

DIRECTOR OF HOCKEY - GENERAL

General Description: The Director of Hockey shall be responsible for implementing, monitoring and evaluating the Travel League and House League, which includes all of the house, travel, girls and developmental groups.

Job Requirements:

- An employee or independent contractor and requires execution of a contract between GTHA and the Director of Hockey
- Good organization and communication skills.
- Experience in settling disputes.
- Flexible work hours.
- Hockey knowledge and experience in a hockey organization is preferred.
- Previous Hockey playing and coaching experience is preferred.
- Personal Computer with Word and Excel, Email.
- Cellular Phone and Voice Mail capability at residence.

Time Needed for Position:

Flexible time commitment and “on-call” for needs of the GTHA. Some days longer than others and weekend commitments can be anticipated. Forty hours per week is typically required with no set hours.

Elements of Job Description:

- Oversee Travel League tryouts and House League evaluations/draft.
- Oversee coaching selections for the GTHA. Works with the VP of Travel and VP of House recommend the coaching staff for Board approval.
- Attend monthly Board of Directors meetings (GTHA Executive Board, house and travel committees, ICE, District 7).
- Develop and maintain an ongoing education program for coaches and coordinators.
- Assist in the development and maintenance of educational programs for the parents with emphasis in reinforcing the league philosophies.
- Organize and coordinate the certification of coaches within the USA Hockey coaching program.
- Enforce a standard league coaching set of rules, regulations, and philosophies as approved by the Board.
- Monitor and evaluate coaches during the season. Resolve issues with coaches.
- Resolve issues/disputes with parents and others involved in the GTHA activities.
- Support team managers.
- Work with the appropriate referee programs.
- Provide clinics/leagues/camps for additional compensation.
- Recruit players to GTHA.
- Prepare reports when requested
- Evaluate teams on an on-going basis.
- Observe and evaluate team practices regularly.
- Have a solid grasp of what is happening in GTHA.
- Work with the Executive VP and other Board members to develop and maintain the GTHA procedures documents.
- Other responsibilities as agreed.

DIRECTOR OF HOCKEY - SPECIFIC

• PHILOSOPHY

Must have a strong love and appreciation for the sport of Ice Hockey.

1. Philosophy compatible with the youth hockey association, MAHA and USA Hockey on the growth on development of all players.
2. Embraces the ideals of; open-mindedness, neutrality, objectivity and impartiality.
3. An understanding of USA Hockey and MAHA Guidelines and rules.
4. Strong comprehension of the game of ice hockey.
5. Sincere moral and ethical values in the training of youth hockey players.
6. Management experience
7. Ability to work with many different personalities.
8. Coaching experience. (Level 4)
9. Playing experience. (must have played the game)

• SCHEDULING, ADVISOR ROLE, and ACE DIRECTOR

Advisor to the GTHA Executive Board and House and Travel Committees.

1. Preparation, maintenance and updating of the Association master schedule working cohesively with all user groups.
2. Advisor to Disciplinary Committee.
3. Advisor for changes and modifications to standing rules, mission statement, policies and procedures.
4. As the ACE Director, must assist and ratify the House VP and Travel VP in Coaching Selections

• TOURNAMENT MANAGEMENT

The following applies to all GTHA house and travel tournaments as well as any District and/or State tournaments awarded to the Association.

1. Establish dates, rates and schedules for all tournaments.
2. Process paperwork timely for applications, received funds and MAHA sanctioning requirements.
3. Must be on premises for each tournament as tournament director unless approval given by Executive Board for a replacement to act on behalf of Director.
4. Complete follow-up material for compliance with MAHA and others where follow-up is required.

• OFFICE MAINTENANCE

Must maintain a clean and organized office.

1. Must create an “open” and “welcoming” atmosphere to all GTHA members.
2. Creation and maintenance of a concise Policy and Procedure Manual.
3. Creation of Division Representative and Coaches books for each season.

• PLANNING

Must have long and short term goals presented to the Executive Board.

1. Creation and Maintenance of master plan for GTHA’s Membership and Viability.
2. Must promote the game of hockey within the Grand Traverse County.

Job Description for Grand Traverse Hockey Association

• DEVELOPMENT

Must contribute to Association growth in membership and financial sponsors.

1. Maintain and seek additional team, event and specific (i.e. Skillypics) Association sponsors.
2. Develop and maintain fundraising options for teams under direction from the Executive Board and ascertain all paperwork is completed for fundraisers as needed.
3. Establish and maintain a sponsorship with local hotels/restaurants and others including website sponsorships.

• ACCOUNTING

Under the Direction of the Executive Treasurer.

1. Management of General Fund, including Travel and House.
2. Responsible for timely depositing of checks and paying Association obligation by respective due dates.
3. Work well with Association vendors for all items including trophies, equipment and all purchases of the Association.
4. Is responsible for maintainance of computer records (Quickbooks)

• REGISTRATION

Organize registration day

1. Ensure proper player and team registration with USA Hockey, MAHA, District and Leagues.
2. Establish and maintain on-line registration and development of auto-posting of on-line registration to general ledger.
3. Arrange for Volunteers to run registration
4. Oversee accounting practice during registration

• SUPERVISION

Supervision of Association Coaches and Volunteers.

1. Works with the ACE Director, Division Representatives, House VP and Travel VP in guiding the training, development and recruitment of GTHA's youth hockey coaches.
2. Supports the training and development of the players through skills clinics and mini-camps.
3. Creates and cultivates goalie development program.
4. Creates and cultivates parental volunteers

• LIAISON

Must Project a Positive attitude.

1. Liaison between the facility management group (Centre ICE); District 7, MAHA, and USA Hockey.
2. Must create a welcoming atmosphere to GTHA members, GT County Residents, out-of-town teams and Associations.
3. Must relay messages to corresponding GTHA Volunteers and/or return all phone calls.

Job Description for Grand Traverse Hockey Association

- **EMPLOYER**

Directly hired by The Executive Board of the GTHA

1. Compensated by the GTHA membership.

- **COMPENSATION**

Negotiable with the Executive Board of GTHA and evaluated annually.