

**Metro East Inferno Female Hockey Association**  
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### **Metro East Inferno Female Hockey Association – Division Coordinator**

The role of **Division Coordinator** reports to the Vice-President Hockey Operations (VPH) and is appointed by the Executive Board following the Annual General Meeting each season. One Division Coordinator may be appointed per age division or two may be combined. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. A **Division Coordinator** shall be responsible for, but not limited to, the following:

- Serving as the primary liaison between coaches, managers, parents and the Board/VPH throughout the regular season by:
  - Communicating all association messages, providing timely responses, offering guidance and support while answering/relaying operational questions.
  - Supporting team scheduling issues by working with the Ice Scheduler.
  - Monitoring all Teams within the Division and assisting with team-level concerns and conflict resolution alongside the VPH, escalating unresolved concerns or issues.
  - Reporting progress, results and concerns within the Division to the Board.
  - Administering and upholding the applicable policies and procedures of the Association.
- Attending all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Monitoring enrollment, working with the Registrar during the registration period (summer/fall), identifying issues including the number of skaters and/or goaltenders, projected teams and levels of play for the upcoming season.
- Reviewing coaching candidates as members of the Coach Selection Committee.
- Supervising/Coordinating/Assisting with **Preseason** sessions and the **MEIFHA Player Evaluation and Team Selection Process**. Division Coordinators are members of the MEIFHA Player Evaluation Team. Duties include but may not be limited to the following:
  - Recruiting and organizing volunteers for preseason and evaluation sessions such as dressing room chaperones, on-ice assistants, bench staff etc..
  - Educating and ensuring all volunteers understand roles, expected conduct and Division-specific evaluation processes and procedures, including confidentiality.
  - Attending (or ensuring a responsible proxy attends) all on-ice sessions, arriving early to prepare dressing rooms, check-in tables, record attendance, distribute evaluation materials, and direct/support players and volunteers.
  - Encouraging and promoting consistent application of all evaluation processes.
  - Attending all post-evaluation debrief meetings, supporting integrity and fairness.
  - Collecting, uploading, processing and maintaining confidentiality of all evaluation forms and results until submission to the VPH..
  - Supporting timely player movement and posting of evaluation results.
  - Consulting with VPH regarding any issues or unforeseen situations during evaluations. (refer to MEIFHA Policies & Procedures: POLICY # 19.0 – PLAYER EVALUATION PROCESS & TEAM SELECTION PROCESS for more specific details).