



Voting Member: Yes



Reporting Manager:
CMHA President



TERM: 2 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

The CAHL Director shall represent CMHA, attend CAHL meetings and represent CMHA to CAHL and vote on CMHA's behalf to CAHL. The CAHL Director is the Association's membership prime representative on CAHL's Board of Directors.

In an effort to ease the transition / concerns of new CAHL Members and newly appointed CAHL Directors with all the new deadlines and processes; all new Members and new CAHL Directors will need to take part in a thorough and consistent orientation process prior to the start of their first season in the CAHL.

GENERAL DUTIES / KEY RESPONSIBILITIES

- Responsible for overseeing all CAHL Information is submitted on time (blackout dates, etc). All of the forms are completed by Operations Coordinator. All Critical dates can be found on the CAHL website.
- CAHL League Directors shall ensure that each of their Coaches and Managers are provided with a current copy of the Policies of the League, the CAHL Game Regulations and any available CAHL Documentation / Information Sheets. This information must be provided prior to the start of the CAHL Season. For the remaining portions of the season they shall ensure all pertinent communications that may affect their Teams from the CAHL is directly shared as soon as possible with the Team Managers.
- Responsible for ensuring the requisite number of CAHL Governors are identified as volunteers.
- Coordinate with team managers for tournaments and blackout dates in CAHL schedule
- Attend initial team meetings with players and parents to observe the team's goals and objectives for the upcoming season and confirm CMHA's & CAHL's rules and Regulations.
- Attend all meetings of CAHL (fines levied for non-attendance)
- Collaborates with the President & Operations Director regarding player movement / releases and submits data of such to CAHL and Hockey Alberta as needed
- Monitor the progress of teams throughout the season bringing reports forward to the board at regular meetings or more frequently as needed
- Assist in the coordination of affiliation of all players with their division in collaboration with the Registrar
- Raise any concerns/issues on behalf of CMHA at the CAHL meetings

- Ensure CMHA is apprised of any issues/concerns/changes identified by CAHL
- Perform the responsibilities as outlined in the Bylaws of CAHL
- Applies for travel and Exhibition Game permits for all CMHA teams
- The CAHL Director is responsible for collecting any reports from the CAHL Governors and assist with any issues that may arise.
- All complaints must be submitted using the CAHL Complaint Form to the responsible CAHL Volunteers as identified in the Bylaws, Policies or Game Regulations by the Member's CAHL Director.

Position Description Review Date: May 29, 2022	Board Approved (Y)
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