

General Manager

Millwoods Minor Football Association

MISSION

TO PROVIDE THE
BEST MINOR
FOOTBALL
PROGRAM IN
EDMONTON AND
IMPROVE THE
QUALITY OF
COMMUNITY AND
SPORTING LIFE
FOR ALL IT'S
MEMBERS.

Function

The General Manager of the Millwoods Minor Football Association is a position that is appointed for a two year term by the Board of Directors. The General Manager will optimize the relationship between the President, Board of Directors and members pertaining to football operations.

Duties & Responsibilities

Leadership

- Attendance at monthly Board meetings.
- Attend monthly Capital District Minor Football Association meetings.
- Serve a two year term at minimum.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the association.
- Identify, assess, and inform the Board of Directors of external issues that affect the association.
- Is a partner with the President and Directors in achieving the association's mission.

Operational Planning & Management for Coaching Staff

- In early January schedules meeting with head coaches at all levels (Atom, Peewee, Bantam and Midget).
 - Based on this meeting, determine which coaches are returning and which are not. In the case of a head coach not returning to the association, gage input from the other coaches as to how and where to find a suitable candidate for the vacant position.
 - Determine which assistant coaches will be returning to the association.
 - Inform Board of Directors of all returning coaches and positions needed to be filled at February Board meeting.
 - Update coach's certification list and discuss with the Board which coaches require development for the upcoming season.
 - The University of Calgary holds a certification course weekend in March. It is good practice for the association to send up to 3 coaches per year for initial certification or upgrading to Level II or Level III. Registration for this course should be made in February.
 - List all returning coaches for introduction at the Annual General Meeting.
- In Early March ensure all coaches Police Records Check information is updated and input any new or relevant data into coach's master spreadsheet.
- Once the regular season begins, the General Manager is responsible for holding coaches meetings monthly for any updates or situations that may arise.

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Operational Planning & Management for Regular Season

- In February or March attend the City of Edmonton field allocation meeting to ensure our program needs are met.
- Attend all CDMFA coaching and regular meetings to receive information on any league or Canadian Amateur Football rule or regulation changes.
- Communicate any changes to the appropriate coaching staff and Board of Directors.

Operational Planning & Management for Equipment

- After the Annual General Meeting is held, work with the Volunteer Director to identify and recruit 2 positions for equipment manager.
- Develop and/or update the "Equipment Manager Manuel" for incoming volunteers.
- Work with these volunteers to explain the scope of the position.
- Train and communicate regularly with these volunteer positions to ensure the equipment needs of the program are met.

Operational Planning & Management for Spring Camp

- In early April along with the Board of Directors decides on a date for annual Spring Camp.
- In mid April schedules meeting with head coaches at the Atom, Peewee and Bantam level to discuss spring camp details. Details which need to be decided include:
 - Format of Spring Camp.
 - Number of stations.
 - Specific skills for each station.
 - Number of coaches required to run the station and which coaches are able to volunteer for that weekend.
 - Time at each station.
- Once these details are in place the General Manager needs to work with the equipment managers to ensure the association has the adequate supplies needed. These may include:
 - 12 to 15 footballs
 - Pylons
 - Kicking Tee's & net
 - Stopwatches
 - Whistles
 - Air-horn
 - Station identification signs
- In early May the General Manager must work with the Registrar, Volunteer Director, Communications Director, Concession Director and Social Director to set out a detailed 2 day agenda for the program.

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- On Spring Camp weekend, the General Manager is responsible for field set-up and take-down, ensuring all equipment is present at each station and is the overall program administrator for the 2-day event.

Operational Planning & Management for Video Program

- The General Manager is responsible for recruiting a video coordinator for the season to ensure that all games are filmed to use as a valuable tool for coaching.
- A video coordinator job description is already in place to help guide the General Manger in finding a suitable candidate and explaining specific duties.