



PACIFIC COAST AMATEUR HOCKEY ASSOCIATION

CENTRAL OFFICE: #114 - 3993 HENNING DRIVE, BURNABY, B.C. V5C 6P7
TELEPHONE 604-205-9011 WEB SITE <http://www.pcaha.ca> SOCIAL MEDIA: @PCAHAMain

SERVING AMATEUR HOCKEY IN THE LOWER MAINLAND SINCE 1941

PCAHA DIRECTOR OF OPERATIONS

Pacific Coast Amateur Hockey Association (PCAHA) is seeking applicants for the new position of Director of Hockey Operations.

PCAHA is the administrative body for Minor Hockey in the Lower Mainland, ensuring that the sport is well-organized and accessible. PCAHA provides structure, support, and guidance to all the Minor Hockey Associations and leagues under its jurisdiction. PCAHA's efforts ensure that young players receive quality coaching, fair play, and a safe environment to enjoy the game. Its commitment to excellence and sportsmanship helps maintain the high standards of hockey in the region, contributing to the sport's continued popularity and success.

Position:

Director of Hockey Operations (DOHO) is a full-time position starting August 1, 2026. The successful candidate will work in collaboration with the PCAHA Executive Director and will provide assistance in leadership for both long and short-term strategic planning; provide assistance in communicating the goals, objectives, and ongoing activities of the Society; and serve as an advocate for sanctioned minor hockey through policy and enforcement.

The DOHO will communicate regularly with the PCAHA Elected President and Vice-Presidents, as well as with the member Minor Hockey Associations.

Qualifications and Skills:

- Have strong leadership and organizational abilities.
- Have excellent communication and interpersonal skills.
- Have the ability to work both independently and in collaboration with others and to manage multiple priorities simultaneously.
- Have conflict management skills and be able to work effectively and in an unbiased manner.
- Have the ability to analyse documents such as policies, procedures, and rules and regulations.
- Must be able to meet deadlines determined by the By-Laws, Rules and Regulations, and policies, and those deadlines further set by the Executive team.
- Have experience in hockey administration.
- Have a strong understanding of Hockey Canada and BC Hockey policies and procedures.

General Responsibilities:

- Shall be responsible for all matters relating to hockey operations.
- In cooperation with the Executive and other staff, shall see that all resolutions, regulations, playing rules, and policies of PCAHA are enforced in a consistent and fair manner.
- If requested, shall attend meetings of the Officers and Executive team.
- Be available for a flexible work schedule involving weekends and evenings as needed.
- Be visible, approachable, and engaged within the hockey community.
- Represent PCAHA positively, professionally, and impartially at all times.
- Must be a strong advocate for sanctioned programming.

Key Responsibilities:

General:

- Assist with long-term planning and operational efficiency.

Regional Programs Oversight - U13A Hub:

- Plan, organize, and oversee spring identification camps and main try-out camps for the U13A

Subject - PCAHA Director of Operations (cont.):

Hub program.

- Ensure camps and regional programs operate in a professional and organized manner.
- Communicate effectively with MHA representatives about the U13A Hub program and the U13A Hub Committee.
- Attend major tournaments, playoff events, and regional program activities as needed.
- Be visible and accessible at arenas and events as needed or requested.

League Management:

- Oversee scheduling of all leagues in cooperation with the Managing Director of each league for placement/balancing round, regular season, and playoffs.

Discipline:

- Provide assistance to the PCAHA Discipline Officer on matters relating to player and team official conduct.
- As requested, track down missing referee reports on behalf of the Managing Directors.

Minor Hockey Association Relations:

- Assist with building and maintaining strong working relationships with all member Minor Hockey Associations.
- Encourage collaboration and cooperation between Associations for the overall benefit of hockey within the district.

Program Development:

- Participate on committees responsible for pilot projects, program development, and seasonal planning.

Sponsorship and Promotions:

- Work effectively with sponsors, long term contracts.
- Develop further corporate sponsorship and/or incentive opportunities.

Planning and Policy Development:

- Work with the staff, and the Executive team to document processes and timelines.
- Identify and address any deficiencies in our delivery of programming to our members.

Availability & Emergency Response:

- Maintain a high level of availability to members, the Executive team, staff, and Associations.
- Be accessible by phone and email as required.

This is a full time position with an annual salary of \$80,000.00 to \$100,000.00 and a review after one full year of employment guaranteed.