



# Divisional Coordinator - Roles and Responsibilities

The Divisional Coordinator liaises with the League Convenor, Melinda Switzer, to ensure that that the division runs in accordance with the By-Laws, Rules and Regulations, and Code of Discipline of the Ottawa District Women's Hockey Association (ODWHA).

## RESPONSIBILITIES

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### Deadlines

- Ensure that teams meet organizational deadlines set out by the ODWHA
- See Rules and Regulations of ODWHA

### Schedules

- Responsible for granting permission to reschedule league games pursuant to ODWHA guidelines.
- See Rules and Regulations and or Procedures.

### Statistics

- Review, on an ongoing basis, activities within your division;
  - Games are being entered in a timely matter,
  - Electronic copies of game sheets are being received from the teams
  - Penalty minutes are being captured.
- A team's failure to comply, to the above, may result in a fine and a loss of reporting privileges should the situation warrant.
- The League Convenor should be copied on all correspondence.

### Affiliated Players

- Maintain a log that tracks any Affiliated Player (AP), the team they have played for, game number, date & time of game.
- Remember each player can only be affiliated a total of 5 games per season (not 5 times per team).

### Communications

- Create an email distribution list for all teams in your division and ensure that once distributed all recipients acknowledge receipt prior to the season start.
- Forwards introductory letter to teams and all supplementary league information, as requested by League Convenor.
- Update the live com log as reschedules are requested and approved
- Remind teams of rescheduling deadlines. If an agreed upon date/time cannot be found, advise the League Convenor. This situation does not happen often and will be handled on a case-by-case basis.

### Other Responsibilities

- Create a strong working relationship and support teams in your division
- Keep league convenor up to date on any issues or concerns

## PROCEDURES:

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### Rescheduling Games

1. All rescheduling requests must be accompanied by the ODWHA Rescheduling Form found on the ODWHA website.
2. Ensure the request meets all of the ODWHA guidelines for the division. A game can only be rescheduled if it falls within the approved guidelines (see ODWHA Rules and Regulations).
3. When all guidelines have been met approve the request if within the league three (3) game reschedule rule.

If the three (3) game rule has been exceeded forward the request to the League Convenor.

Update the live Com Log to record and monitor requests. The live document will be provided by the ODWHA prior to the season start date.

4. When the rescheduling request has been approved, the Com Log should be updated to capture all pertinent information:
  - Date the request was made,
  - Game Number,
  - Original Scheduled Date & Time,
  - Venue,
  - Log Number,
  - Fees (if applicable).

The Divisional Coordinator creates the log number as follows:

- Division,
- Tier#,
- Rescheduling number;

Example. PT101 = PeeWee Tier 1, reschedule #01;

PT102 = PeeWee Tier 1, reschedule #02.

Add the following codes to your naming convention based on which applies:

- IW – inclement weather
- IL – ice loss
- HN – Health notice

Example. PT101IL = PeeWee Tier 1, reschedule #01IL, ice loss;

PT102IW = PeeWee Tier 1, reschedule #02, inclement weather.

5. Record the Log number on the Game Rescheduling Form, forward this form (approved/not approved) to the team requesting the rescheduled game and copy the League Convenor.
6. Remind the requesting team in the email that they have seven (7) days to provide a new date/time for the game to be played.

7. If the rescheduling request has been approved, update Ivernet to reflect the game is "To Be Rescheduled" and ensure 'remarks' field show com log number and any other action taken as well as your initials.
8. Ensure that the game is rescheduled within seven (7) days. If a new date has not been received within five (5) days, send reminder emails if necessary and cc the League Convenor.
9. Once a new date has been agreed upon by both teams and an updated Rescheduling Form has been received, update Ivernet to reflect the new date/time/location of the game.  
Note that the home team should remain the same.
10. Respond to the email and attach the updated reschedule form. The email should be sent to both teams copying the League Convenor.
11. If a team has taken more than seven (7) days to reschedule a game, send an advisory letter to the manager of the team advising the team that the game must be rescheduled immediately or the League will reschedule the game on their behalf copying the League Convenor.
12. Update the live com log with reschedule information