



CANADIAN WOMEN'S HOCKEY LEAGUE

JOB DESCRIPTION

POSITION: **CWHL Team General Manager**

EMPLOYEE: CWHL

REPORTS TO: Executive Director

STATUS:

DATE:

Job Description:

In the position of General Manager in the Canadian Women's Hockey League (CWHL), managers will have to accomplish managerial tasks daily by overseeing all aspects of operations off-ice, to guarantee the construction of a well-built team. In holding the title of general manager becoming an acting liaison to the community is essential. In order to ensure this, qualifications for this position should include:

- ☞☞ Prior experience managing a sports team
- ☞☞ Experience in the work force as a manager
- ☞☞ Experience within female hockey.
- ☞☞ Knowledge of hockey is required, including knowledge of the CWHL and OWHA
- ☞☞ Organizational skills
- ☞☞ Communication skills (Verbally and Written)
- ☞☞ Post Secondary Education in Business Administration or Sports Administration is an asset
- ☞☞ Thorough business and financial knowledge
- ☞☞ Conflict management skills
- ☞☞ Ability to work independently and/or with very little supervision

The General Manager along with daily managerial tasks will also be responsible for overseeing many duties and responsibilities that will require the qualifications above, duties and responsibilities include:

Communication

- ✍️ Communication with their team, may act as acting liaison but, overall ensures conflicts and concerns between players, coaches, and managerial staff is addressed.
- ✍️ Communication between the league and team, meaning the General Manager must act as the main point of contact for all matters and transactions between the CWHL executive Director and their team.
- ✍️ Communication between team and association, in cases where the Team is affiliated with a girl's hockey association, the General Manager is responsible for all communications between the team and the association. As well as reporting any concerns the association has to the CWHL.

Team Selection

- ✍️ The General Manager must take part in all recruitment and selection of all team personnel and must present all duties and responsibilities to each team member.
- ✍️ Coaches should be selected by a committee within the team personnel that is then mediated by the General Manager.
- ✍️ With Player Recruitment the General Manager must ensure that all rules & regulations that govern the recruitment of players will be followed as to the CWHLs policies.
- ✍️ The General Manager will recruit and select staff members such as Equipment Manager and Team Trainers.
- ✍️ Volunteers are crucial in a team's organization and must be recruited by the General Manager where in they are trained and supported in their positions. Examples include Game Ticket Sellers, Time Keepers, Announcers and so forth including both game day staff and event promotion.

Team Rules

- ✍️ CWHL Code of Conduct must be ensured by the General Manager that all team members are familiar and will adhere to the Code of Conduct

- ✍✍The General Manager must develop a team Code of Conduct that ensures that the team is acting in a way to represent itself and the CWHL in a professional manner.

Team Safety

- ✍✍The General Manager must ensure that their team follows the sanctioning guidelines.
- ✍✍Risk Management must occur, which includes identifying, assessing and eliminating or minimizing risks in operation of a team. This is done in part by appointing a Charge Person, Call Person, and Control Person.

Team Eligibility

- ✍✍The General Manager must ensure that all team members must be registered with their respective hockey Canada branch and that all players are eligible to play in that obtaining permission and filling out forms to ensure eligibility. As General Manger being aware of special conditions within eligibility is crucial such as substitute goaltenders, USA/International player transfers/tryout etc.
- ✍✍Roster submission to the OWHA and CWHL and reporting of all Roster changes to the OWHA and CWHL.

Team Records

- ✍✍The General Manager must ensure that the team records are adequately maintained. Each General Manager should create a binder of forms and handouts that can be taken to meetings, games, and practices so that all team information is readily accessible. This information should consist of roster list, contact lists, medical information, schedules, game reports, and financials.

Team Finances

- ✍✍The General Manager is responsible for their team's finances and must ensure that they adhere to all of the policies and procedures of the CWHL this includes budget development and financial records.

Ice Time

- ✍✍The General Manager is responsible for ensuring that their teams practice and game ice is confirmed and booked, this includes dressing rooms.

Game Day Operations

✍✍ The General Manager is responsible for ensuring that the games run smoothly and the necessary protocols are followed. In doing so the General Manager must attend at least 80% of games played by their team and be readily available to troubleshoot conflicts that may arise before, during, or after each game.

Travel Organization

✍✍ The General Manager must coordinate all travel arrangements through CWHL-approved service providers.

Media & Marketing

✍✍ The General Manager will serve as the point of contact for media and marketing- related issues surrounding the team. Media and marketing includes the General Managers responsibility to promotion of games and community involvement that their team participate in locally.