

## Convenor Guidelines

The CMHA wishes to thank all the convenors for their efforts and commitment. Convenors are responsible (in cooperation with the appropriate V.P.) for the operation of their respective divisions. The following is a list of duties and responsibilities that convenors are responsible for.

Reporting directly to the V.P. of the Junior, or Senior Division, convenors are asked to:

1. Act as liaison between all members of a team and the Executive. Members of a team includes, players, managers, coaches and parents. Liaison in this case means to field all questions, complaints etc., answer them directly as appropriate or consult with the V.P. or Executive as necessary.
2. Work as a team (where there are co-convenors) to create and present a consistent message.
3. Be knowledgeable of the rules and regulations as determined by the executive and be able to communicate those rules and regulations to the teams. eg. fair ice time.
4. Manage the forming of the teams in the affected age group. This includes overseeing evaluations, setting up a draft, and compiling team lists as a result of the draft for distribution to the head coaches and the V.P.
5. Assist with the selection of coaches and other team personnel.
6. Assist with the selection of select team coaches and other team personnel.
7. Work closely with the scheduler to ensure timely communication to teams about schedules and schedule changes.
8. Work closely with the registrar and V.P. with regards to adding or deleting players from teams.
9. Work with the V.P. and other convenors to assess a player's request to move up or down in divisions. eg. Bantam up to Midget or vice versa.
10. Work closely with the equipment manager to ensure practice equipment is available and in good repair. For lower age groups, ensure goalie equipment is available and in good repair.
11. Work closely with the V.P. and other executives on all issues requiring disciplinary action.
12. Work with the Technical Development Committee member in order to advise team personnel of appropriate training clinics. eg. Speakout.
13. Attend executive meetings as required and provide updates of your league.
14. Attend each Midget game at Coronation (Midget convenor ONLY).
15. Communicate with other convenors at other rinks if there is interlocking play.
16. Supervise activities during playoffs in your league and on Super Saturday.

**17. Work with all team personnel and Executive to ensure a great season from evaluations to Super Saturday hand out trophies on Super Saturday attend Annual General Meeting.**

**18. Hand out trophies on Super Saturday.**

**19. Attend Annual General Meeting.**

**20. Carry out other duties as agreed to with the V.P.**