

POSITION – PROGRAM GENERAL MANAGER

LEVEL: U16 and U18 AAA (Responsible for both teams)

OBJECTIVE: Under the guidance of the ~Association ~ perform General Manager duties for the ~ U16 and U18 AAA Program

QUALIFICATIONS

- Ability to work well with coaching personnel/staff for both teams
- Strong commitment and interest to child/athlete's development
- Ability to communicate on and off-ice requirements to players, parents, the association, and the league
- Must be able to be flexible to perform tasks/duties ahead of deadlines
- Up to date on rules and regulations
- Necessary certifications as outlined by the association and/or the NOHA

JOB DESCRIPTION

- Develop an operating budget for both programs
- Selection of staff for both U16 and U18 programs in conjunction with appropriate individuals. Staff must be approved by the SMHA Board of Directors.
- Act on direction of both team head coaches
- Coordinate travel (hotel bookings), accommodations, scheduling, and meals for the teams while on tournaments/road games
- Submit a financial summary for both teams at year end (to parents and association) within 30 days of the end of season.
- Create and maintain a website/Team App to keep parents updated on upcoming practices/games

- Mandatory COVID policy updates
- Lead team communication regarding events with parents and staff
- Obtain necessary equipment and supplies for the team
- Coordinate team financial matters including player fees, sponsorships, advertising, grants etc.
- Submit a year-end evaluation report containing observations on performance and recommendations on the program moving forward
- Attend scheduled meetings with league and association and produce a team schedule in conjunction that works with all the coaching staff
- Communicate needs for officials with appropriate personnel
- Coordinate all pre-and post-game paperwork and distribute to appropriate parties (i.e., game sheets, etc.)
- Communicate with association and media on the team results
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team safety person/trainer
- Obtain necessary travel permits for tournaments
- Ensure Hockey TV is operational for ALL home games
- The individual in the position of GM cannot be the same individual in the position of Head Coach.
- Other duties as required.

TIME COMMITMENT

- Check emails and answer any enquires in a timely fashion
- To be present at most league, association meetings
- Weekly practices
- To be present at most Tournaments and both home and away games

COMPENSATION

- To be determined once the successful candidate has been selected.