



SOUTH AUSTRALIAN ICE HOCKEY ASSOCIATION Inc.

ADELAIDE SUMMER LEAGUE CONVENOR - POSITION DESCRIPTION

POSITION PURPOSE

The Adelaide Summer League (ASL) Convenor will liaise with the Executive Board on all matters relating to ASL, as defined by, but not limited to, the specific duties listed below.

The ASL Convenor represents the Association's Summer League Players and also the effective Chairperson of the ASL Committee - and is primarily responsible for the running of the Adelaide Summer League along with the ASL Committee.

To be eligible for this position you must be and remain a current Financial Member of the South Australian Ice Hockey Association Inc. throughout your tenure in this role.

AUTHORITY

The ASL Convenor is a non-voting member of the IHSA Board and represents the ASL & ASL Committee at Board level.

SPECIFIC DUTIES

The ASL Convenor may perform many Specific Duties throughout their tenure and these duties include but are not limited to the following:

- Act as Chairperson for the Adelaide Summer League Committee.
- Report incidents or concerns that have arisen within the ASL to the Board.
- Follow up on issues relating to the ASL that are raised at Board meetings.
- Inform the ASL Coordinators of any changes in the running of ASL, develop appropriate strategies and ensure their implementation.
- Respond to all correspondence relating to ASL players and the League in a timely manner.
- Maintain a sound knowledge and understanding of the rules and regulations of the Association and Ice Hockey Australia.
- Organise and implement preseason player evaluation sessions.
- Promote the ASL across various Social Media platforms.
- Engage with ASL players and parents and be an active part of the ASL community.
- Organise the end of Season Adelaide Summer League Presentation.
- Perform such duties as may, from time to time, be established by IHSA.
- Shall be responsible for organising and implementing the ASL game schedule, including liaison with the IHSA Secretary / Schedule Co-ordinator in relation to available ice time, for games and trainings.
- Work closely with other Convenors and Sub-committees in relation to ice time requirements.
- Administer all Social Media platforms relating to the ASL and as determined by the IHSA Executive from time to time.
- Be responsible for the distribution and collection of ASL equipment to players.
- Ensure that all Coaches are correctly accredited to participate, prior to the commencement of the season.
- Ensure that all players are correctly registered, prior to participating in any trainings or games for any given season.

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MEETINGS AND COMMITTEES

The Adelaide Summer League Convenor is required to:

- Attend all relevant Executive / Board Meetings as requested and forward meeting minutes to the ASL Committee as required.
- Convene regular ASL Committee Meetings and provide minutes / reports of all Meetings to the IHSA Executive Board in a timely manner.
- Hold regular Player information sessions.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Adelaide Summer League Convenor is someone who:

- Is proficient in the use of computer programs and online registration platforms.
- Can communicate effectively at all levels within and outside of the Association.
- Has excellent written and oral communication skills.
- Demonstrated organisational skills, time management skills and the ability to work to deadlines.
- Computer literate and has a willingness to learn new applications.
- Good interpersonal skills and ability to work within a team environment.
- Ability to maintain confidentiality.
- Good administration skills.

GOVERNANCE

The Adelaide Summer League Convenor must:

- Understand how the organisation works, including the organisations services, their programs and their staff.
- Keep up to date by reading the minutes, reports and any other necessary meeting papers.
- Regularly attend Executive Board Meetings.
- Be familiar with the Constitution and By-laws of IHSA.
- Appoint an alternate delegate to act on behalf of the Convenor in the absence of the Convenor.
- Work within the SA mandatory framework for working with children and vulnerable persons.
- Have completed the relevant Play by the Rules modules and have a ChildSafe / DCSI clearance for working with children.

All personal information made available to the ASL Convenor, is strictly confidential and must not be shared or disseminated in any way without prior approval from the IHSA Executive Board.

- This includes electronic information from esportsdesk or any other product, system or software used by IHSA or IHA at any time in the future

REPORTS TO

At all times, the ASL Convenor reports to the President and the Executive Board of the South Australian Ice Hockey Association Inc.

This document is to be read in conjunction with the IHSA Board Member - Code of Ethics.

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