



Minor Operations Coordinator

Key Duties	<p>The Minor Operations Coordinator will perform the following key duties:</p> <ul style="list-style-type: none">• Attend orientation seminars when required• Relay all pertinent BC Hockey communications to members or to Task Group members• Assist Task Group members or members in complying with team registration requirements• Assist Task Group members or members with recreational team player movement situations• Assist Task Group members with USA travel and exhibition game approval• Assist Task Group members approve, log and report tournament sanctions• Ensure Task Group members submit written reports regarding the feelings of District members and leagues operating in the District regarding team relocations and new team applications from Above Minor• Ensure Task Group members serve on reclassification committee(s)• Ensure Task Group members consider support for residential waivers• Ensure Task Group members approve recreational team player's participation on a higher division or category team• Provide direction to the Minor Hockey Member Operations Task Group• Act as a resource for the Minor Hockey Member Operations Task Group• Collect reports from Minor Member Operations Task Group members and collate to a Branch report as required.• Ensure Task Group members review all District IATs on the HCR• Ensure Task Group members give support/non-support on team roster requests (i.e. returning cards used on rosters in error, back dating player releases, late registration after deadlines – example Affiliation deadline)• Ensure Task Group members give their support/non-support on applications for Non-Members participating in BC Hockey leagues• Ensure Task Group members assist in helping MHAs without Goaltenders find a replacement from another MHA and provide a letter of support• Ensure Task Group members give support/non-support on Tournament Team Requests• Ensure Task Group members give support / non-support on recreational relief player requests• Relay recommendations to the Minor Committee
Qualifications	<ul style="list-style-type: none">• Familiarity and strong commitment to assisting with District member's operations• Skilled in District member relationship building as well as external



BC HOCKEY TERMS OF REFERENCE

	<p>relations</p> <ul style="list-style-type: none">• Strong communication skills• Availability for time commitment• Trained at Branch orientation(s)• Respect in Sport certification• Criminal Record Check / Vulnerable Persons Check
Selection	<p>Appointed by the BC Hockey Board of Directors based on the recommendation of a committee composed of the Board Member assigned to the Minor Committee, who shall be Chairperson, a member of the Nominating Committee, a member of the Minor Committee selected by that Committee and the Chief Executive Officer or staff designate</p>