



Stratford Minor Hockey Association

Duties of a Convener

(Last Revision Date: July 12, 2017)

include, but are not limited to

A Convener is in charge of one or several age division ranging anywhere from Novice through Midget. Conveners are asked to:

1. Attend tryouts and assist the Coach with player evaluations with special emphasis on NRPs, in addition to giving guidance on how to release players.
2. Be consulted prior to any player releases and be present at the final releases.
3. Attend all parent meetings and relay information from SMHA to the parent group. This will include:
 - dates of SMHA functions
 - explanation of fundraising guidelines
 - highlight the 24 hour rule and how the complaint process works
 - ensure parents know where to seek help (referencing the "Info for Parents" tab on the website) should they have general questions or concerns that that need addressing in regards to SMHA's Harassment & Bullying Policy
 - remind the parent group to cover expenses of non-parent coaches at tournaments
 - mention to parents how the Affiliate Player system works
4. Discuss Affiliate Players with coaches prior to selection; ensure the team has considered all possible scenarios (for example, goaltenders in particular).
5. Be visible. Attend as many games and practices as possible to ensure the objectives of SMHA are being met to the greatest extent possible.
6. Resolve all concerns among players, parents and team personnel. Ask for assistance from the Board when necessary. Report all concerns (candidly, excluding names when possible) at the monthly SMHA Board meetings. Ensure Coaches are following the policies and guidelines of SMHA.
7. Keep Coaches informed of any decisions made by SMHA and/or any other governing body that impact their team.
8. Explain to bench staff and Managers their responsibilities in regards to SMHA's Harassment & Bullying Policy and SMHA's Staff Code of Conduct.
8. Assist in the decision making process with any Player Movement.
9. Report back to the Coaches Selection Committee and the SMHA President how the Coach performs through the season and evaluate staff strengths and weaknesses.
10. Perform any such duties that the President directs.