

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.17	DATE APPROVED: May 29, 2025
TITLE: Position Description for Directors at Large	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Attends all regular CCMHA meetings and communicates details to category coaches as required.
- May be appointed as Division Director.
- Assist in player evaluations at the beginning of the season according to the CCMHA Evaluations Policy.
- Works with the Coach Selection and Evaluation Committee to assign coaches at the beginning of the season.
- Works with the Registrar to place players and affiliates on teams within the operating directives of CCMHA.
- Works to create and evaluate the teams at the beginning of the season.
- Receives calls from parents/guardians, players, and coaches during the season and assists in all inquiries.
- Provides CCMHA Policy and Procedure interpretations to players, parents/guardians, and coaches as required.
- Administers suspensions when applicable.
- Provides any reports of violation by players, teams, coaches, parents/guardians of CCMHA Policies and Procedures to the Board.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills

3. TIME COMMITMENT

- Approximately two (2) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.