



## SUMMARY:

The Director of Managers position is an elected two-year board position (Director) under RMMHA Bylaws. This person would be a critical link between the VP's of A/C/H (who provide oversight and planning) and the Division Managers (who provide hands-on execution of directives from respective VP's). The Director of Managers would serve as the Lead, or Head, Manager for the association. The ideal candidate for this role is someone who has experience in team management and knows the RMMHA, PCAHA and BC Hockey administrative policies well.

## KEY ROLE/RESPONSIBILITIES:

### PRE-SEASON:

- Working closely with the VP's of A, C and H to communicate process and policy to Division Managers
- Provide guidance and support to division managers
- Confirm all necessary equipment has been distributed to divisions
- Work with Division Managers to coordinate and supervise the pre-evaluation skates and evaluation skates/ice times. This includes working with VP's of A/C/H and Ice Coordinator in setting up schedules for coaches and assistant coaches to evaluate and run scrimmages/practice times
- Help with the preparation of the draft process
- Assist Division Managers and coaches as they set up team managers for the season (this may include assisting with supplying game sheets/HiSports assistance, ref fees, jersey tracking forms, etc for the first few games)

### DURING SEASON

- Would oversee all the Division Managers for each division/category
- Would communicate Board directives to DM's, who would then echo those directives to Team Managers.
- Be the first point of contact for the Division Manager regarding any issue that he/she needs assistance on or needs to be escalated
- Create, plan and execute stewardship opportunities for Managers.
- Provides support and guidance to team managers

- Administer a Managers' Mentorship program to connect experienced managers with new managers.

#### POST-SEASON

- Follow up with DM's that all post-season tasks are completed by teams (budgets, jersey returns, etc.)
- Steward and/or recruit DM's for the next season
- Update and maintain Managers' Manual (with committee)