



Brampton Canadettes

Girls Hockey Association

DIRECTOR OF HOCKEY OPERATIONS: DESCRIPTION

Director of Hockey Operations for the Brampton Canadettes - Requirements:

- * Works with Rep Coaches and Managers to support the player registration process and will report any areas of concern to Board.
- * Provide support and guidance, as needed, for Canadette Player Registration, and Affiliate Players lists.
- * Provide support for Canadette player transactions, as needed, to league teams and other associations, including submissions of reports to the Board, bi-annually.
- * Provide support and supervision of OWHA PTS and Release System.
- * Support Rep teams with proper League approvals for appropriate League Operations (Esso Cup, LLFHL, and OWHA).
- * Oversee the operations, management of Referee in Chief for the Canadettes, and reports any areas of concern to the Board.
- * Manage and review of a Canadette Standard Player Agreement** and ensures all players have executed a copy prior to competing.
- * Provides support to the development and operations of all aspects of the Canadette Representative Program as needed.
- * Manages the relationship for the Director or Rep and Director of House League to ensure unidirectional development and operations.
- * Management and communication with all player / parent issues such as refund requests, PTS requests, rules and regulations questions, etc.
- * Works with Rep Coaching staff for the development and management of League Schedule in support of the Ice Scheduler.
- * Assists Canadette teams with administrative preparation for award and scholarship submissions.
- * Coordinates the Canadette Player of the Month program**
- * Communications with OWHA relating to League operations, Coach, and Player concerns or issues.
- * CIS, NCAA, and Hockey Canada Communication:
 - Canadette first level response for all CIS, NCAA, Director of Hockey Operations, Coach inquires and support thereof.
 - Ensure that the player profiles as represented to CIS, NCAA, U16, U18 programs and support is given to players for:
 - Communication protocols
 - Letter writing
 - Education (encouragement of good grade)
 - SAT Preparation**
- * Attends external engagements and other public functions as the main Canadette Liaison (outside of the President) outside normal working hours as reasonably required.
- * Cultivates to the full extent, the Canadette Mission and culture within the organization and abroad.

Qualifications and Experience

- * 5 years management experience within Junior (IAA) hockey in Canada
 - * Previous work experience in the team and league environment
 - * Strong hockey knowledge, and understanding of the OWHA, LLFHL, CIS, NCAA, and Hockey Canada – leagues, programs, teams and structure
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