



## PRINCE GEORGE MINOR HOCKEY ASSOCIATION

P.O. Box 2242 • PRINCE GEORGE, B.C. V2N 2J8 • (250) 563-0303 • (250) 563-0318

# DUTIES OF RECREATIONAL DIVISION SUPERVISORS

1. Recruit volunteers who will assist as directed by the Division Supervisor.
2. Monitor team travel and player relief applications.
3. Organize and oversee player evaluations
4. Designate session assistants including player sign-in, jersey allocation and collection of evaluation forms.
5. Coordinate player movement with AHC.
6. Assist administrator with league schedules.
7. Authorize requests for referees for all exhibition games within their division.
8. Ensure referee assignors are notified of any schedule changes.
9. Inform coaches when the opposing team will not be in attendance for practices or games due to travel.
10. Ensure coaching staff are aware of upcoming clinics and requirements.
11. Approve house teams to play exhibition games against other divisions.
12. Review game sheets weekly and follow up on penalties and/or suspensions.
13. Ensure that all relevant parties are informed of results of matters brought before Conduct Committee.
14. Ensure that coaches, parents and other volunteers aware of web-site consent requirement.
15. Chair parent meetings to communicate goals and expectations of teams and address any concerns of parent/guardians and/or players.
16. Set up Tournament Committees and attend meetings for annual tournaments.
17. Monitor the league standings and post at the year-end (Pee Wee, Bantam and Midget Divisions only).
18. Present and update division and tournament trophies at season end.
19. Be familiar with the PGMHA Policies and Procedures, and BCH, CAHA and HC Rules and Regulations.
20. Report to the AHC bi-weekly.

## QUALIFICATIONS

1. Must have good organizational skills
2. Should have some basic hockey knowledge
3. Should have good people skills
4. Should have good problem solving skills