



## **St. Thomas Minor Hockey Association Convenor's Responsibilities**

1. To oversee a house league division in accordance with the STMHA Rules and Regulations.
2. Reports to the VP of House League.
3. Together with the VP of House League, shall be responsible for the team selection in all divisions as follows:
  - Ensure all players are evaluated (rated).
  - Set up and monitor all evaluations.
  - Structure, organize and attend division draft skates and ensure all teams are balanced.
  - Continue to monitor teams to ensure they are balanced.
4. Recruit & Assign Coaches and Trainers for the Division.
5. Ensure Coaches and Trainers have attended proper certification clinics in accordance with OMHA Policies.
6. Provide office with all team rosters by November 15<sup>th</sup>.
7. Attend divisional games and ensure adequate coverage if you are unable to be present.
8. Act as a Liaison between the parents, coaches and the Association.
9. Report all disciplinary actions to the VP of House League.
10. Maintain division web site:
  - Post and Maintain team rosters
  - Enter all Scores
  - Add Articles and information to keep parents up-to-date
11. Other Duties as assigned by the Board of Directors.