



Richmond Jets Minor Hockey Association

PO Box 94488
Richmond, BC
V6Y 2V6

RJMHA REP TRYOUT COORDINATOR POSITION 2024 – 2025

The **Richmond Jets Minor Hockey Association (RJMHA)** are seeking a **Rep Tryout Coordinator (RTC)** for our **U11A** and **U13A** tryouts and team formation. For the 2024-25 season we are planning to have 3 teams in each division (A1/A2/A3).

RJMHA is one of the largest minor hockey associations in B.C, offering an integrated minor hockey program from U7 to U21 players in the City of Richmond, BC. The program operates out of three facilities in the City of Richmond: Richmond Ice Centre (RIC), Minoru Arena and the Richmond Oval. RJMHA is a sanctioned Hockey Canada and BC Hockey Program and member of the Pacific Coast Amateur Hockey Association.

Rep Tryout Coordinator General Responsibilities:

The **RTC** will be responsible to plan, coordinate, manage and execute the U11A and U13A competitive rep tryout process starting August 24th through to September 30th, 2024. The position will start in mid-August and end in early October. The RTC will report to and work directly with the Director of Rep Hockey (DOR) and the Rep Committee throughout the process.

The duties of the RTC will include, but not be limited to the following:

- In coordination with the Rep Committee and the DOR, plan, organize, manage and execute all aspects of the U11 and U13 competitive rep tryout process for all registered players and goalies.
- Have a full understanding of the rep tryout process and Competitive Rep Policies.
- Be present at the facility (Richmond Ice Centre) each day during Phase 1 and 2 of the tryout process, which will start the morning of Saturday August 24th to Thursday August 29th.
- Set up the tryout evaluation groups for each division prior to tryouts based on registration and in accordance with the schedule and confirm with the DOR.
- Set up the groups in the Team Genius App and communicate and email all players the ice times before and during the tryout week in coordination with the DOR.
- Check in and check out the evaluators for each session and confirm they have the Team Genius access codes in advance of the sessions.
- Organize and setup the jerseys on Team Genius by assigning jersey numbers, check in and hand out the jerseys for each session and collect the jerseys after the session with the assistance of the rep committee and appointed volunteers.

- Attend meetings each night after the sessions are completed to review the evaluations with the DOR and rep committee. The RTC will be responsible to organize and present the scores using the Team Genius App and document the lineups for the next sessions.
- Update the tryout process matrix for each division provided by the committee and present at the meetings.
- Coordinate and confirm bench coaches and referees for the scrimmages with the DOR. Arrange for timekeepers (1) for each scrimmage and one Safety person for each scrimmage.
- Direct all questions to the DOR and Rep Committee in a timely manner and any conduct issues that may arise during the tryout process.
- During the working group phase 3 of the process, work with the DOR and team head coaches and interim team managers with the practice, skills and exhibition game schedules. Assist interim team managers in setting up exhibition game numbers and rosters.
- Coordinate and notify players and parents via email of the Phase 3 releases as approved by the DOR. Set up any meetings with parents and coaches as required.
- Once rosters are finalized at the end of Sept., send the rosters to the registrar for upload to the HCR.
- Act in a professional manner at all times as a representative of the association and have an understanding of the RJMHA bylaws and policies.

Key Qualifications:

- Require a personal laptop or tablet.
- Technically adept, with knowledge of email/Gmail, Excel spreadsheets, Team Genius and Team Snap software.
- Ability to work weekends and weekday nights required for this position.
- Ability to work well under pressure without getting flustered.
- Exceptional organizational, communication and multitasking skills.
- Proven experience in a team environment.
- Professional and respectful demeanor, especially when interacting with key stakeholders throughout the tryout process.

Compensation: \$5,000.00 as approved by the RJMHA Board of Directors based on experience, paid in 2 equal installments.

How to Apply: Interested candidates are encouraged to email a resume and/or their relevant experience to wayne.carleton@richmondjetsmha.com by **5PM on August 2nd, 2024.**