



Title:	Director of Hockey Operations
Role:	Non-Voting
Election/Appointment:	Hired by the Executive Board in conjunction with the HDC
Voting Status:	Non-Voting
Budget:	No Budget responsibility
Term:	As determined at time of contract
Compensation:	As agreed upon, this will be a paid position.
Reporting:	To the Hockey Development Committee and Executive Board

Armstrong Cooper Hockey Association (ACYHA)

Director of Hockey Operations

ACYHA Mission Statement:

The primary purpose of the Armstrong Cooper Youth Hockey Association (ACYHA) is to give kids, regardless of their age and athletic ability, an opportunity to develop hockey playing skills and game knowledge in a safe and fun environment, and to promote enjoyment for youth families.

Job Responsibilities

The ACYHA Director of Hockey Operations will work closely with the ACYHA Hockey Development Committee (HDC) to execute our hockey programs and Player Development Strategy to provide the best hockey experience for the ACYHA players and families. The ACYHA Hockey Director will have day to day responsibility for the associations Player Development Strategy.

The ACYHA Director of Hockey Operations will report to a committee comprised of the following board members (with support as necessary from any board member):

- HDC Chair
- Association Coaching and Education (ACE) Director
- Travel Director for Girls Hockey
- Travel Director for Boys Hockey
- Mite Director (8 and Under)

- Level Coordinators
- Executive Committee

The HDC will be the primary contacts for the Director of Hockey Operations and will interact more directly with:

- the HDC in connection with the pre-season and in-season hockey development of ACYHA players
- the HDC in connection with tryouts and in-season matters relating to team operational issues
- the ACE Director on coaching development matters

Strong interpersonal skills including electronic communication skills are vital in this position in corresponding with Travel Directors, Level Coordinators, and Coaches as further explained in job description roles listed below.

The ACYHA Director of Hockey Operations will have the following roles:

- Oversee pre-season and in-season hockey development for both the girls and the boys programs.
 - This includes designing an in-season practice progression for all age and skill levels of play.
 - Organize and oversee pre-season camps including the hiring of outside vendors within the budgeted amounts.
 - Organize and oversee in-season hockey development sessions including the hiring of outside vendors within the budgeted amounts.
 - Provide advice to coaches regarding practice plans to deal with specific situations.
 - Attend the practices for each team and age level, including Mites/8U, to observe and provide an independent evaluation of both players and coaches
 - Provide coach evaluations throughout the season that provides timely and constructive feedback to maximize their ability to develop players
- Oversee tryouts for all levels of play above Mite/8U.
 - Develop a tryout plan for each level in collaboration with the HDC.
 - With HDC, source, and engage independent evaluators for each level.
 - Work closely with the HDC and the ACE Director to execute the tryout plan and ensure that tryouts are run in an efficient and unbiased manner that minimize player and parent concerns.
- Oversee coaching development.
 - Organize pre-season and in-season coach development sessions.
 - Be a resource to coaches regarding practice plans by providing ideas, drills and execution of the skill progression for each level.
 - Consult with the ACE on program and issues that arise with respect to coaching and between coaching staff members.

- Although the Director of Hockey Operations will not be the primary point of contact for issues between coaches on a coaching staff, the Director of Hockey Operations will work with the HDC chair and ACE Director on these issues because they affect the development of our players.
- Coordinate hockey development efforts with the boys and girls hockey coaches at Armstrong High School.
- Interact with the ACYHA Ice Scheduler as necessary regarding ice scheduling for each age.
- Serve as the primary point of contact for both coaches and parents regarding inquiries with respect to hockey development issues.
- Although the Director of Hockey Operations will not be the primary point of contact for parent complaints with respect to playing time or coaching, and such complaints or inquiries should be made to ACYHA Board Members with responsibility, the Director of Hockey Operations will consult with and play a part in resolving such issues because they are integral to the successful development of ACYHA players and teams.
- The Director of Hockey Operations will not be the following:
 - The primary point of contact for SafeSport issues.
 - Primarily responsible for goalie development; however the Director of Hockey Operations will interact with the ACYHA's Goalie Coordinator or outside goalie development provider regarding hockey development issues as they arise and will provide general guidance to the ACYHA Board regarding goalie development.

Preferred Qualifications

- Previous youth hockey coaching experience
- Previous experience teaching skills development
- Previous experience and success building a Youth Hockey program
- Previous experience playing college hockey and/or professional at any level

Compensation for this position is estimated to be between \$25,000 and \$30,000 per season, depending on qualifications and experience.

Interested parties should contact HDC Chair Hans Skulstad at 763.546.8175, or email at hans@centerforsportsandmind.com and ACYHA Executive Board Member/D3 Representative, Mike Melsha at 612.760.9440 or email at mmelsha5@gmail.com