

SCMHA – Division Coordinator's Guide

The Division Coordinators are responsible for the coordination of administrative issues for all of the teams in the division and act as a liaison between the Board and the teams via the Team Managers.

The Association appoints five Division Coordinators with the following team responsibilities:

Tyke Division Coordinator	Responsible for: Hockey1, 2, 3 and 4 teams
Atom Division Coordinator	Responsible for: Atom teams
PeeWee Division Coordinator	Responsible for: PeeWee teams
Bantam Division Coordinator	Responsible for: Bantam teams
Midget Division Coordinator	Responsible for: Midget teams

The following is intended as a guide to help you fulfill your role but as many of the issues covered are subject to either PCAHA or SCMHA rules and regulations, you must read the relevant section of those rules and regulations and be governed by them.

Qualifications	<ul style="list-style-type: none"> Must be organized and have minor hockey experience. Able to work with team officials (coaches, assistance coaches, managers, and Safety People and act as a liaison between teams and Board Should be knowledgeable of rules, regulations, and administration procedures of the division, Association, and PCAHA.
PCAHA Rules	<ul style="list-style-type: none"> A PCAHA Rule Book is available in the Equipment room at the arena. It is important to familiarize yourself with the rules governing Minor Hockey.
Selection	<ul style="list-style-type: none"> Volunteers for the positions of Division Coordinators are reviewed by the Coaching Coordinator and are appointed by the Board of Directors of SCMHA.

Responsibilities	
Recruitment	<ul style="list-style-type: none"> Coaches and Assistant Coaches: <ul style="list-style-type: none"> in the first weeks of the season, ensure there are certified Coaches at all games and practices until permanent Coaches are assigned to the team. When the House teams are formed identify Coaches and Assistant Coaches and ensure they get the required certification by Dec. 1. Team Managers: <ul style="list-style-type: none"> As soon as the teams are formed, it is critical that the team appoint a team manager who has read and is willing and able to fulfill the role as described in the 'SCMHA – Team Manager Guide'. If a team fails to appoint a manager, advise the Board of Directors in order that appropriate action can be taken. <ul style="list-style-type: none"> Team Safety Rep PCAHA requires that every team have a Safety Rep with HCSP certification. The certification course must be completed by Dec. 1 The recruitment for this position is the responsibility of the Association Risk Manager but the Division Coordinator is expected to assist the Risk Manager in this recruitment.
Team Balancing	<ul style="list-style-type: none"> Monitor the results of the House teams and advise the Coaching Coordinator if it appears that the teams may not be balanced. The Coaching Coordinator is then responsible to effecting any player movements.
Team	<ul style="list-style-type: none"> Monitor the results of all teams in their Divisions and advise the Coaching

Performance	<ul style="list-style-type: none"> Coordinator of any problems of competitiveness. · Advise the Board of any apparent inter team problems.
Ice Schedules	<ul style="list-style-type: none"> · Sometimes a team may lose more ice than seems fair for a number of reasons. Should this occur, discuss the situation with the Ice Scheduler to try to find a more equitable solution.
Team Managers	<ul style="list-style-type: none"> · Ensure that Team Managers are following the 'guide' and providing relevant information to and from the team as defined in the guide. · Where a Manager is not adhering to the guide, PCAHA, or SCMHA rules, work with the Manager to ensure that the rules are followed.
Information to Registrar	<ul style="list-style-type: none"> · Speak Out <ul style="list-style-type: none"> o All team officials (Manager, Coaches, Safety Reps) must have taken a 'Speak Out' course on or before Dec 1 and provide confirmation of date taken to the Association Registrar. This course only has to be taken once. It is the responsibility of the Division Coordinator to ensure that the team officials advise the Registrar once they have taken Speak Out. · Contact information: <ul style="list-style-type: none"> o Must ensure that Team Officials provide current information to the Registrar.
Tournaments	<ul style="list-style-type: none"> · Assist in the development of any Divisional Tournaments
Problems	<ul style="list-style-type: none"> · Try to mediate any problems that cannot be resolved by the Manager. Advise the board of any problems that cannot be immediately resolved.
Vandalism and Bullying	<ul style="list-style-type: none"> · The Association has a zero tolerance for both Vandalism and Bullying. <ul style="list-style-type: none"> o Vandalism: Any damage must be paid for in full by the offending parties. Where no one steps forward, the whole team will be held responsible and the Board of SCMHA reserves the right to suspend individual players or the team as a whole. o Bullying: Any case of bullying or inappropriate behavior must be immediately reported to the Coaching Coordinator. The board reserves the right to suspend any player(s) involved in bullying or inappropriate behavior.
Affiliated Player	<ul style="list-style-type: none"> · Keep track of the number of times an affiliated player is called up to play Rep after Jan 10 and ensure that the Manager and Coach do not call them up more than 4 times after January 10 without receiving Board approval.
Parent Player / Board Liaison	<ul style="list-style-type: none"> · Represent the interests of players and parents to the Association Executive. · Represent the interests of the Association and the game of hockey to the parents and players.