

PEEWEE DIRECTOR

Term: 2 Years

Beginning: April, even numbered years

Description

- Responsible for the oversight and administrative management of the PeeWee level, including enrolling B&C teams in three tournaments, organizing volunteers for try-outs and be the tournament director for the District C Tournament at the end of the season.
- Possesses technical skills to manipulate excel spreadsheets to speed the processing and communication of information to for the Board.
- Provide the A Coaches with an excel spreadsheet that includes all the registration information for the tournaments in Let's Play Hockey by August 1st
- Provide recommendations to the Players/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 all documents, rosters and fees for the level are prepared and provided to the proper Board members 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 PeeWee level 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 certifications, fundraising, etc.).
- Transfers checks from registration process to the Treasure in a timely manner.
- Works with the Players/Coaches Development Committees to ensure that all registered PeeWee skaters are aware of pre-season clinics and evaluation schedules.
- Manages the sign-in and posting process for PeeWee evaluations.
- Assists first year coaches with activities required for them to be successful.
- Resolves all matters of team size and assignment by December 1st.
- Is available during the season to assist any PeeWee Coach with additional resources as required.
- Attends majority of LHA Board Meetings and Player/Development Committee Meetings.

Memberships and Meetings

- Lakeville Hockey Association Board of Directors (Monthly – 2nd Wednesday), required
- PeeWee Coaches Selection Committee.

Special Requirements

- Ability to dedicate adequate time to Board duties.