

# Woolwich **Girls** Minor Hockey Association

## Executive Position: KGLL Liaison

### Skill Set Required

**Necessary skills:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Self-motivated and takes initiative
- Attention to detail.

**Recommended skills:**

- Knowledge of rules and regulations for the KGLL and OWHA.

### Job Description

The KGLL Liaison is responsible for representing the WGMHA local league teams in the Kitchener Girls Local League (KGLL) organization.

- Acts as the WGMHA's representative with the Kitchener Girls Local League (KGLL).
- Acts as a liaison between coaches, players and parents to the KGLL for all Local League teams. The League will only deal with individual teams through the League Liaison.
- Must understand all rules and regulations for the KGLL and OWHA.
- First point of contact for WGMHA Executive and team staff for clarification or questions on KGLL rules and regulations.
- Update the Woolwich Wild Team Staff Handbook annually with input from other members of the Executive. Coordinate printing of the Handbook to circulate copies to teams in addition to posting it on the website.
- Maintain communication between the League and all Local League teams on all matters other than scheduling.
- Must communicate all discipline matters regarding any Local League team in the Association to the KGLL.
- The League Liaison must inform the League of any changes in contact information immediately.
- The League Liaison must have the authority to speak for the Association at all times.

- The League Liaison is expected to attend the League General Meetings and vote upon issues for their Association.
- Attends WGMHA coaching meetings throughout the season to advise of KGLL rules and regulations.
- Attend WGMHA meetings at least once a month as required. Provide progress report monthly to the Executive and represent Local League needs and requirements in discussions.
- Advises the WGMHA Executive on KGLL activities and rules and regulations pertaining to local league teams.
- Advises the EDHRA of any specific KGLL rules which must be enforced during Local League games, in addition to advising them of the rules for playoff and semi-final games.
- Ensures all teams, team officials' and members, comply with all KGLL rules and regulations.

**Peak months of time commitment for position**

- Peaks August – Early October.

<b>Timing</b>	<b>Time Required</b>	<b>Duties</b>
<b>Monthly</b>		<ul style="list-style-type: none"> <li>• Progress report to the Executive.</li> <li>• Represent Local League needs and requirements in discussions.</li> </ul>
<b>Summer</b>	2 hours	<ul style="list-style-type: none"> <li>• Discuss Local League issues with other centres.</li> <li>• Provide input to Executive on specific Local League needs for the next season.</li> <li>• Update the Woolwich Wild Team Staff Handbook and coordinate printing.</li> <li>• Update Local League Key Dates document in preparation for the upcoming season.</li> <li>• Notifies the KGLL regarding teams the Association wishes to enter in the League for the next season of play by the required date.</li> </ul>
<b>September</b>	3 hours	<ul style="list-style-type: none"> <li>• Attend first ice times for all Local League teams to meet new staff.</li> </ul>
	3 hours	<ul style="list-style-type: none"> <li>• Attend KGLL Local League annual meeting (combined with scheduling meeting).</li> <li>• Assist Ice Scheduler to schedule games with other centres for the regular season for all LL teams.</li> </ul>
	2 hours	<ul style="list-style-type: none"> <li>• Attend Coaches/Managers meeting and discuss Local League process and rules.</li> </ul>
<b>Daily – starting in September</b>	1 – 2 hours per month	<ul style="list-style-type: none"> <li>• Act as liaison for all Local League teams.</li> <li>• Keep Local League teams aware of any rule changes and remind them of time sensitive procedures.</li> <li>• Respond to questions from Local League teams in a timely manner.</li> <li>• Filter feedback from teams and take it back to the KGLL</li> </ul>

		<p>League as required.</p> <ul style="list-style-type: none"> <li>• Gather facts and present them to the KGLL League with respect to any suspensions of Woolwich players or team staff.</li> </ul>
<b>Beginning of October</b>	1 hour	<ul style="list-style-type: none"> <li>• Register the contact information for the Association and each team in the manner prescribed by the League by the required date.</li> <li>• Monitors and ensures that each team is duly rostered and registered with the League before its first League game.</li> </ul>
<b>Late October</b>	2 hours	<ul style="list-style-type: none"> <li>• In conjunction with Local League teams, prepare spreadsheet for the Jason Cripps Tournament with all teams, team staff, players and player numbers. Submit to the KGLL for inclusion in the Tournament programme.</li> <li>• Attend KGLL Novice meeting.</li> </ul>
<b>Mid-December</b>	3 hours	<ul style="list-style-type: none"> <li>• Attend KGLL Local League mid-season meeting (combined with scheduling meeting).</li> <li>• Assist Ice Scheduler to schedule games with other centres for the play-off season for all LL teams.</li> </ul>
<b>Early-March</b>	2 hours	<ul style="list-style-type: none"> <li>• Document and circulate the semi-final and final play-off rules.</li> <li>• Keep track of team standings in preparation for semi-finals.</li> </ul>
<b>April</b>	2 hours	<ul style="list-style-type: none"> <li>• Attend KGLL Season End meeting.</li> </ul>
<b>May</b>	30 minutes	<ul style="list-style-type: none"> <li>• Executive Summary report for the AGM.</li> </ul>

### Job Requirements

**Job requirements:**

- Contribute required time which may include weekends and evenings. Requires approximately 2 - 3 hours per month, in addition to extra hours during peak periods to attend WGMHA meetings, league meetings and communications to teams for any updates or changes.
- Required to attend association defined meetings at least one a month, in addition to KGLL meetings approximately four times per year.
- May be required to drive to required locations, i.e. arenas, Kitchener, etc.