



SOUTH AUSTRALIAN ICE HOCKEY ASSOCIATION Inc.

JUNIOR CONVENOR - POSITION DESCRIPTION

POSITION PURPOSE

The Junior Convenor will liaise with the Executive Board on all matters relating to Junior Hockey, as defined by, but not limited to, the specific duties listed below.

The Junior Convenor represents the Association's Junior Players and also the effective Chairperson of the Junior Committee - and is primarily responsible for the running of the Junior Competitions (excluding the AJIHL competition / team) along with the Junior Committee.

To be eligible for this position you must be Full Financial Member (this does not include volunteer members) of the South Australian Ice Hockey Association Inc. and remain a Financial Member of the South Australian Ice Hockey Association Inc. throughout your tenure in this role. You must also have the relevant ChildSafe / DCSI clearance to act in this role.

AUTHORITY

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

SPECIFIC DUTIES

The Junior Convenor may perform many Specific Duties throughout his / her tenure and these duties include but are not limited to the following:

- Act as Chairperson for the Junior Hockey Committee.
- Report incidents or concerns that have arisen within the Junior Leagues to the Board.
 - Complete IHA Injury Notification Forms, when required and submit to IHSA Secretary.
- Follow up on issues relating to the Junior Leagues that are raised at Board meetings.
- Inform Junior League Co-ordinators of any changes in the running of Junior Leagues, develop appropriate strategies and ensure their implementation.
- Respond to all correspondence relating to Junior Players / Parents and Leagues in a timely manner.
- Maintain a sound knowledge and understanding of the rules and regulations of the Association and Ice Hockey Australia.
- Communicate with players and parents and be an active part of the junior ice hockey community.
- Work with the Women's Director, Director of Coaching and the Director of Player Development (position not yet appointed) to implement development strategies for all Junior Hockey participants.
 - Players, Coaches, Managers, Officials and Parents.

PRE- SEASON:

- Liaise with IHSA Treasurer and Junior Committee to set the fees for upcoming season.
- Liaise with the IHSA Registrar as to when registration opens and costs associated.
- Liaise with the IHSA Secretary for all ice time bookings.

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- Liaise with facility management and other IHSA Sub-committees re available Ice time to formulate game and training schedule for the coming season, confirm and send out proposed Junior Schedule.
- Liaise with Coaches, Referees, Scorers / Time-keepers and the Executive Board.
- Prepare game and training schedule for the coming season.
- Plan beginning of season (Coaches Meetings / Gear swap / Morning tea / Parent information sessions).
- Post on Social Media platforms that the season is coming up and ask for expressions of interest from volunteers.
- Ensure uniforms are available and ready for distribution to players.
- Respond to e-mails.

BEGINNING OF THE SEASON:

- Advise parents and players of links to schedule, fee costs and payment options.
- Advise when jerseys will be allocated and when further Parent / Player / Coaches Meetings will take place.
- Organise and implement a scoring roster of those interested parents - ask that they become a volunteer member of IHSA - costs nothing (may need to teach scorers, arrange instruction of score clock and the use of Esportsdesk).
- Provide, collect and submit sports vouchers and liaise with Treasurer.
- Allocate change rooms for Peewee and Bantam Teams.
- Organise fund-raising events for the season.

DURING THE SEASON:

- Respond to emails (includes directing players and parents to different people, i.e. ice-blast, skate school, senior hockey, providing info about ITC's and State Competitions).
- Ensure that there are scorers at every game.
- Support the IHSA Treasurer re following up for payment of outstanding fees.
- Submit injury reports when required.
- Manage FB Pages / Groups and other Social Media platforms as required.
- Maintain fundraising spreadsheet and deposit BBQ money into the relevant IHSA bank account.
- Liaise with Adelaide Adrenaline Management for Junior Player participation throughout the AIHL season.
- Liaise with the IHSA Secretary for extra ice time or schedule changes if required.
- Assist State Team Managers as required.

END OF THE SEASON:

- Organise presentation, medals and trophies for end of season celebration.
- Collect, clean and complete stock-take of all team jerseys & junior equipment and store for the off-season.
- Provide names of eligible players for Senior Clubs re the end of season Bantam Draft.

MEETINGS AND COMMITTEES

The Junior Convenor is required to:

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

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- Organise and chair any other meetings as required or requested by IHSA.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Junior Convenor is someone who:

- Is proficient in the use of computer programs and online registration platforms and has a willingness to learn new applications.
- Is well organised and has very good attention to detail.
- 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.
- Good interpersonal skills and ability to work within a team environment.
- Ability to maintain confidentiality.
- Good administration skills.
- Good financial and account keeping skills.

GOVERNANCE

- 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, including the specific items relating to Junior Hockey.
- The Junior Convenor must have completed the relevant Play by the Rules modules and have a ChildSafe / DCSI clearance for working with children.
- The Junior Convenor must ensure that all volunteers assisting within the Junior Competition must have completed the relevant Play by the Rules modules and have a ChildSafe / DCSI clearance for working with children.
- Appoint an alternate delegate to act on behalf of the Convenor in the absence of the Convenor.

REPORTS TO

At all times the Junior 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

TENURE / TERM OF APPOINTMENT

The term of this appointment will be for a period of approximately 12 months (or thereabouts) commencing and finishing on the dates stated on the "Letter of Appointment".

APPOINTMENT

This position is an "appointed position" and will be appointed by the IHSA Executive following an expression of interest process.

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