

VMHA DIVISIONAL MANAGER

JOB DESCRIPTION

- Represent the interests of players and parents of the division to the Association Executive
- Oversee the operation of teams in the division
- Assist the Coach Coordinator with selection of coaches
- Supplies the registrar with appropriate information on team officials and players
- May arrange for player and coach evaluation (in conjunction with the Coach Coordinator)
- In conjunction with team personnel, arranges for the allocation of players to teams. This may also involve player movement, addition and deletion during the season
- Ensure that team equipment needs (including safety) are fulfilled through the equipment manager
- Ensure that, through the equipment manager, teams are provided with and return uniforms
- Provide information on practice and game ice allocation to the division
- Ensure team officials are knowledgeable of and adhere to game administration procedures
- Ensure team officials adhere to association penalty procedure
- May assist in the development of divisional tournaments
- Oversees the equitable assignment of exhibition games and approves all out of town exhibition games for the division. Oversees the administration procedures for these games

QUALIFICATIONS

- Strong hockey administrative background
- Ability to work with team personnel
- Ability to act as a liaison with the association executive
- Knowledgeable in rules, regulations, administration procedures of the division, association, district

SELECTION

- May be an appointed or elected position