



HOUSELEAGUE CONVENER – POSITION DESCRIPTION

The primary goal of the WMHA House League Convener is to assist in ensuring all league activities are conducted smoothly and efficiently, as well as, providing a positive and structured environment for players, coaches, and parents.

The Convener will be supported by our Operations Staff and by members of our Board of Directors

Key Responsibilities:

1. Communication:

- Serve as the primary point of contact for coaches, parents, and players.
- Distribute league information and updates promptly.
- Triage any questions or concerns from participants and parents and escalate any questions or concerns to the WMHA Operations Staff, where applicable.

2. Team Management:

- Assist with the formation and balancing of teams to ensure competitive play.
- Support coaches with player evaluations and team assignments.
- Monitor team rosters and ensure compliance with league rules and regulations.

3. Game Day Operations:

- Assist with the overseeing of game day activities to ensure they run smoothly – in particular, the uploading and management of online game sheets via the Game Sheet Inc. Application.

4. Compliance and Enforcement:

- Ensure all league policies and procedures are followed.
- Enforce code of conduct for players, coaches, and parents.

- Forward disciplinary issues to the Board of Directors in accordance with league guidelines.

5. Event Planning:

- Assist with the organization of special events such as tournaments, playoffs, and end-of-season celebrations.

6. Reporting and Documentation:

- Provide regular updates and reports to the league management.
- Assist with documenting and reporting any incidents or injuries as required.

Qualifications:

- Ability to work collaboratively with volunteers and league officials.
- Availability to attend games, practices, and league meetings as required.

Volunteer Commitment:

- This is a volunteer or part-time position with variable hours, including evenings and weekends.
- At times, the commitment level may be higher – ie, during team selection, playoffs; however, once the season is up and running, the time commitment will be less

Application Process:

- Interested candidates should reach out to Tracey Williams, WMHA Director of Operations at office@waterloominorhockey.com.

This position description provides a general overview of the responsibilities and requirements for a WMHA House League Convener. Specific duties and expectations may vary depending on the league's needs and structure.