

HOCKEY DIRECTOR\ VARSITY HEAD COACH

The Libertyville - Vernon Hills Ice Cats Hockey Club is searching for a Hockey Director / Head Varsity Coach.

Mission Statement:

High character above all else. Instruct athletes in fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. The student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, sportsmanship, self-discipline, and self-confidence.

Required qualifications:

- Must have the ability to organize, collaborate with & supervise all levels of our HS hockey program
 - Responsibilities include Varsity & JV programs
- Must have substantial knowledge of the technical aspects of hockey and at the same time must continue to examine new theories & procedures pertinent to the teaching of the game.
- Must have USA Hockey CEP Level 4 or higher coaching certification
- Must have completed USAH Age Specific modules, specifically the 16/18/19 & Under module
- Must have USA Hockey Safe Sport certification
- Must have USA Hockey Federal mandated background check certificate
- Must have positive communication skills & reputation with stakeholders – players / board / parents / school officials / league officials
- Must have champion mentality
- Must have demonstrated growth mindset, learn from experience / other's experience
- Must have ability to give and take direction
- Must have commitment to long term player development

Reports To:

Ice Cats board President

General:

1. The success of our hockey program has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship, good mental health, and ethical decision making.
2. The position includes other unusual aspects such as extended time, risk injury factor, and due process predicaments.

3. It is the express intent of these duties and responsibilities to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

1. Must be in attendance and prepared to execute a plan for all practices and games. This includes specific pre-game/pre-practice activities that all players will participate in before practices/games.
2. Has knowledge of existing system and league regulations, implements consistently and interprets them for staff and students in sports program.
3. Has a base knowledge of the AHAI / IHSHL policies that pertain to coaching and effectively leading a sports program. Will work in conjunction with the Board Appointed League Representative to be made aware of following and enforcing all AHAI / IHSHL policies.
4. Develops a thorough knowledge of all the policies approved by the Libertyville / Vernon Hills High School athletic department.
5. Generates an attitude of good sportsmanship and fair play by being knowledgeable and adhering to the *IHSHL Code of Ethics*.
6. Understands the proper administrative line of command and refers all questions and grievances through proper channels.
7. Is aware of all public/staff/departamental/league/state meetings that require attendance.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Designs presentations, clinics, and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance and other educational resources.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistant coaches working in conjunction with the Coach's Committee.
4. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.
5. Performs other duties, which may be assigned by active board members.
6. Work with the JV Head Coach to maximize the results of the JV program by ensuring that the JV program develops its players to get them prepared to move to the Varsity team. This includes: providing feedback to the JV coaching staff with respect to player and team development; organizing dry land training; early season on-ice conditioning; hockey skills training and teaching a system of hockey that can be used by both teams.

Administrative Duties:

1. Verifies that all participants have all forms and obligations cleared through AHAI / IHSHL / USA Hockey before participation is granted.

2. Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
3. Assists the Team Manager / Board in scheduling needs requirements for special events, tournaments, and competing schedules in the hockey program.
4. Assists in the necessary preparation to hold scheduled hockey events or practices.
5. Develop summer skates and training for the improvements of all players in the club based on resources the board allocates for summer programs.
6. Advises Board and recommends policy, method, or procedural changes.
7. Prepares and submits year-end reports, including information as to participants, letter winners, grade levels, specific honors, records, standings, and recommendations for all levels of participation.
8. Will complete and provide documentation of updated inventory lists for all equipment and uniforms.
9. Implement other job related duties as needed, as assigned by the LVHHS Hockey Board of Directors
10. Maintain fiscal responsibility as it pertains to the coaches budget

Student Responsibilities:

1. Develop and administer a continuous off-ice and off-season program based on resources the board allocates for summer programs.
2. Make recommendations to the Board regarding desired on and off-ice development programs for both teams.
3. Provide players with mid-season and end-of-season feedback
4. Hold all coaches and players accountable for attending practices, off-ice practice, games and service projects
5. Hold all players accountable for on & off ice behavior. Work with the Board to resolve any player/parent disciplinary issues.
6. Evaluate assistant coaches and playing personnel by attending at least one (1) team practice per week for junior varsity team and one (1) team game per month for junior varsity team
7. Understands and supports VHHS & LHS chemical awareness policy and assists in its implementation.
8. Is aware of student's grade, conduct, and school attendance per eligibility requirements.
9. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, and while traveling emergencies.
10. Initiates programs and policies concerning injuries, medical attention, and emergencies.
11. Completes paperwork on all disabling athletic injuries on proper forms and submits all information to the Board & Athletic Trainer.
12. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
13. Develops a positive relationship between coach and student through open communication.
14. Counsels and advises athletes in their college or advanced educational selection.

