

SMHC

Division Co-ordinator's Position

Detailed Description

This document summarizes the main points from Constitution / Bylaws, and the Operations Manual, for the Division Co-ordinator. It also provides a “step-by-step” summary of what is expected and what to expect as the year unfolds.

From the Constitution and Bylaws:

6.30 Division Co-ordinators

Each Division Co-ordinator shall serve as a member of the Board of Directors. Each shall, within their division of responsibility, ensure the smooth operation of the team(s) and program(s) by serving as a neutral resource for players, coaches, team officials, parents, and others within the Club. Each shall ensure that all players, parents, and team officials sign the Fair Play Code and shall work in a conciliatory fashion to resolve any issues or disputes that may arise. The Division Co-ordinator is the point of first contact for team members when seeking assistance. Each Division Co-ordinator must be a member in good standing.

From the Operations Manual:

Team Selection Process

- Each Division Co-ordinator shall attend a minimum of three of the six ice times and at the end of the sixth ice time be available to lead the grouping of players not selected to the Competitive team into two or more balanced teams. Recreation coaching staff may have some input into this process, including a recommendation that one or more additional ice times be used to further evaluate the remaining players before teams are chosen.

Fair Play

SMHC monitors and enforces the Fair Play policy through its Division Co-ordinators. Concerns should be directed first to the appropriate Co-ordinator for resolution.

Affiliation and Player Movement

Requests for player movement must be made prior to December 10th through the Division Co-ordinator who will oversee the process and ensure that the principles below are adhered to:

- The player and parent must be in agreement.
- The request for the player will be made to the coach of the team from which the player is being drawn and the coaches agree with the request based on not disrupting his teams “on-ice” activities.
- No player on receiving team will be replaced or receive a lesser amount of playing time.

- The request will never be made directly to the player or parents without the knowledge of the coach of the team.
- After January 10th, a player can play no more than 5 league or playoff games without being moved up permanently. This situation would require approval of the SMHC Executive board of directors' approval.
- Lower division and Recreation level coaches encourage affiliation and view it as an opportunity for the player.

Discipline

Issues which can not be resolved between individuals, by the Division Co-ordinator, or by the Executive, will be referred to the Disciplinary Committee for an independent assessment and action.

Suspensions

- A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Division Co-ordinator and/or the Disciplinary Committee of the Executive of the SMHC.
- The Division Co-ordinator shall be advised of all such suspensions immediately, who will in turn forward the information on to the Disciplinary Committee of the SMHC.

Complaints

- Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Division Co-ordinator. The Division Co-ordinator's responsibility is to deal with the parties fairly and efficiently.
- A written communication to the Executive of SMHC is required if the Division Co-ordinator cannot resolve the issue to the member. The Executive may choose to deal with the issue or refer the matter to the Disciplinary Committee for resolution.
- Fair Play concerns should be directed to the Division Co-ordinator. The Division Co-ordinator may also direct Fair Play related concerns to the Executive of the SMHC.
- The Board of Directors of SMHC recommends that at any time a player, parent, coach or volunteer feels that the Fair Play Code is not being upheld, to contact the Division Co-ordinator with your concerns. Only issues brought to our attention can be properly addressed.
- At the end of the season we encourage you to provide the Board and Coaches' Co-ordinator with any information you feel is important so that our selection process can make the appropriate coaching selections for the coming year.

Expectations for the season

1. Attend all Board meetings. Usually there is one in the summer (to approve budget and registration fees), one in the fall (prior to start of season, to finalize details of startup), and one in the winter (if necessary, to deal with any pressing matters requiring full board input).

2. Attend all General Meetings and the Annual General Meeting, of SMHC. There is usually one or two General Meetings, plus the AGM at the end of April.
3. Be present on registration night for your division to assist with the registration process (hand out forms, SMHC newsletter, provide information, answer questions, etc).
4. Be present for the coaches/managers meeting prior to the start of the season. This is critical – it is the one opportunity we have to provide everyone with the all of the information they need for the year, to make sure everyone hears the same messages, to clarify roles and responsibilities, etc.
5. Organize and conduct the first “parent meeting” for the division, ideally during the first or second ice time for the division. The purpose is to:
 - a. introduce yourself and your role
 - b. hand out fair play forms, have them signed, and returned
 - c. explain what the objectives / process is for the year (for example, for Atom, say that the Provincial coaches are planning to pick the team by date XX, then we will have two additional ice times for the remaining players, after which I will divide the players into two teams)
 - d. explain that if they have questions about how the provincial team is being picked or what the obligations of the player / family are once they are selected that they should speak directly to the coach and manager (what are the criteria, what might be the additional cost, etc)
 - e. explain that you as the Division Co-ordinator are there to support the program – you are there to receive advice, suggestions, etc about SMHC and its programs that can be relayed to the board for consideration, and that you are also the first point of contact for help in resolving any issues parents may have that cannot be resolved directly with the coach / manager / other parents
 - f. explain that you will attempt to be at the rink occasionally (about once per month) when the teams are on the ice so that there might be an opportunity for parents to speak with you in person about anything.
6. Attend at least three ice times of the first six so that you are in a position to lead the process of dividing the recreation players into two teams (Atom and up) and to assist the coaches with the Initiation / Novice distribution of players on two or more teams.
7. Be at the rink at least once per month when the teams from your division are on the ice to make yourself available to parents.
8. Assist the Board and Executive throughout the year with any specific activities that might be planned or arise, if available to do so, such as Minor Hockey Week.