



DIVISION DIRECTOR (DIRECTOR)

SUMMARY:

The Division Director position is an elected two-year board position (Director) under RMMHA Bylaws. Director positions are elected as general positions and then the Board of Directors as a group decide what role each person will be assigned.

KEY ROLE/RESPONSIBILITIES:

PRIOR TO SEASON:

- Working closely with the VP of 'C' Hockey to organize potential head and assistant coaches. This may include potential coaches whose player (son or daughter) is trying out for 'A' Hockey
- Organizing jerseys for evaluations
- Confirm goalie equipment if applicable for the division
- Work with VP of C to confirm practice and game times for the division
- Work with VP of C to determine registration for the division and potential number of teams
- Work with Division Manager to coordinate and supervise the pre-evaluation skates and valuation skates/ice times. This includes setting up schedules for coaches and assistant coaches to evaluate and run scrimmages/practice times
- Help with the preparation of the double-blind draft
- Assist Division Manager and coaches as they setup team managers for the season (this may include assisting with supplying game sheets, ref fees, etc for the first few games)

DURING SEASON

- Be the first point of contact for the Division Manager regarding any issue that he/she needs assistance on or needs to be escalated
- Be a point of contact for coaches regarding any concerns

- Work closely with the VP of C to assist in any ongoing work that he or she may need support with
- Attend Ridge Meadows Coach/Manager meetings
- Ensure coaches, managers and Division Manager are aware of any extra development ice time or supplemental ice time on regular practice time, as determined by DHD

CLOSE OF SEASON

- De-brief with head coaches (1 hour session) to learn what went well and what can be improved upon. This meeting should include the VP of C. It is an opportunity for head coaches to express any concerns and share their “wants” for next season. The Division Director is then responsible for ensuring the VP of C, DHD and Executive Director have these meetings and notes. This may be conducted remotely too.

OFF SEASON

- Work With VP of C to plan for next season (coaches, state of goalie gear, jerseys – practice and game)
- Develop a goals and objectives list with the VP of C