

## MITE PREP DIRECTOR

**Term:** 2 Years

**Beginning:** April, odd numbered years

### Description

- Responsible for the oversight and administrative management of the Mite Prep levels. Provides recommendations to the Player/Coaches Development Committee as to number of teams, team sizes, and team levels of play and coaching candidates. Responsible to hold coaches and team managers meetings. Responsible to ensure that all documents, rosters and fees for the level are prepared and provided to the proper board member in a timely manner.
- Works very closely with all coaches to ensure the LHA goals and objectives for this level are stressed and worked toward. Specifically focuses on the development issues associated with this level of play. During the budget setting process provides planning information and budget for the level. Ensures that teams and level operate within the established budget.

### Tasks

- Manages, organizes and staffs the registration process of the Mite Prep levels under the direction of the Registrar.
- Collects and organizes all required paperwork from the registrants as specified by the Registrar (LHA and USA registrations, birth certificates, fund-raising, etc.)
- Transfers checks from registration process to the Treasurer in a timely manner.
- Works with Player/Coaches Development Committee to ensure that all registered Mite Prep skaters are aware of pre-season clinics and evaluation schedules.
- Organizes all Mite Prep teams with balanced team strength within each level.
- Drafts ice for the entire Mite Prep levels and assigns to teams.
- Prepares Mite Prep game schedules both within the LHA and other neighboring associations.
- Works with Player/Coaches Development Committee to clearly identify objectives of the Mite Prep levels and prepares coaches clinics and direction to ensure these LHA objectives are met.
- Assists first year coaches with activities required for them to be successful.
- Resolves all matters of team size and assignment by throughout the year.
- Is available during the season to assist any Mite Prep coach with additional resources as required.
- Prepares end-of-season review of the Mite Prep program and collects recommendations for next season.
- Attends majority of LHA Board meetings and Player/Development Committee meetings.
- Conducts Coaches meetings at least once every two months during the season to facilitate discussions between coaches and levels.
- Provide monthly article to Communications Director regarding pertinent and timely information for Mite Prep parents.

### **Memberships and Meetings**

- Lakeville Hockey Association Board of Directors (Monthly – 2<sup>nd</sup> Wednesday), required

### **Special Requirements**

- Ability to dedicate adequate time to board duties.