

**Metro East Inferno Female Hockey Association**  
P.O. Box 26006 RPO Tacoma Dartmouth, NS B2W 6P3  
Email: [president@metroeastinferno.ca](mailto:president@metroeastinferno.ca)  
[www.metroeastinferno.ca](http://www.metroeastinferno.ca)



May 27, 2026.

### **Metro East Inferno Female Hockey Association – Vice-President Hockey Operations**

The role of **Vice-President Hockey Operations** (VPH) reports directly to the President and supports the overall hockey operations of the association. The Vice-President Hockey Operations is responsible for operations related to association on-ice activities and is the principal contact person within MEIFHA for all Player, Coach or Official practice or game related activities.

The Vice-President Hockey Operations is an officer and voting member of the MEIFHA Executive, elected to serve at the Annual General Meeting every two (2) years. See MEIFHA By-Law 7.4 for voting procedures. The Vice-President Hockey Operations' duties include but are not limited to:

- Oversee and support the activities of the Division Coordinators.
- Serve point of contact for Division Coordinators if complaints arise.
- Act as the Association representative with hockey Canada/hockey Nova Scotia/female council, and attend meetings on Metro East inferno's behalf as needed.
- Work with the Association Ice Scheduler to plan ice allotment needs for preseason ice, player evaluations/team selections, regular season and playoff needs (practices and games).
- Be able to work with Vice-President of Finance to set and adhere to budgets.
- Responsible for team coaches selection process.
- Responsible for coaches evaluation process and feedback.
- Lead and oversee annual Player Evaluation/Team Selection process and Team Balancing with Division Coordinator and liaise with independent evaluators.
- Prepare reports for the AGM.
- Support any learn to play / grow the game initiatives, working with the Development Coordinator.
- Explore all hockey related grant opportunities
- Responsible for supporting the Development Coordinator and Coach Coordinator and shall be a member of the Development Committee.
- Report directly to the President and Executive Vice-President and in the absence of both shall exercise the powers and duties of the President & Executive VP
- Shall perform all duties assigned by the President & Executive VP
- Be Responsible for the Hockey Operational side of MEIFHA including rules, regulations and policies
- Serve on complaints committees as required.
- Administer all procedures and policies of the association
- Preferred Skills & Qualifications
- Strong interest in Female Team hockey, both Representative and Recreational
- Strong technical knowledge of hockey skills
- Strong organizational & written communication skills
- Good overview of the various stages of level-specific player development, both as an individual and as a team player; strong leadership, people management skills;