



TEAM HEAD COACH

JOB DESCRIPTION

- Serve as an official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the Assistant Coach and Manager
- Plan on-ice and off-ice team activities in consultation with the Assistant Coach
- Coordinate player evaluation and player selection in conjunction with the Coach Coordinator
- Plan, implement and control pre-game preparation and communication with the team
- Design the practise plans in consultation with the Assistant Coach
- Coach the Team in all games and practices
- Establish rules for the team and oversee the supervision of the players submit a year end report which contains the following information; evaluation of the players performance, evaluation of the team's performance, outline of practise plans and game strategy and recommendations on how the program can be improved.
- Coordinate the implementation of the on-ice curriculum as outlined
- Report to the association through the Coach Coordinator or designate
- Ensure all team members uphold the rules and regulations of HC, BC Hockey, District and local association

QUALIFICATIONS

- Strong hockey background in playing, coaching and evaluating
- Strong interest and commitment to child/athlete development
- Ability to work with fellow coaching personnel
- Ability to communicate on-ice and off-ice requirements to players and parents.
- Availability as to time requirements
- NCCP certified at the level indicated by HC, BC Hockey and MHA policy
- Speakout Certification

SELECTION

- Appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by MHA executive.



ASSISTANT COACH

JOB DESCRIPTION

- Assist with player evaluation and the player selection process
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the game
- Assist with post-game evaluation
- Assist with scouting and evaluation of opponents
- Assist with the supervision of players both on and off the ice
- Assist with the formulation of the overall game plan, as well as the game-to-game adjustments
- Submit a year-end evaluation report to the Head Coach containing observations on player performance, team performance and general recommendations on the program
- Reports to the team head coach

QUALIFICATIONS

- Strong hockey background in playing, coaching and evaluation
- Strong interest and commitment to child/athlete development
- Ability to work with fellow coaching personnel
- Ability to communicate on-ice and off-ice requirements to players and parents
- Availability as to time requirements
- NCCP certified at the level indicated by HC, BC Hockey and MHA policy
- Speakout Certification

SELECTION

- Appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by MHA executive

TEAM MANAGER

JOB DESCRIPTION

- ☉ Act on direction of the team head coach and report directly to the team head coach
- ☉ Coordinate the team selection process in conjunction with the Coach Coordinator and team coaches
- ☉ Develop an operating budget for the team
- ☉ Submit a financial summary of the team
- ☉ Coordinate travel, accommodation, meals and facility rental for the team
- ☉ Assist with team communication regarding events
- ☉ Obtain necessary equipment and supplies for the team
- ☉ Coordinate team financial matters including player fees, sponsorship, advertising, grants etc.
- ☉ Submit financial statements as per association policy
- ☉ Submit a year-end evaluation report containing observations on team performance and recommendations on the program
- ☉ Generate a team address list and circulate
- ☉ Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
- ☉ Communicate needs for officials with association
- ☉ Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, etc.)
- ☉ Arrange for off-ice officials
- ☉ Communicate with media/association on the team results
- ☉ Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team trainer

QUALIFICATIONS

- ☉ Strong hockey administrative background
- ☉ Strong interest and commitment to child/athlete development
- ☉ Ability to communicate with team staff, parents, players and association executive
- ☉ Conversant on rules and regulations
- ☉ Speak Out! Certification

SELECTION

- ☉ Appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by the MHA executive.

TEAM TRAINER/EQUIPMENT MANAGER

JOB DESCRIPTION

- Coordinates and controls the distribution of team equipment
- Maintains and repairs equipment
- In conjunction with the team manager, maintains inventory and controls distribution of all teams consumable supplies
- Records all equipment assigned to players
- Attends to skate sharpening where necessary
- Attends to team laundry where necessary
- Organizes equipment on the bench and administers to player equipment needs during games or practices
- Ensures dressing room is properly organized and players are instructed on dressing room rules and procedures
- In conjunction with the coaching staff, organizes the dressing room and player's bench, pre-game, game and post-game
- Reports directly to the team head coach

MEDICAL DUTIES

- Reports all injuries to medical personnel
- Under medical direction administers the therapy needs of the players
- Keeps accurate records of all treatments
- In conjunction with the coaching staff conducts pre-ice and post-ice stretching sessions
- Determines the requirements for all physiotherapy equipment and supplies
- Controls and distributes all therapy equipment and consumables
- Administers first aid needs during the course of games and practices
- Other duties as required
- Administers removal and return to play (medical) procedures

QUALIFICATIONS

- Must be HCSP accredited
- Strong hockey organizational background
- Strong interest and commitment to child development
- Ability to communicate with team staff, parents, players and medical personnel
- Speak Out! Certification

SELECTION

- On application or recommendation by the Coaching Staff and ratified by the minor hockey executive