

DUTIES OF THE LEAGUE ADMINISTRATOR

GENERAL

The Administrator will be responsible for the day-to-day operation of the League. The Administrator will answer to the AAA League President and will work closely with the Board of Directors. The Administrator will act as the liaison between the Board of Directors and team management.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Administrator include:

- Calling meetings on behalf of the League President or Board of Directors as required
- Managing the league web site
- Creating the League Schedule
- Conduct the normal day-to-day business of the League (pay bills, purchasing, etc.)
- Establish process for selecting award winners
- Organize banquet and awards
- Support the League President
- Register players and coaching staff with Hockey Canada using the on-line registration system
- Keep an accurate record of penalties that carry suspensions using the Suspension Tracker.
- Register the NLAAHL as a member with HNL on an annual basis.
- Keep an accurate record of team fundraising to ensure compliance with Service NL.
- Other duties as assigned