

PACIFIC COAST AMATEUR HOCKEY ASSOCIATION POLICIES AND PROCEDURES

LEAGUE MANAGER

TYPE: JOB DESCRIPTN.
Adopted: October, 1988.
Revised: August, 1990.
Revised: Dec. 11, 1996.
Revised: Oct. 8, 2003.

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 BCAHA, etc.) to all teams in the league.
3. Keep track of exhibition games through assignment of exhibition games numbers¹. Ensure that teams turn in gamesheets from all exhibition games. [Ref.: *Form103*].
4. 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 turn in gamesheets from all tournament games. [Ref.: *Form104* and *Form105*].
5. Ensure that the regular season schedule is issued to all teams. [Ref.: *Form107* and *Form108*].
6. Ensure all conflicting and rescheduled games are made up.²
7. Ensure team rosters are turned in prior to the first league or tiering round games. Keep track of roster changes as advised by the Managing Director.
8. Ensure scoresheets are turned in by teams in a timely fashion.³
9. Maintain team standing records. [Ref.: *Form110*].
10. (a) Issue league standings to the teams at least 4 times during the season (suggested: Nov. 10th, Dec. 1st, Christmas Break, and end of regular season) or when requested by the Managing Director. [Ref.: *Form113*].
(b) Provide standings on a regular basis for posting on the PCAHA web site.
11. Maintain team and individual penalty minute records. Bring to the attention of the Managing Director any disciplinary problems. [Ref.: *Form110* and *Form111*].
12. Keep track of player and team official suspensions and ensure automatic suspensions are served.⁴ [Ref.: *Form112*].
13. Supervise playoffs at the direction of the Managing Director.
14. Act as the first level of the protest/complaint/appeal process; handle regular season game protests.⁵
15. 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.
16. 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 L(2).

²-Ref.: PCAHA Section G(11) and G(13).

³-Ref.: PCAHA Section F(6).

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

⁵-Ref.: PCAHA Sections K(1), K(2), and K(5).