintenance of their divisions, including the annual team managers' Meeting and hosts a Pre-season meeting for each group's parents. (what to expect, Sportsmanship in the stands, KPMHA Volunteers required, etc.)
- Assists Registrar with all Pre-season check in sessions for teams under this division.
- Ensures teams are formed in accordance with BC Hockey, VIAHA and the KPMHA Policies and Procedures.
- Oversees that U6, U7, U8 and U9 operations in accordance with VIAHA cross-ice guidelines; including collecting and verifying game sheets to team rosters and notifying board of errors and issues.
- In July and August reaches out to divisions looking for volunteers for Coach, Manager, Safety and Treasurer and provides a list to Registrar and Head Coach/ Competitive Director of interested volunteers and position prior to pre ice.
- Educates Managers and Safety staff on their responsibilities to their teams.
- Meets with the other two Divisional Directors and recommends a plan for annual Association-led hosted tournaments for teams under this Division, as part of the Tournament Committee after reaching out to families to gauge interest.
- Assists in a supportive role for all at home Jamborees/Tournaments.
- Communicates with members the different options available for female players including mixed teams in the Association or transfers to female-only teams: Victoria, Duncan or Nanaimo.
- Provides all female players with their options and processes regarding Co-ed or female only hockey when entering U11 and above.
- Communicates regularly with the team managers regarding day-to-day running of the teams (once a week in Sept then once a month for rest of season unless issues arise).
- Attempts to mediate any problems that cannot be resolved by the Team Manager. Advises the Vice Presidents of problems that cannot be immediately resolved.
- Advises the Board of Directors of any apparent inter-team problems.
- Attends Director Meetings and prepares monthly U6, U7, U8, U9 and female Divisions reports for the Director Meetings.

Experience

At least one-year experience as a team manager or other Board of Director is recommended. Good communication skills an asset.

Committees

Tournament Committee, Policies and Procedures Committee.