

VANCOUVER ISLAND MEN'S FIELD HOCKEY ASSOCIATION



THE LEAGUE ADMINISTRATOR'S RESPONSIBILITIES

1. Day to day running of the League
2. Prepare and manage League Schedules throughout the season and ensure it is reflected accurately on league website
3. Print and manage team registration for game cards
4. Collect completed game cards from umpires
5. Collate game card information and record scores and standings on website
6. Keep record of discipline cards and corresponding umpire reports and facilitate timely responses as needed
7. Ensure a list of currently suspended players is communicated to the membership
8. Collect information from clubs as needed
9. Communicate player and team fines and fees to league treasurer
10. Ensure all VIFHA players and coaches are members in good standing and registered with both the league and Field Hockey BC prior to participating in the field of play. This is an on-going process throughout the season.
11. Communicate with club contacts regularly
12. Post important league documents and communications to the League website and circulate reminders and information to club contacts by e-mail
13. Is responsible for field booking for league games and playoffs

Submit cover letter and relevant experience to vifhainfo@gmail.com by Sept. 20, 2019.

Timely training and transition support will be provided. Position begins immediately.