



## **IceCats U8 Director**

Term: 2 Years

Election Cycle: Even Numbered Years

### **Primary Duties**

- Responsible for the oversight and administrative management of the U8 levels.
- Provides recommendations to the Player/Coaches Development Committee as to number of teams, team sizes, and team levels of play and coaching candidates.
- Responsible to hold coaches and team managers meetings.
- Responsible to ensure that all documents, rosters and fees for the level are prepared and provided to the proper board member in a timely manner.
- This position works closely with the President, VP of Operations, VP of Administration, Treasurer
- Manages, organizes, and staffs the registration process of the U8 levels under the direction of the Vice President of Administration.
- Collects and organizes all required paperwork from the registrants as specified by the Vice President of Administration (LHA and USA registrations, birth certificates, fund-raising, etc.)
- Transfers checks from registration process to the Treasurer in a timely manner.
- Assists in the player evaluation process.
- Recommend and assist in the redesign of the try-out and evaluation process where required.
- Assist with the selection of try-out evaluators.
- Resolves all matters of team size and assignment throughout the year.
- Drafts ice for the entire U8 levels and assigns to teams.
- Assists first year coaches with activities required for them to be successful.
- Responsible to conduct pre-season tryout and parent meetings.
- Prepares end-of-season review of the U8 program and collects recommendations for next season.

### **Committee Membership and Meetings**

- Lakeville Hockey Association Board of Directors (Monthly – 2nd Wednesday), required