

DIVISION COORDINATOR (IP – Midget)

The Division Coordinators shall:

1. Be responsible for the management of their particular House League division.
2. Coordinate parent support and be the liaison person for parents, bringing their concerns to the Executive Coordinator.
3. Coordinate and assist with the team selection process for their division and assist with the selection of coaches, assistant coaches, and team managers.
4. Under the direction of the Technical Directors and Executive Coordinator, arrange and facilitate coach meetings. Be the liaison between coach staff, Technical Directors and Executive Coordinator.
5. Ensure coaches have received team rosters, team contact info, lesson plans, and any other materials recognized by the Association.
6. Provide the Registrar with the rosters and coaching staff, a maximum of 10days after any changes have been made.
7. Distribute and collect all jerseys and equipment for their division under the supervision of the Executive coordinator.
8. Report all concerns including but not limited to unbalanced teams, coaching issues, suspensions, abuse of PMHA Bylaws, injuries to the Technical Directors and Executive Coordinator.
9. Coordinate Invitational tournaments for their division under the guidance of the Executive Coordinator and Vice President including completing and submitting all required documentations, organizing volunteers, and following all guidelines as set forth by PMHA.
10. Communicate with teams regarding upcoming events, important dates and clinics.
11. Assist with the planning of their division end of season banquet.
12. Coordinate team travel within their division ensuring that PMHA guidelines are being followed and all travel forms are completed. No team should accept an invitation to travel without going through their Division Coordinator. Keep a current list of all teams that have travelled.
13. Assist with call ups and ensure PMHA guidelines are being followed. Keep a list of call ups, when they were used, and to which team.