

Division Directors – Female / Midget / Bantam / PeeWee

The Divisional Director's duties during tryouts are:

- Attend a “pre-tryout” meeting with coaches and applicable Board Members to review the tryout process and procedures;
- Assign players to tryout groups ensuring that groups are balanced with respect to player positions, goalies and number of players based on list provided by the Registration Director. Tryout groups must receive approval from the 5th VP- Hockey Operations;
- Allocate tryout jerseys to players within assigned groups based on the list provide by the Equipment Director;
- Be present at all tryout group sessions. Act as liaison between parents, players and coaches for all communications during tryout process.
- Coordinate distribution, care and collection of all tryout jerseys;
- Work closely with coaches on player releases and and inform registrar so that necessary paperwork can be completed and distributed to the appropriate parties.
- Keep track of player movement throughout the tryout process;
- In collaboration with Registrar, Post new tryout groups on the SPKAC web site after each round of player releases;
- Communicate with arena staff to ensure flood times and ice conditions are maintained;
- Ensure referees are present at all tryout intersquad games or pre-season games.
- In consultation with the Director Registration (Registrar) ensure all Pre Season Tournament Rosters are prepared and amended as required and submitted to the appropriate league contacts;
- Be present at and coordinate all team draft selections to ensure fairness;
- Attend all initial parent meetings in their Division.

Divisional Directors - Specific Responsibilities

- Attend Registration and provide information on Program.
- Attend meetings in person and via conference call as designated by the President and/or 5th VP - Hockey Operations as follows;
 - Female Director – HA Meetings; AMMFHL and AMBFHL League Meetings
 - Midget Director – HA Meetings, AMHL League Meetings and REM League Meetings
 - Bantam Director – HA Meetings, AMBHL Meetings and ERBHL Meetings
 - PeeWee Director – HA Meetings; EMHA Meetings
- Attend SPKAC Manager's Meetings;
- Attend Board of Directors Meetings and Hockey Operations Meetings as required;
- Ensure that all coach/player code of conducts are signed and returned to SPKAC 5th VP – Hockey Operations;
- Coordinate Affiliation with Registrar with assistance from Coaches/Managers and Affiliate Teams in accordance with SPKAC
- Affiliation Policy;
- Attend on a regular basis practices and games of all divisional teams to monitor progress as part of the Coach Evaluation Team;
- For reporting purposes, ensure that all original game sheets are obtained from your respective teams;
- Attend mid season and Year-end Coach Performance Review with 5th VP - Hockey Operations;
- Complete Year-end Coach Recommendation Report as directed by the Board;
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required;