



Voting Member: Yes



Reporting Manager:
Vice President



TERM: 2 Years

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 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)