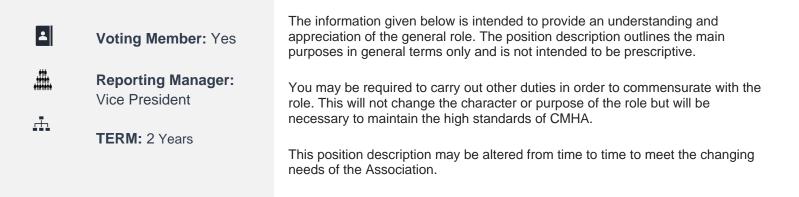
CMHA

Position Description Operations Director



CHESTERMERE MINOR HOCKEY ASSOCIATION



POSITION OVERVIEW

The Operations Director is responsible for the Evaluations process, Equipment Manager and the Division Coordinators. He/she will collect the reports from the Equipment Manager and the Division Coordinators, to be forwarded to the President and Secretary.

GENERAL DUTIES / KEY RESPONSIBILITIES

- Establish the Evaluations Committee with the Vice President and Hockey Development Director.
- Assign each player to a team and oversee the assessment of interface players and/or over/underage player placements.
- Review and maintain the CMHA Evaluations Policy annually or from time to time as applicable.
- Maintain technology evaluation hardware/software for tryouts.

Oversee tryouts for all levels of play from U7 to U18

- Develop a tryout plan for each level in collaboration with the Hockey Development Director and Level Coordinators.
- Set up the conditioning and evaluation groups in each division
- Recruit and organize the evaluators and on-ice coaches for each division.
- Coordinate external evaluation process which may be inclusive of timed skills and other criteria.
- Work closely with the Hockey Operation/ Oversight Committee to execute the tryout plan and ensure that tryouts are run in an efficient and unbiased manner that minimized player and parent angst.
- Coordinate the re-assessment of any players if required, in alignment with the CMHA Evaluation Policy.
- Complete the rosters for each team and submit to the Registrar and appropriate level coordinators.
- Be the primary point of contact for parent inquiries regarding tryouts.

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