

U18 Convenor

The U18 Convenor leads CPMHA's U18 House League program — the final years for most players in minor hockey, where the experience needs to balance development with the reality that this is the last hockey many of them will play. CPMHA runs House League only; competitive hockey is run by MTK as a separate organization. The Convenor's job is to ensure these players leave the program with positive memories of the game and the Association.

Purpose

The U18 Convenor exists to deliver a U18 House League season that respects players' maturity, supports their continued development, and recognizes that this is the final chapter of minor hockey for most of them. Success looks like a program that players want to be part of, families who feel respected, and graduating players who speak positively about CPMHA.

Reports To / Works With

- **Reports to:** the Vice-President, Hockey Operations.
- **Works closely with:** the Coach Mentor, the U15 Convenor (incoming first-year U18 players), the U21 Convenor (if applicable, for outgoing players), the Registrar, the Ice Scheduler, the Equipment Manager, the Director of Risk & Safety, the Competitive Representative (for families considering MTK or returning from MTK), and the Tournament Coordinator.
- **External relationships:** U18 head coaches and team officials; counterpart Convenors at neighbouring D4 associations.

Core Responsibilities

Program Administration

- Administer the day-to-day operation of the U18 House League program.
- Send a welcome message to U18 families at the start of the season.
- Act as liaison between the Executive, team officials, and U18 families.
- Engage U18 players directly (not only through parents) — they are old enough to be part of the conversation.
- Refer questions about competitive (MTK) opportunities to the Competitive Representative.

Player Pathway Compliance

- Follow HEO's U18 program guidance.
- Enforce CPMHA's equal-ice-time policy in House League.

- Ensure teams maintain at least a 1:1 practice-to-game ratio during the regular season.

Team Formation and Rosters

- Provide an initial team list to the President and Registrar by October 15.
- Provide final team roster by November 15.
- Coordinate affiliated player (AP) requests with the Registrar.

Coaching Support

- Ensure all U18 head coaches and assistant coaches meet certification requirements for House League: Coach 2 — Trained, plus Respect in Sport / Shift Forward, and Gender Identity and Expression.
- Trainers must hold Hockey Canada Safety Program, Level 1— Must be completed by Oct 30th.
- Connect coaches with the Coach Mentor for development support.

Day-to-Day

- Set conditioning groups; review the conditioning spreadsheet with the VP Hockey Operations.
- Assist with evaluations.
- Initiate corrective action through the VP Hockey Operations and Director of Risk & Safety when needed.
- Help coordinate the year-end recognition of graduating players with the Tournament/Event Coordinator.

What This Role Does NOT Do

- **Does not handle suspensions or maltreatment investigations.** Those belong to the Director of Risk & Safety.
- **Does not select head coaches alone.** Coach selection is led by the VP Hockey Operations with the Coach Mentor and President.
- **Does not handle player registration or transfers.** That belongs to the Registrar.
- **Does not negotiate ice times.** That belongs to the Ice Scheduler.
- **Does not act as a counsellor.** When players raise mental health concerns, the Convenor's job is to listen, take it seriously, and connect them with appropriate resources — not to advise or treat.
- **Does not negotiate ice times.** That belongs to the Ice Scheduler. Convenor does act as a buffer to mitigate scheduling concerns.
- **Does not handle competitive (MTK) team selection, evaluations, or coaching.** MTK is a separate organization with its own board. Refer competitive questions to the Competitive Representative.

Annual Calendar / Key Touchpoints

- **June–August:** Plan evaluation and team formation; recruit coach candidates with the VP Hockey Operations.
- **Tuesday after Labour Day:** Pre-tryout sessions begin.
- **September:** Conditioning and evaluations; team formation.
- **October:** Submit initial team list by October 15.
- **November:** Submit final roster by November 15.
- **December–March:** Regular season; coach and family check-ins.
- **March–April:** Playoffs; year-end recognition for graduating players; handover for second-year U18 players who may move to U21 or exit the program.

Required Qualifications & Screening

- General membership in good standing.
- Vulnerable Sector Check submitted through the Ontario Screening Submission Portal.
- Respect in Sport — Activity Leader.
- Gender Identity and Expression course.
- Familiarity with HEO U18 program guidance and the unique developmental considerations of older youth.

Key Policies & Documents to Know

- HEO Player Pathway materials for U18
- CPMHA Constitution, Schedule A; Policy and Procedures
- HEO Bench and On-Ice Staff Certification Requirements
- HEO Affiliation Policy
- HEO Maltreatment, Bullying and Harassment Protection and Prevention Policy
- Ontario Dressing Room Policy and FAQ
- CPMHA Concussion Return-to-Play Policy
- HEO Code of Discipline Chart for Minor Hockey
- CPMHA Social Media and Networking Policy
- CPMHA Alcohol, Drug and Cannabis Policy

Onboarding Checklist

First 30 days

- Read the HEO U18 program guidance.
- Meet with the outgoing U18 Convenor for handover.
- Connect with the U15 Convenor about incoming first-year U18 players.
- Review prior season's roster, retention, and graduation outcomes.

First 60 days

- Build the evaluation phase plan with the VP Hockey Operations and Coach Mentor.
- Confirm coach certification status with the Registrar.

- Draft U18 family welcome message; consider a separate welcome direct to players.

First 90 days

- Run evaluations on schedule.
- Submit team lists on time (October 15 and November 15).
- Coordinate with the Tournament/Event Coordinator on year-end recognition plans.

Success Indicators

- Equal ice-time policy is honoured in House League.
- Graduating U18 players speak positively about their CPMHA experience.
- Coaches feel clear about expectations and supported.
- Players feel respected and included in conversations about their program.
- Retention into U21 (where applicable) is steady; players who stop playing leave with positive memories.