Title: Association Coaching and Education (ACE) Director
Role: Board Member
Election/Appointment: Appointed
Voting Status: Voting
Budget: Budget responsibility
Term: Three years
Compensation: full hours

Description/Role: The ACE Director is a partnership of three functions providing oversight and management of parenting education, coaching development, and player development including primary overseer/coordinator for the training of coaches.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April
- Member of the Hockey Development Committee
- Must attend District Coordinatore meetings
- Represent ACYHA in a positive manner at all events and in related situations
- Report monthly to Board of Directors
- Maintain "Coaches Corner" page on Association website
- Parent Education Coordinator
  - Education
  - Hockey 101, 102
  - Moving to Travel
  - Concussions
  - Code of Conduct
  - The Hockey System
- Coach Development Coordinator:
  - Recruitment
  - Support/Retention
  - Development
  - CEP - Function as the ACYHA CEP (Continuing Education Program) coordinator: monitor, oversee, and report to district on completion of
  - USA CEP training certification for all levels of association coaches
Armstrong Cooper Youth Hockey Association
Job Description

• Age-level
• Topical
• Social
• Reviews & evaluations
• Mentoring

• Lead/Coaches Committee Lead Player Development Coordinator:
  • Coordinator and lead coach interview and selection process
  • Athletic Development Model (ADM)
  • Long-term Athletic Development (LTAD)
  • Goalie Development

• Active participant on the HDC (Hockey Development Committee)
• Lead and/or participate in coach or parent grievance/discipline review process (may include all three individuals)
• Training your successor at the May meeting at the end of your term

Desired Skills:

• Strong coaching background
• Level 3 or 4 CEP Certification
• Strong communication skills
• Strong leadership
• Conflict Management 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
• Ability to attend the monthly meetings and do work between meetings

Reporting:

• This role reports to the Board Chairman
• All Travel Team Coaches report to the ACE Director
• The Goalie Coordinator Reports to the ACE Director