



# DIRECTOR JOB DESCRIPTION

## INTERMEDIATE DIVISIONAL

### DIRECTOR

<b>Job Title:</b>	Intermediate Divisional Director	<b>Revised:</b>	April 1, 2020
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	Two Years

### Description

Represent the interests of players and parents of the division to the Board of Directors. Represent the interests of the Association and the game of hockey to the parents and players. Oversees the administrative and operative affairs of the Association's U11 and U13 competitive and Recreational Divisions.

### Key Accountabilities

- Oversees the U11 and U13, both recreational and competitive teams.
- Disseminates information to U11 and U13 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.
- Assists Registrar with all Pre-season check in sessions.
- Liaises with the VIAHA Managing Director/Commissioner for league play.
- Ensures teams are formed in accordance with BC Hockey, VIAHA and the Policies and Procedures.
- For recreational teams, oversees individual player evaluations to aid in the formation of balanced equitable teams within their division as per VIAHA, under the direction of the Vice President, Operations.
- Assists the Competitive/Development Director with the evaluations for the Competitive teams.
- Assists the Head Coach/Coach Mentor with input regarding the selection of Head Coaches for the recreational teams.
- Recruits managers and safety personnel for each team in conjunction with the Risk and Equipment Management Director.
- In conjunction with Vice President, Operations and Registrar, arranges for the allocation of players to teams. This may also involve player movement, addition and deletion during the season.
- Informs the Registrar Director of all team rosters and any player changes throughout the year.
- Reports all suspensions of players and or coaches to KPMHA Registrar.
- Educates managers and safety staff on their responsibilities to their teams.
- Advises all team staff on the requirements of our governing bodies to be rostered team officials.
- Monitor the results of the Recreational teams and advises Vice President, Operations if it appears that the teams may not be balanced.
- Communicates and directs team officials to the appropriate resources for required courses and requirements.
- Monitors the results of all teams in their Division and advises the Head Coach of any problems of competitiveness.
- Advises the Board of Directors of any apparent inter-team problems.
- Attempts to mediate any problems that cannot be resolved by the Team Manager. Advises the Vice Presidents of problems that cannot be immediately resolved.
- Ensures the use of affiliate players between the Recreational and Competitive programs.
- Monitors ice schedules to ensure that each team meets their required ice allocation and that there is equal-ice distribution within their division.
- Communicates regularly with the team managers regarding day-to-day running of the teams.
- Mediates any player-coach, parent-coach, coach-association minor problems that may occur and refers larger issues to the appropriate Director for advice and resolution.
- Communicates regularly with all Association's transferred players and addresses any concerns should they arise.
- Ensures that all and any communications from the Board of Directors or our governing bodies is shared with teams and members.
- Reports team or coaching suspensions or high amounts of penalties to the Board of Directors and shall refer ongoing conduct to the Vice President, Operations.
- Attends Director Meetings and prepares monthly U11 and U13 Divisions Program reports for the Director Meetings.

## **Experience**

At least one-year experience as a team manager or other Board of Director is recommended.

## **Typical Committees**

Budgeting Committee, Policies and Procedures Committee and Awards Committee.