



Ice Hockey Victoria

Position Description

Position	Junior Vice President
Business Unit	Executive Board of Management
Reports to	Ice hockey Victoria Delegate Members
Overview	Ice Hockey Victoria (IHV) is the State Sporting Organisation (SSO) for competitive Ice Hockey in Victoria. Its key stakeholders are the members, clubs, Ice Hockey Australia, Ice Sports Victoria, O'Brien Group Arena, and Olympic Ice Skating Rink at Oakleigh.
Position Outline	<p>The role of the Junior Vice President is one that is elected for a period of one year by the Ice Hockey Victoria.</p> <p>The duties of the Junior Vice President, as a whole, is to work together with the IHV Executive and the IHV Coaching Director to ensure the hockey season is organised and that policies are followed. The Junior Vice President will delegate certain responsibilities to volunteers and then monitor them.</p> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Attending relevant meetings and events on behalf of IHV</li> <li>• Responding to customer inquiries about playing Junior Ice Hockey</li> <li>• Responding to club delegates and members in relation to any queries</li> <li>• Documenting the position responsibilities and updating them as required</li> <li>• Creating a succession plan for future Junior Vice Presidents</li> </ul> <p><b>Pre-Season:</b></p> <ul style="list-style-type: none"> <li>• Call for Coaching Applications for each Junior Team (number of teams will be based on the number of players in the division)</li> <li>• Assist in fee collection for DC and other through IHV's payment handling policy and procedure</li> <li>• Create team rosters with assistance of coaches, Director of Coaching (DC) and prior season rankings</li> <li>• Order socks, jerseys and pucks</li> <li>• In conjunction with the DC, hold an Information Session for Parents( detailed more in the Coaching Director's Responsibilities)</li> <li>• Create an IHV contact list with parents, players and coaches in the junior competition ( who loads team lists into e sports desk)</li> <li>• Attend IHV Executive and Committee of Management meetings</li> </ul>

	<p><b>In Season:</b></p> <ul style="list-style-type: none"> <li>• Monitor junior games to ensure teams are fairly even in skill level</li> <li>• Assist Coaching Director with player movement from one team to another when it is requested in writing by the parents or the coach</li> <li>• Have an “overall presence” at the rink during games and occasional trainings</li> <li>• Discuss all complaints received in writing from parents, players and coaches with DC and Child Safety Officer and follow complaints process</li> <li>• Refer to complaint’s process for verbal complaints from parents</li> <li>• Ensure players are qualified to play in the finals ( fulfilled enough % of game/training for the season)</li> </ul> <p><b>Post Season:</b></p> <ul style="list-style-type: none"> <li>• Collect jerseys and pucks from Division Ambassadors</li> <li>• Work with Ambassadors and volunteers in planning end of year event for all juniors</li> </ul> <p><b>Other tasks:</b></p> <ul style="list-style-type: none"> <li>• General administration</li> <li>• Contribute to the annual preparation of the IHV Annual Business Plan</li> <li>• Document all relevant duties for the Junior Vice President as part of the IHV succession plan</li> </ul>
Performance Indicators	<ul style="list-style-type: none"> <li>• Review of the Developing Council Program and marketing of the program</li> <li>• Coordinate all junior programs</li> <li>• Contribute to the Annual Preparation of the IHV Annual Business Plan</li> </ul>
Contact hours	15 hours /week (minimum) over 7 days. Additional time may be required throughout the season.
Remuneration	<ul style="list-style-type: none"> <li>• This position is an unpaid volunteer position</li> </ul>
Term of Appointment	<ul style="list-style-type: none"> <li>• The position of Junior Vice President is for a 1-year term</li> <li>• The position appointment is from the AGM each year</li> </ul>