



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 assist 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:

Administrative Setup

Shall sign the Executive Code of Conduct prior to assuming duties for the season.

Shall be responsible, in conjunction with the Board, for recruiting Head Coaches and bringing forward Assistant Coaches and team staff for Board approval

Shall ensure that each coach and managers know how to access the coaches manual/manager manual and policies.

Shall ensure information required for the Coaching Certifications is distributed and assist in ensuring all certifications are obtained prior to the season.

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

Shall coordinate with the Equipment Manager to assist with the distribution and tracking of Association equipment (jerseys, pucks, pinnies, etc.) for the Division at the start of the season.

Pre-Season / Evaluations

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

Shall attend and assist in the Evaluation process for the Division including:

- a. Preparing evaluation equipment (pucks, bibs, etc)
- b. Preparing registration lists (and registering players if no admin is present)
- c. Facilitating the process (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
- f. Washing pinnies after evaluations have been completed for their division

Shall facilitate Division player drafts in conjunction with the Executive Director or President

Shall assist the Registrar in rostering teams and ensure all players are rostered **PRIOR** to participating in any on-ice activity

Shall coordinate with the ice scheduler to ensure adequate practice and game ice time is allocated for the Division prior to the season start.

Season Start

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

Shall communicate the need to collect medical history forms and the Return to Play Policy.

Shall ensure all players have completed their required Hockey Canada registration before participating in any on-ice sessions.

Shall ensure the Division's communication platform (ie. TeamSnap, HockeyShift) is set up and that all team staff and parents are connected at the start of the season.

During the Season

Shall attend monthly PSMHA Board meetings.

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 assist in the resolution of concerns or conflicts raised by coaches, parents, or players within the Division, escalating to the Board as required.

Shall 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 monitor Division teams' compliance with PSMHA policies, including codes of conduct, bench staff requirements, and social media guidelines.

Shall liaise with the Registrar regarding any player transfers, affiliate player requests, or roster changes within the Division during the season.

Shall act as a liaison between the Division's teams and the officiating/referee scheduler to address any concerns regarding game officiating in a respectful manner.

Post-Season / Year End

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

Shall assist with year-end equipment return for the Division.

Beyond the tasks, you will undertake additional responsibilities as assigned by the Executive. This may include conducting research on various subjects, contributing to strategic planning initiatives, serving on subcommittees, or participating in external meetings when required.