

DIRECTOR OF OPERATIONS

SLVYHA Volunteer Role · Governing Board

THE QUICK VERSION

What it is: Runs the core operational side of the program, ice scheduling, practices, games, tournaments, and recruitment events.

Time commitment: Handbook estimates up to about 32 hours per week.

When: Year-round, ongoing.

Term: 3-year term. Filled by the board from its members.

Requirements: - Must be a current board member - Cannot also serve as SafeSport Coordinator (bylaws prohibit combining these)

Good for you if: You're a logistics person who can juggle schedules, facilities, and multiple teams' calendars.

WHAT YOU'LL DO

- Attend league meetings as required
 - Develop and manage the association's ice schedules
 - Schedule team practices and games
 - Determine tournaments for participation (with coach and board input) and register for them
 - Coordinate and facilitate youth recruitment events (try-hockey days, clinics, open houses)
 - Act in the best interest of the whole youth organization
 - Obtain needed services/supplies/equipment at reasonable cost (per financial policy)
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HOW TO DO IT

- Manage ice time with the City and build the season schedule
 - Coordinate with coaches on tournaments
 - Run recruitment events with Community Outreach
 - Feed schedule info to the Media Chair and team managers
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WHAT'S PROVIDED VS. WHAT YOU BRING

Provided: Board authority, the bylaws framework, and coordination with the City Liaison.

You bring: Logistics skill and availability.

WHAT "DONE WELL" LOOKS LIKE

Ice, practices, games, and tournaments are scheduled and running smoothly, recruitment events happen, and the operational side of the program just works.

WHO TO ASK WHEN YOU'RE STUCK

Reports to / coordinates with: The Governing Board; works with the City Liaison, coaches, team managers, and Media Chair.

HOW TO RUN FOR THIS ROLE

This role is filled in two steps:

1. Get elected to a board seat by the membership at the April annual meeting (nominations go to the Secretary in writing beforehand).
 2. The board then fills the Director of Operations role from among its seated members.
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Interested in the board? You're welcome at any meeting to see how it runs. See the Get Involved section of the Resources Tab.

Full official duties: see the SLVYHA Bylaws (Article IV, Section 2) and Handbook.
