

PACIFIC COAST AMATEUR HOCKEY ASSOCIATION POLICIES AND PROCEDURES

LEAGUE MANAGER

TYPE: JOB DESCRIPTN.
Adopted: Oct. 1988.
Revised: August, 1990.
Revised: Dec. 11, 1996.
Revised: Oct. 8, 2003.
Revised: August, 2016.
Revised: July 31, 2019.

APPOINTED - One Year Term.
REPORTS TO - Managing Director.

RESPONSIBILITIES:

1. Supervise the operations of a league on a day to day basis. (A league is defined as a group of teams playing a common schedule).
2. Act as a communications and resource person for the coaches/managers of the teams in the league. Circulate information (bulletins, rule interpretations from the PCAHA and BC Hockey, etc.) to all teams in the league.
3. Ensure all teams are rostered prior to the first league or tiering round games. Monitor roster changes through online game management system.
4. Through online game management system, ensure all team contact information is updated, and regular season schedule is issued to all teams.
5. Ensure all conflicting and rescheduled games are made up¹, and update online game management system with any changes.
6. Ensure teams enter game results into online game management system, and scoresheets are submitted in a timely fashion.²
7. Monitor team standings in online game management system.
8. Keep track of exhibition games through assignment of exhibition games numbers³. Ensure that teams enter game results into online game management system, and submit gamesheets from all exhibition games. [Ref.: *Form103*].
9. Issue permission numbers for teams to attend Tournaments, and forward a copy of the permission form to the team and the team's Association President. Ensure that teams enter game results into online game management system, and submit gamesheets from all tournament games. [Ref.: *Form104* and *Form105*].
10. Monitor team and individual penalty minute records in online game management system. Bring to the attention of the Managing Director any disciplinary problems.
11. Track player and team official suspensions through online game management system, and ensure automatic suspensions are served.⁴ [Ref.: *Form112*].
12. Supervise playoffs at the direction of the Managing Director.
13. Act as the first level of the protest/complaint/appeal process; handle regular season game protests.⁵
14. Provide the Managing Director (and "C" League board or Female Hockey Committee, if applicable) with regular reports and updates. Bring forward for settlement any areas of concern that may arise.
15. Prepare a final (year-end) report, including league standings and playoff results, for submission to the Managing Director (and "C" League board or Female Hockey Committee, if applicable) not later than April 1st.

¹-Ref.: PCAHA Section G(11) and G(13).

²-Ref.: PCAHA Section F(6).

³-Ref.: PCAHA Section L(2).

⁴-Ref.: BC Hockey Suspension Bulletin, PCAHA Section H, PCAHA Disciplinary Policy.

⁵-Ref.: PCAHA Section K.