



Job Description – Division Director

The Division Directors are the first line of communication for the various Divisions and should be aware of any issues or concerns such that you can make the Board aware. You assisted the team managers, coaches and parents with items related to the Division. You are responsible for Division specific communication within a timely manner (48 – 72 hours) and participating in events related to your Division. The specific tasks are as follows:

Shall assist in the Evaluation process for the Division including:

- a. Preparing evaluation equipment (ie. pucks, bibs, etc)
- b. Preparing registration lists and registering players
- c. Facilitating the process (ie. Ensuring players attend, watching benches, assigning bench volunteers)
- d. Communicating evaluation results to the parent groups
- e. Collecting evaluation equipment at the completion of the evaluation weekend

Responsible, in conjunction with the Board, for recruiting head coaches and bringing forth approval from the Board, any Assistant Coaches and team staff.

Shall review coach's feedback surveys for the Division coaches, distribute to the coaching staff and review and concerns with the applicable coach if required.

Shall assist with year end equipment return for the Division.

Shall facilitate, in conjunction with the Executive Director or President, the Division player drafts and assist the Registrar in rostering the teams by completing the team spreadsheet. Ensure your team members are rostered BEFORE stepping on the ice.

Shall prepare updates and report on the division progress at monthly Board of Directors meetings and provide an update for the Annual General Meeting, as required.

Shall attend initial parent meetings held by the Division head coaches.

Shall produce a Welcome letter prior to the Evaluation process for all parent/guardians as approved by the Executive.

Shall ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; as well as a coaches/manager's book.

Shall ensure information required for the Coaching Certifications and assist in ensuring certifications are obtained.

Shall ensure that each of the coaches has access to the Hockey Canada Long Term Player Development Program.

Communicate the need to collect medical history forms and the Return to Play Policy
Collect any injury reports and suspensions for the Division.

Shall report any major suspensions to the PSMHA Board of Directors as communicated by team coaches and officials.

Shall attend PSMHA Board meetings.

Shall sign the Executive code of conduct.

In addition to the above you shall perform such duties as the Executive from time to time determines. This may include researching various topics, participating in strategic planning, sitting on various subcommittees or attend external meetings as needed.