



#BCEHLAFAHOCKEY

British Columbia Elite Hockey League General Manager Job Description

Qualifications

- Respect in Sport
- Criminal Record Check/Vulnerable Persons Check
- Concussion Awareness Training Toolkit
- Understanding of BC Hockey Program of Excellence
- Ability to work in a team environment
- Experience in staff management and development
- Strong interest and commitment to high performance athlete development
- Non-parent

Responsibilities

- Coordinate evaluation camps in conjunction with BC Hockey staff resource.
- Assume lead role in player evaluations with coaching staff during evaluation camp and throughout season.
- Request permission to enter tournament(s) or play exhibition game(s) from BC Hockey Staff resource prior to obtaining game number(s) or tournament permission number(s).
- Create a team budget
 - Present to participant parent/guardians prior to league start up
- Provide BC Hockey staff resource with recordings of three (3) parent/guardian meetings:
 - Pre-season – Budget review and explanation of financial matters
 - Mid-season – Update of present financial situation
 - End of season – Overview of all financial aspects from the season
- Submit monthly bank reconciliations for all team bank account activity
- Coordinate team financial matters including team fees, sponsorship, and any advertising.
- Ensure all team officials acquire coaching levels and/ or other certification as required by BC Hockey
- Ensure that each team has a certified Hockey Canada Safety Person
- Coordinate staff development initiatives
- Ensure team(s) abides by all BC Hockey and Hockey Canada rule, regulations and policies
- Ensure team(s) and staff abide by all provincial and federal regulations
- Coordinate travel, accommodations, and meals for team
- Obtain necessary equipment and supplies for team
- Monitor use of affiliate players
- Control the conduct of players before, during, and after the game.
- Ensure that all players, team officials, and on-ice officials are afforded unobstructed access to dressing rooms before, and after the game.
- Ensure that correct referee fees in cash are given to the officials before the start of the game.
- Ensure all other requirements of the host team are being fulfilled
- Ensure the game sheet is submitted promptly at the conclusion of each game
- Operate minor hockey initiative(s) throughout the season

