

Technical Director (*Paid Position*)

Reporting to: DWMHA Board of Directors

Working closely with: Director of Development

Role Overview

The Technical Director is responsible for overseeing player and coach development, leading the tryout and conditioning processes, and implementing seasonal development plans. This role requires hands-on engagement with coaches and players throughout the year.

Key Responsibilities

Summer

- Coach sessions focused on hockey IQ
- Plan and review development schedule and practice plans
- Recruit and screen evaluators
- Oversee coach screening

Pre-Season

- Lead conditioning program: schedule, assign leads, and monitor sessions
- Provide on-ice support (minimum 3 sessions per age group)

Tryouts

- Recruit, screen, and train evaluators
- Coordinate on-ice coaches and evaluators
- Act as Tryout Coordinator and be present at all tryout levels
- Facilitate team selection
- Participate in coach selection and interviews

In-Season

- Deliver monthly coach sessions (6 sessions total)
- Oversee core skills program and assign leads
- Attend a minimum of 3 games per team and meet with coaches to provide feedback
- Conduct exit meetings with coaches

Spring Season / New Initiatives

- Plan and review practice schedules
- Support staffing and provide on-ice presence for 3 sessions per age group
- Maintain communication during conditioning sessions

Registrar (*Paid Position*)

Reporting to: DWMHA Board of Directors

Role Overview

The Registrar is responsible for organizing and administering player and volunteer registration, managing the Hockey Canada Registry (HCR), and ensuring compliance with Hockey Nova Scotia regulations.

Key Responsibilities

- Manage registration for regular season, spring/summer programs, and special events
- Process incoming and outgoing player/volunteer transfers and releases
- Prepare and distribute player lists by division for tryouts and team balancing
- Register players and team staff in HCR and ensure deadlines are met
- Distribute approved rosters to coaches and team managers
- Provide final registration and volunteer numbers to HNS and DWMHA board
- Forecast player registration numbers for the following season
- Support Treasurer in managing payments, installment plans, and outstanding balances
- Present registration summary at the Annual General Meeting

Referee-in-Chief (*Paid Position*)

Reporting to: DWMHA Board of Directors

Liaises with: Central Minor Hockey Federation & HNS Referee-in-Chief

Role Overview

The Referee-in-Chief is responsible for the recruitment, training, and assignment of on-ice officials and maintaining a consistent standard of officiating across the association.

Key Responsibilities

- Act as the primary contact for all officiating matters with external governing bodies
- Provide long-range planning and conduct development clinics for referees and minor officials
- Evaluate and assess officials; maintain performance tracking and feedback
- Assign referees for all DWMHA games including league, exhibition, playoffs, and tournaments
- Maintain an up-to-date list of certified officials and ensure all are properly registered
- Recommend officials for advancement opportunities and development camps
- Oversee the Junior Officiating Program
- Manage game sheet delivery and official payments

Coordinator of Sponsorship & Initiatives

Reporting to: DWMHA Board of Directors

Collaborates with: Fundraising Coordinator, Communications Team

Role Overview

This role focuses on strengthening community engagement, coordinating sponsor relations, and planning impactful association initiatives.

Key Responsibilities

- Plan and execute community events (e.g., food drives, outreach, charity partnerships)
- Organize the annual Game Changer Awards ceremony
- Maintain ongoing communication with existing sponsors
- Seek and secure new sponsorships to support association programming
- Work alongside the Fundraising Coordinator on 50/50 draws and campaigns
- Coordinate with the Communications Team to promote events and recognize sponsors
- Provide regular updates to the board throughout the season

Equipment Manager

Reporting to: Director of Development (*TBD – clarify reporting structure*)

Role Overview

The Equipment Manager oversees the acquisition, inventory, and maintenance of all association equipment and ensures teams follow proper jersey and gear protocols.

Key Responsibilities

- Prepare seasonal equipment requirements and present recommendations to the board
- Coordinate purchasing and manage vendor relationships
- Oversee equipment storage, maintenance, and distribution
- Authenticate invoices for rentals and purchases
- Communicate proper jersey handling and etiquette with team managers
- Maintain a complete and accurate inventory

Divisional Coordinators

Reporting to: Director of Competitive & Recreational Hockey (*TBD – confirm role structure*)

Role Overview

Divisional Coordinators support day-to-day operations across their assigned divisions, particularly during conditioning, tryouts, and in-season communications.

Key Responsibilities

Conditioning

- Schedule and coordinate off-ice volunteers (check-in, supervision)
- Assign on-ice support and ensure coverage
- Enforce health protocols as applicable

Tryouts / Balancing

- Schedule and support off-ice activities (jersey distribution, attendance)
- Assign support staff and coordinate with the Tryout/Balancing Committee
- Post team groupings on the website in coordination with Communications

Communication & In-Season Support

- Maintain regular contact with team managers
- Verify team rosters and ensure compliance with safety and certification standards
- Collect and review team budgets; ensure policy adherence
- Distribute information on tournaments and seasonal milestones
- Summarize and share key policies (e.g., from the handbook)
- Provide ongoing support to coaches, managers, and parents