



TO: Northeast Eagles Minor Hockey Membership  
FR: James Walsh – President, Northeast Eagles Minor Hockey Association (NEMHA)  
RE: House League Director Position

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The Northeast Eagles Minor Hockey Association Board of Directors has accepted the resignation of House League Director, Curtis Mercer. Curtis has led this portfolio for NEMHA for the past 3 years and has been an integral component in its success and growth. On behalf of all NEMHA members, we thank Curtis for his contribution.

The **House League Director** is a leadership role within the organization, responsible for overseeing the overall management and development of the house league programming. This includes ensuring a positive, well-organized, and enjoyable experience for participants, coaches, and volunteers. Additionally, the House League Director serves as the official association representative for the Northeast Minor Hockey Association at the Metro Club Hockey League meetings and events, maintaining strong relationships and ensuring our league's interests and policies are effectively communicated.

**Key Responsibilities:**

- Oversee all aspects of the house league program including but not limited to player evaluation, team formation, jersey distribution and collection, and selecting coaching staff for teams.
- Serve as the association's representative at MCHL meetings, ensuring that the organization's interests and concerns are communicated and addressed effectively.
- Collaborate with other board members and league coordinators to develop and implement policies and strategies to enhance the house league experience for participants.
- Work as liaison between House League teams, players, coaches and parents and the Board.
- Provide leadership and guidance to house league coaches, with regards to league play.
- Monitor league operations, ensuring that safety, fairness, and inclusivity are maintained in all activities.

- Address concerns or issues raised by players, parents, coaches, or volunteers, working to resolve conflicts and improve the league environment.
- Promote and encourage volunteer engagement, ensuring that coaches and volunteers are well-supported, trained, and appreciated.
- Maintain open communication with parents and league participants, ensuring they are informed and engaged throughout the season.
- Report regularly to the board of directors, providing updates on house league performance, challenges, and progress.
- Represent the organization in communications with MCHL, advocating for improvements and providing input on league-wide initiatives.
- Oversee planning of annual Blair Mitchell Memorial tournament
- Oversee planning of year-end banquets

**Time Commitment:**

This position requires an estimated commitment of 1 hour per week with additional time needed during peak periods such as registration, season start-up, and key events. Regular attendance at board meetings and MCHL meetings is expected. The director will also be involved in overseeing the day-to-day operations of the house league program, including communication with coaches and parents.

**Benefits of the Role:**

- Play a key role in shaping the experience for youth athletes and their families.
- Develop valuable leadership, program management, and communication skills.
- Strengthen relationships with MCHL and influence the future direction of youth league sports.
- Collaborate with a dedicated team of volunteers and leaders in the community.
- Make a lasting impact on the development and success of the house league program.
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**To Apply:**

The NEMHA Board of Directors is accepting applications for the interim position of House League Director. This position has a two-year tenure that is up for election in even years. Interested members can submit a resume and cover letter outlining your experience, qualifications, and why you're interested in this role to the association via email at [office@northeasteagles.ca](mailto:office@northeasteagles.ca) on or before February 24, 2025.