

**Truro and Are Minor Hockey Association
Policy/Procedure**

SUBJECT Administrative	TITLE Division Representative Duties
Number: 2.4	Approved: March, 2010

<p>POLICY</p> <p>To detail the duties and responsibilities of a Division Representative.</p>
<p>PURPOSE</p> <p>Division Reps serve as the liaison between the Board and any teams in their division.</p>
<p>PROCEDURE</p> <p><u>SUMMER</u> (BEFORE THE HOCKEY SEASON):</p> <p>Sit in on Coach selection interviews for your division as part of the coach selection committee. (Note Conflict of Interest notes in Coach Selection Policy)</p> <p><u>SEPTEMBER:</u></p> <ul style="list-style-type: none"> ○ Attend registration at beginning of Minor Hockey year. ○ Compile division player list from “pink” registration slips (you’ll get these from office administrator mostly during registration. Following registration it is the responsibility of the Rep to collect any further applications from the Minor Hockey office). ○ Coordinate with coach and be present for 1st night of AAA division try-outs. Usually by the second night, the coach will have designated a helper, a parent or two from the group. Be sure you or the coach has contacted the Equipment Manager to get the sweaters from equipment room. ○ At the end of team selection, contact AAA coach and compile list of AAA players and submit to the Office Administrator as soon as possible. ○ Coordinate and be present for AA division try-outs. Same as AAA – usually by the second night, the coach will have his own helpers on site. Be sure you or the coach has contacted the Equipment Manager to get the sweaters from equipment room. ○ After team selection, contact coach and compile list of AA players and submit to submit to the Office Administrator as soon as possible. ○ Coordinate and be present for A division try-outs. Be sure you or the coach has contacted the Equipment Manager to get the sweaters from equipment room.

- Compile list of A players and submit to the Office Administrator as soon as possible.
- Coordinate and find on-ice helpers/coaches for house league evaluation sessions. Coach of the Truro Junior A Bearcats will give you Bearcat players to help out with this when asked.
- Call all house players in your division to inform them of evaluation times/locations.
- Secure house team sweaters from equipment manager and take attendance for evaluation sessions.
- Meet with house league coaches to compile (hopefully equal strength) teams.
- Provide team lists for all teams in division to Truro Minor Hockey Office Administrator
- Contact division reps from South Colchester, Debert, Tatamagouche (if applicable) to determine their ice times/locations.
- Prepare schedule for house league teams for Truro, South Colchester, Debert, and Tatamagouche (if applicable). Keep the lines of communication open between your counter-parts in the other associations.
- Compile a list of coach names, phone numbers, fax numbers, and cell numbers – anything teams might be able to use in the event they need to contact one another during the year. Distribute the list to all coaches who might need such a list.

ONGOING THROUGHOUT HOCKEY SEASON:

- Be available to answer questions/address concerns during the year.
- Each month check the ice schedule received from Ice Manager to determine if there are any changes to ice times for the division.
- Let each team know every month their ice schedule/game or practice locations.
- You are the main contact for the ice manager and your division. **Any ice not used by a team is to be given back to ice manager for re-distribution.**
- Attend Minor Hockey Board meetings. Submit monthly report on your division to the Board.
- Be sure Rep teams are aware they must submit preliminary budget at the beginning of the year, mid season report and a final budget at the end of the minor hockey year.
- Deal with concerns and incidents within your division.

AFTER HOCKEY SEASON:

Gather House League sweaters, pylons, pucks, medical kits and make sure all are returned to the Equipment Manager. Be sure to obtain all names of players who have not returned their jerseys and give the name to the Office Administrator and the Equipment Manager. These players will not be permitted to participate in TAMHA activities until jerseys are returned in the following hockey year.

RELATED GUIDELINES