

CCWHA ACTING COMMISSIONER

Central Collegiate Women's Hockey Association

Position Type: Volunteer Leadership Position

Compensation: Volunteer position with opportunity for a modest stipend

Location: Remote

Travel: Required attendance at CCWHA Playoffs and select league events

League: Central Collegiate Women's Hockey Association (CCWHA)

Divisions: Women's Division I & Division II

POSITION OVERVIEW

The **Central Collegiate Women's Hockey Association (CCWHA)** is seeking a motivated, organized, and highly professional individual to serve as the league's **Acting Commissioner**.

The CCWHA is a competitive collegiate women's hockey league representing programs throughout the Great Lakes region, with the majority of member institutions located throughout Michigan. The league provides opportunities for student-athletes to compete at the **ACHA Women's Division I and Division II levels** while supporting the growth and development of collegiate women's hockey.

The Acting Commissioner will serve as a primary league representative and will be responsible for helping oversee league operations, facilitating communication among member institutions, supporting league initiatives, and ensuring the league operates in a professional, organized, and consistent manner.

This is an excellent opportunity for an individual with a passion for **women's hockey, collegiate athletics, league administration, and organizational leadership** to make a meaningful impact on the continued growth of the CCWHA.

PRIMARY RESPONSIBILITIES

League Administration

- Serve as the primary administrative representative of the CCWHA.
- Coordinate and oversee day-to-day league operations.
- Maintain consistent communication with member institutions, coaches, and league representatives.

- Assist with the development and implementation of league policies, procedures, and operational standards.
- Maintain league records, schedules, standings, results, and other necessary documentation.
- Coordinate league meetings and distribute agendas, information, and follow-up communications.

Competition & Scheduling

- Assist member institutions with the development and coordination of league schedules.
- Monitor league competition and help ensure adherence to established league policies and procedures.
- Work with member programs to address scheduling conflicts and operational issues.
- Coordinate postseason and playoff logistics in conjunction with participating institutions.
- Assist with determining playoff structure, dates, locations, and operational requirements as directed by league governance.

Communication & Member Relations

- Establish and maintain strong professional relationships with member institutions and coaching staffs.
- Provide timely and consistent communication regarding league matters.
- Serve as a resource for coaches and administrators regarding league procedures and expectations.
- Facilitate communication between member programs when issues or concerns arise.
- Promote a professional, respectful, and collaborative league environment.

Governance & Compliance

- Help ensure member programs understand and follow CCWHA policies and procedures.
- Work collaboratively with league leadership and the Coaches Council on league-related decisions.
- Address operational concerns in a fair, consistent, and professional manner.
- Maintain appropriate documentation of league decisions and communications.
- Support league governance and strategic initiatives designed to strengthen the CCWHA.

Playoffs & League Events

- **Attend and assist in the administration of the CCWHA postseason and playoffs.**
- Serve as the primary league representative at playoff events.
- Coordinate with host institutions, participating teams, officials, facilities, and league representatives.
- Assist with playoff communication, scheduling, logistics, and troubleshooting.
- Represent the CCWHA in a professional manner at league events.

League Growth & Development

- Help identify opportunities to strengthen and expand the CCWHA.
 - Support efforts to recruit and retain quality member institutions.
 - Promote the continued growth of women's collegiate hockey throughout the Great Lakes region.
 - Assist with initiatives that enhance the student-athlete and member-institution experience.
 - Explore opportunities to improve league visibility, communication, marketing, and overall professionalism.
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IDEAL CANDIDATE

The successful candidate will be a **self-motivated, dependable, organized, and professional leader** who understands the demands of collegiate athletics and has a genuine passion for women's hockey.

Candidates with experience in any of the following areas are encouraged to apply:

- Collegiate hockey administration
- ACHA hockey
- Athletic administration
- League or conference administration
- Coaching
- Sports management
- Event management
- Scheduling and logistics
- Organizational leadership

Prior experience as a commissioner is **preferred but not required**.

Most importantly, the CCWHA is seeking an individual who can **lead collaboratively, communicate effectively, make sound decisions, and represent the league with professionalism and integrity**.

QUALIFICATIONS & SKILLS

Required

- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to work independently in a remote environment.
- Ability to manage multiple deadlines and competing priorities.

- Strong interpersonal and conflict-resolution skills.
- Professionalism and discretion when handling league matters.
- Availability to attend CCWHA playoff events.
- Proficiency with email, Microsoft Office/Google Workspace, spreadsheets, and virtual meeting platforms.

Preferred

- Experience working in collegiate athletics or hockey.
 - Knowledge of the ACHA and collegiate women's hockey.
 - Experience working with coaches, athletic departments, universities, or sports organizations.
 - Experience coordinating schedules, tournaments, playoffs, or sporting events.
 - Familiarity with league governance and policy development.
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TIME COMMITMENT

The Acting Commissioner position is structured as a **remote volunteer leadership opportunity**.

The anticipated workload will vary throughout the year, with increased activity during:

- League scheduling
- Start of the competitive season
- League meetings
- Postseason preparation
- CCWHA playoffs
- League governance and membership decisions

The position requires sufficient flexibility to respond to league matters in a timely manner and to attend the **CCWHA postseason/playoffs in person**.

COMPENSATION

This is a **volunteer position** intended for an individual who is passionate about advancing collegiate women's hockey and contributing to the continued development of the CCWHA.

The league recognizes the time and commitment required to effectively serve in this role and will consider providing a **small stipend**, based upon the scope of responsibilities, time commitment, and league resources.

Additional consideration may be given to reasonable travel-related expenses associated with required league events. Travel to league playoffs is covered by the league.

WHAT THE CCWHA OFFERS

This position provides a unique opportunity to:

- Help shape the future of collegiate women's hockey in the Great Lakes region.
 - Work directly with competitive Division I and Division II programs.
 - Build relationships throughout the collegiate hockey community.
 - Influence league operations, development, and growth.
 - Gain valuable experience in sports administration and league governance.
 - Play a meaningful role in creating a stronger and more professional experience for student-athletes and member institutions.
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HOW TO APPLY

Interested candidates should submit a **resume and brief letter of interest** outlining their relevant experience, qualifications, and interest in serving as the CCWHA Acting Commissioner.

Applications should highlight experience in **hockey, collegiate athletics, administration, leadership, scheduling, event management, or related fields.**

Application Deadline: Until Filled

Anticipated Start Date: Immediately

Application Contact: Matt Parker (meparker@lssu.edu) Chris Haney (coachhaney54@gmail.com)

ABOUT THE CCWHA

The **Central Collegiate Women's Hockey Association (CCWHA)** is a Great Lakes-based collegiate women's hockey league featuring competitive **ACHA Division I and Division II programs**, with a strong concentration of member institutions throughout Michigan. The CCWHA is a long and storied league established in 1996 as one of the premiere non varsity leagues.

The CCWHA is committed to providing a competitive, organized, and positive collegiate hockey environment while supporting the continued growth and development of women's hockey throughout the region.