



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Coaches</b>
<b>Role:</b>	<b>Volunteer</b>
<b>Election/Appointment:</b>	<b>Appointed</b>
<b>Voting Status:</b>	<b>Non-Voting</b>
<b>Budget:</b>	<b>No Budget responsibility</b>
<b>Term:</b>	<b>One Year</b>
<b>Compensation:</b>	Determined on a case by case basis but paid coaches are paid at a rate approved by the board, Unpaid coaches receive volunteer hours of 20 hours per head coach and up to 20 hours for two assistant coaches per team. Each travel team has 75 hours that are split between coaches and the team manager, with the first 15 going to the manager. If a travel team has a paid coach the pool of hours is reduced to 55 hours. Mite Coaches are compensated for one large pool of hours administered by the Mite Program Director, see the Director for more detail.

**Description/Role:** Coach are nominated by the Coaches Selection Committee which is run by the ACE Director. They are appointed by a majority vote of the Board of Directors. Head Coaches are responsible for the operation of the team with the support of the Assistant Coaches. Assistant Coaches are responsible for support the Head Coach in team operations.

### **Position mandatory requirements:**

- Head Coach is required to attend the mandatory District Three Annual Coaches and Managers training.
- Head Coach must select the team manager for the list supplied by the Level Coordinator within 24-48 hours of team formation
- All Coaches must abide by all ACYHA bylaws, Guidelines and Policies
- All Coaches must abide by MN Hockey and USA Hockey Rules

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- All Coaches must follow all SafeSport Rules
- The head Coach will formulate the practice procedures based on the direction of the HDC program
- The Head Coach should be available to discuss any problems with players or parents
- The Head Coaches prime objective is to Teach Hockey
- All Coaches should set a good example of sportsmenlike and good conduct on and off the bench and be a good role model for the players
- The Coach should hold a beginning of the seasons parents meeting

### Desired Skills:

- Strong coaching background
- Level 3 or 4 CEP Certification
- Strong communication skills
- Strong leadership
- Conflict Managmeent skills
- Interviewing skills
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude

### Reporting:

- This role reports to the ACE Director

*For Travel Teams the Head coach and assistant coach without a player on the team shall have their out-of-town expenses paid for by the team - this includes only - hotel, gas, and a preset food stipend)*