

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.19	DATE APPROVED: May 29, 2025
TITLE: Position Description for Division Coordinators	
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

- Responds to all matters in the operation of individual teams in their respective division (U7, U9, U11, U13, U15, U18).
- Reinforcing the Association Vision, Mission, Values, Operating Principles and Fair Play Pledge.
- Ensuring that all coaches and team personnel are aware of and conform to Association policies and procedures.
- Ensuring that all players, coaches, and parents are made aware of Board direction and decisions in a timely manner.
- Ensuring that all coaches are collectively engaged in decisions which affect the overall operations of the Division.
- Ensuring that team selections are completed in a timely manner and that teams are balanced.
- Instructing coaches and other team personnel on their duties and responsibilities.
- Participating in the selection of coaches and other personnel for each team.
- Participating in the selection of independent evaluators for player evaluation and team selection.
- Participating in the player evaluation and team selection in each division.
- Overseeing the year-end playoffs as required.
- Assists, co-ordinates, oversees and provides mentorship to the functions of the following:
 - Team Managers and Coaches
 - Parents and Supporters

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
- Strong organizational skills

3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately three (3) hours per week during the hockey season.

4. REVIEW

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