15. Participates and has knowledge of the budget function working with the Board Treasurer. Recommends equipment guidelines as to type, size, color, or technical specifications per rules and policies set forth by AHAI / IHSHL / USA Hockey
16. Records updated inventory lists yearly and will have an updated form on file with the Board. Is certain all equipment is properly marked for distribution.
17. Examines the locker rooms before and after practices and games, checking on cleanliness and other safety factors.
18. Understands the authorized areas for sports program and has a base knowledge of the security of the coaching areas.
19. Instills in each student a respect for equipment and public / private property, its care, proper use, and general upkeep.
20. Insures the students are not left unsupervised in practice areas or in the locker rooms.
21. Prepares appropriate awards for the sports program and will turn in all necessary end of the season reports to Activities Office.
22. Conducts some form of end of season awards presentation for hockey program.
23. Participate in school functions such as Freshman orientation night and Winter Awards banquets.
24. Adheres to district transportation policies and expectations.

Public Relations:

1. Avoids criticizing, admonishing, or arguing with an assistant coach or any staff member within ears or eyes of players and parents.
2. Organizes parents, coaches, players, and guests for pre-season meetings.
3. Promotes the program within the school district.
4. Is responsible for maintaining good public relations with the news media, booster club, support groups, parents, officials, volunteers, and fans.
5. Works collaboratively with the youth programs to develop strong community allegiances.
6. Presents information to news media concerning program highlights and updates.

Salary:

- Salary to be negotiated by LVHHS Hockey board of directors

Interested candidates should submit resume and cover letter to Chris Max at cmaxhockey@hotmail.com. If you have any questions, please feel free to contact Chris via e-mail or mobile 847.736.6748.

The Director of Hockey, working with the Icecats Board, will be responsible for the overall direction, development, and continuous improvement of the IceCat hockey program. Specific responsibilities include, but not limited to, the following:

1. Work with the JV Head Coach to maximize the results of the JV program by ensuring that the JV program develops its players to get them prepared to move to the Varsity team. This includes: providing feedback to the JV coaching staff with respect to player and team development; organizing dry land training; early season

on-ice conditioning; hockey skills training and teaching a system of hockey that can be used by both teams. Periodically attend JV games and practices as needed to assist in mentoring coaches and players.

2. Work with the Board to resolve any player/parent disciplinary issues.
3. Make recommendations to the Board regarding desired on and off-ice development programs for both teams.
4. Schedule and track hours for goalie coach.
5. Participate in media interviews to promote the Icecats.
6. Participate in school functions such as Freshman orientation night and Winter Awards banquets.
7. Filling in for JV coaches when they are not available.
8. Attend IceCat board meetings – when requested and schedule permitting.
9. Other administrative duties required to successfully run the program, including attendance at IHSHL North Central board meetings when a board member cannot attend, and participation in spring and fall scheduling meetings.
10. Final say on all rosters both JV and Varsity.
11. Establishing summer skates and training for the improvements of all players in the club based on resources the board allocates for summer programs.
12. As Head Coach of the Varsity team, specific responsibilities include, but are not limited to, the following:
 1. To be in attendance and prepared to execute a plan for all practices and games. This includes specific pre-game/pre-practice activities that all players will participate in before practices/games. These pre practice/game activities will be run by either the coaches or the team captains. The board may establish appropriate excused absences and provided that proper notice is given should the Head Coach not be able to attend any team event.
 2. The Head Coach is responsible for ensuring that at least two (2) of the IceCats coaching staff are in attendance at all practices and games. The coaching staff is defined as either head coaches or assistant coaches only. Any exceptions to this must be approved by the Board President.
 3. If the coaching staff chooses to select team captains and assistant captains, the head coach will clearly outline the roles and responsibilities of these team leaders to the selected players. The coaching staff will work with these players to help them develop their leadership skills which include holding them accountable to the roles and responsibilities outlined by the coaching staff.
 4. At the beginning of the season, the Head Coach is responsible for setting clear rules and expectations for the whole team and then consistently enforcing them throughout the season.
 5. Completion of 1 individual player reviews during the course of the season. The board may have input into the timing and format of these player reviews.