



Division Coordinator - Roles and Responsibilities

The Division Coordinator liaises with the League Convenor to ensure 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

Communications

- Create an email distribution list for each division and level you are responsible for and ensure that all recipients acknowledge receipt of the first email prior to season start.
- Forward introductory email to teams and all supplementary league information, as requested by League Convenor.
- Create a strong working relationship with and support the teams in your division.
- Keep League Convenor up to date on any issues and or concerns.

Statistics

- Review, on an ongoing basis, activities within your division;
- Games stats are being entered in a timely manner
- Electronic copies of game sheets are being received from teams
- A teams failure to comply, to the above, may result in a fine.
- The league convenor should be copied in all correspondence.

Reschedules

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).



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3. When all guidelines have been met approve the request if within the league three (3) game reschedule rule.

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.

When the rescheduling request has been approved, the Reschedule 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,
 - Level
- Rescheduling number;

Example. PH01 = PeeWee House, reschedule #01; PT02 = PeeWee House, reschedule #02.

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

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

Example. PH01IL = PeeWee House, reschedule #01IL, ice loss; PH02IW = PeeWee House, reschedule #02, inclement weather.

4. 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 or House Coordinator who will make the changes on IVR.

5. 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, if one has not been provided.



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6. 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.
 7. Respond to the email and attach the updated reschedule form. The email should be sent to both teams copying the League Convenor.
 8. 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.
7. Update the live com log with reschedule information

Affiliated Players (AP)

- Maintain AP Log
- Notify teams when players have reached the maximum allowable games played as an AP (10 games for ODWHA registered players, 5 games for non-ODWHA registered players)