



Job Description: Convenor

Area of Responsibility: House League Division (Noivce, Atom, PeeWee, Bantam, Midget or Juvenile)

Objective: Oversee the operation of all house teams for their respective division and act as the Liaison for all teams with the MDHA Board Members

Board Duties:

- Be familiar with the *MDHA, GHA, ODMHA, ODHA and Hockey Canada* Constitution, By-laws and Regulations.
- Take direction from and report to the Vice President House Operations, in their absence the President.
- Participate on various committees as warranted.
- Attend all MDHA Board Meetings
- Develop and maintain positive relations among the Board members, Division Head Coaches, Managers, Parents and Players.
- Participate in the MDHA's screening policy and adhere to the MDHA Code of Conduct, Ethics & Confidentiality

Operational Duties:

- Ensure team officials within their division are aware of and comply with all MDHA Executive decisions regarding the administration of the hockey program and team conduct.
- Review player evaluation guidelines and processes with the Vice-President House Operations prior to the start of the season.
- Obtain sufficient supplies required to conduct evaluations from the Equipment Director.
- Solicit volunteers for on-ice instructors, off-ice evaluators and helpers as required for the evaluation processes. Ensure all volunteers are versed in the evaluation processes implemented for their respective division.
- Prepare an evaluation schedule, detailing times, and places for each evaluation grouping in their division and notify all players, parents of said scheduling.
- Submit a list of all coaching applications for the position of Head Coach, which are required to be approved by the MDHA Executive prior to team formations and notify perspective applicants of their acceptance or non-acceptance for the coming season.
- Notify the MDHA Registrar of all team formations, including a list of all players, team officials, team manager immediately after the evaluations at their respective level have been completed and finalized.
- Attend the 1st Parent meeting for all teams within their division.
- Approve all team budgets as set out by the Head Coach(es) at their respective level and forward budgets to the Executive for reference. Shall twice yearly on Oct 31st and Jan 31st collect team budgets for review from their perspective divisions. If any concerns arise submit information to MDHA Treasurer for review.
- Convenors shall discuss principles and policies with team officials when they feel it necessary and must at all times be accorded this right by team officials.
- Throughout the season Convenors shall attend at least 10% of all games and 10% of all practices for each team within their division to monitor equal ice time and players, parents and coaches conduct.
- Communicate with Vice-President House/Operations any issues relating to the teams within their division.
- Provide updates on team progress and development to the Executive and acknowledge team accomplishments on the MDHA website.
- Provide guidance and assistance to their teams throughout the hockey season.
- Administer Coach Evaluations, which are to be completed by players and parents (guardians) twice (midway/end) and are to be summarized and submitted to the Vice-President House Operations. Report back to Coaches the outcome of the evaluations, keeping all identities of evaluators strictly confidential.

- The Convenor shall deal directly with the Coach on any and all issues affecting the team involved. (Unless a conflict of interest is perceived to be present then the Coach will contact the Vice-President House Operations directly).
- Attend Executive meetings and update the Executive as to the status of team operations at their respective level.
- Sit on the Discipline Hearing panel when requested by the Vice- President Discipline when a hearing is require
- Ensure Fair Play Pledge has been signed by each player and guardians and all Medical Information forms have been completed for each player.
- Report to the Division Head Coaches, managers and families on a regular basis with regards to any programs implemented throughout the season and ensure that all on-ice activities, off-ice activities are in accordance to all Rules and Regulations of the CHA, ODMHA, ODHA, GHA and the MDHA.
- Recruit/retain volunteers for House League
- Assist with the formation of a seasonal plan detailing critical dates.

Required Skill:

- Good communicator, patient, common sense, liaise well, self-control, self-starter and organized.
- A keen interest in Hockey
- Dedicated and highly motivated
- Team Player

Time Commitment:

Item	Approximate time involved
Monthly MDHA Board Meetings	2-3 hours per month
Adhoc MDHA meetings or Coaches as required	2 hours per month, only as required
Attend MDHA Panel Hearings	1-2 hours per month only as required
Coordinate the evaluations for their level in September	20-30 hours in August/September/October
Check and answer any emails or phone messages in a timely fashion	2 hours per day; can be 3-4 hours per day during league tryouts/evaluations in late August/September/early October