

## **Metro East Inferno Female Hockey Association**

259 Commodore Drive,

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[www.metroeastinferno.ca](http://www.metroeastinferno.ca)



JULY 12, 2021

### **Accepting Applications: Metro East Inferno Female Hockey Association – U18 COORDINATOR**

Metro East Inferno Female Hockey Association is accepting applications for the position of U18 COORDINATOR. The role of U18 COORDINATOR reports directly to the Vice-President Hockey Operations and shall be responsible for, but not limited to, the following:

- Liaise with other Division Coordinators.
  - Attend all Special Meetings (i.e. AGM) and Regular Executive Meetings (monthly).
  - Work closely with Vice-President Hockey Operations, Coach Coordinator and Risk Management Coordinator.
  - Supervise/Coordinate/Assist with MEIFHA Player Evaluations and Team Selection Process. The U18 Coordinator is a member of the MEIFHA Player Evaluation Team that supports these processes.
  - Recommend to the Executive for approval, the number and Category of teams within the U18 Division.
  - Work closely with the Registrar during the Registration period to monitor enrollment numbers to ensure optimal number of players per team. This includes identifying issues where there may be too many players or too few players and/or goaltenders. This requires weekly assessment at a minimum beginning one week after Registration opens.
  - Supervise Coach selections. This includes assisting the Vice-President Hockey Operations with reviewing applications from coach candidates and working with the Coach Selection Committee in the selection of Coaches. Guidelines and rules as established by Hockey Canada and Hockey Nova Scotia outlining formal qualifications of coaches must be followed and enforced by the U18 Coordinator with close communication with the Risk Management Coordinator.
  - Ensure that each Coach within the U18 Division selects Assistant Coaches, Team Manager, Team Treasurer, and other Team administrators and see that they are approved by the Executive as required.
  - Ensure by assisting the Registrar that each Team is properly registered with Hockey Canada, Hockey Nova Scotia and the Hockey League in which they play.
  - Work with Registrar to ensure each Coach receives list of players with contact information and all other relevant information.
  - In coordination with Equipment Manager, arrange for the distribution of Team Jerseys and any other Association-loaned equipment.
  - Arrange for collection of jerseys and all loaned equipment at the end of the hockey season.
  - Support/convey communications between Executive, Coach/Bench Staff and parents.
  - Monitor all Teams within the U18 Division and address problems and/or complaints.
  - Work with Ice Scheduler to ensure all scheduling issues are resolved and with the Vice-President Finance to collect all outstanding rental fees. In doing so, the U18 Coordinator will follow the principles and policies established.
  - Make periodic reports the Executive on progress and results within the U18 Division.
  - Provide to the Vice-President Hockey Operations at the end of the season, a report on the highlights of the season within their Division.
  - Administer the applicable policies of the Association.
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**Preferred Skills & Qualifications**

- Strong interest in Female Team hockey
- Advocacy skills
- Strong organizational & written communication skills

***Individuals wishing to apply should provide expression of interest along with accompanying background information***

***ATTN: PRESIDENT at [meifha.president@gmail.com](mailto:meifha.president@gmail.com).***

Warm regards,

Chris Tremblay

PRESIDENT