

CONVENOR

Beginning Of The Season (Mid August – October) approx. 10 Hrs/ week

- Attend pre season Convenors/Coach meeting
- Recruit Team staff – Coaches, Managers, Trainers
- Ensure team staff have required certifications
- Coordinate Pre season activities, i.e.
 - Evaluation Skates
 - balance teams based on evaluation skates –by skill, ages and interest in goalie position
- Set game/practice schedule with ice time provided by Icemanager, including playoffs
- Distribute team uniforms, FA Kits, goalie equipment

During the Season - approx. 2 hrs/week

- Communication Liaison between team coaches/managers, VPHouse, and CYGHA Administrator
- Manage any issues with teams – bring to VPHouse if necessary
- Enter weekly game scores into Website
- Medal presentation for Panther Pride tournament
- Encourage teams to choose and finalize plans for an away tournament in the second half of the season
- Schedule the second half of the season

End of Season - approx. 4 Hrs

- Collect any equipment that was loaned out and return to the office
- Collect end of season player evaluations
- Hand out Medals to winning team on Championship Weekend
- Help Banquet Coordinator with your Division's Banquet