

## **MOUND WESTONKA HOCKEY OPERATIONS COMMITTEE (HOC)**

### **Overview:**

The Hockey Operations Committee ("HOC") was established to manage the "On and Off ice" affairs of the Mound Westonka Hockey Association. The committee is responsible to the Mound Westonka Hockey Association Board of Directors ("BOD") and reports pertinent activities directly to the BOD.

How the members are selected: The position of the ACE Coordinator is approved by the BOD vote. New HOC members are placed on the committee by recommendation of the candidates from the existing HOC to the BOD and subsequent vote of the BOD is required to approve each individual.

Management of responsibilities: The members of the HOC share in the management and execution of the responsibilities outlined below. Specific tasks may be assigned to HOC members as determined by the ACE coordinator, who is the acting head of the HOC.

### **Major Responsibilities of the HOC:**

1. Recruitment and review of qualified coaches at all levels
  - Assign coaches for each of the different levels of play and teams
  - Select a subcommittee to interview and recommend coaches to the HOC and eventually to the BOD
  - Working with association registrar, ensure that all coaches are properly registered - USA Hockey, MN Hockey, association, concussions, etc. (ACE coordinator is responsible to ensure all are officially registered)
2. Oversee the development and provide training, and materials for all coaches to enable them to enhance the player's individual and team skills and abilities through:
  - Effective on ice training and skill development.
  - Implementing an effective dry land training program and management of the facilities.
  - Implementing components of the Mound Westonka Coaches Plan.
3. Determine the skills to be taught at each level (by Dir of Player Development, Level Coordinator and ACE Coordinator)
  - Ensure coaches are teaching proper skills for each level
  - Confirm that team concepts are being taught
4. Organize and run the team try-out process for all levels above Mite
  - Create try-out plans
  - Select neutral evaluators
  - Assign on ice personnel during all on ice sessions
  - Assign bench coaches for scrimmages (Must follow USA Hockey rules)
  - Assign pre-tryout skill clinic hours and concepts covered (as approved by the BOD)
  - Assign pre-tryout skill clinic coaches (as approved by the BOD)
  - Determine ice hours needed per level during tryouts (as approved by the BOD)
    - Determine how many sessions per level
    - Determine the number of players per session (if multiple sessions)
    - Determine how many scrimmages at each level (if multiple sessions)
  - Main BOD responsibilities:
    - Assign a tryout director
      - Ensure there is one BOD member to oversee all the levels

- BOD tryout director to be at all tryout sessions
- Coordinate player check-in
- Assign tryout jersey numbers, distribute prior to first session, and collected after last session
- Communicate ice schedule
- Assign referees for the scrimmages (If required)

The BOD does not have oversight into team composition, but final determinations are approved by a BOD vote

5) Organizing and running skills and pre-season clinics (including goalies)

- Recommend ratio of clinic hours to ice touches/level
- Make recommendations on who should run skills clinics
- Assign a skills clinic coordinator
  - Communicate with instructor(s) and schedule the ice times with full cooperation from the ice scheduler
  - Communicate with ice scheduler and level coordinator(s)
  - Work with ACE Coordinator to obtain MWAHA budget approvals

6) Managing discipline issues with players, parents and coaches

- Parental grievance process
  - Follow existing MWAHA Grievance Policy as published
- Player and coaches' disciplinary actions
  - For all D3 game incidents, the District 3 directive will be followed
  - Level Coordinators and ACE Coordinator will review any grievance that must go in front of D3 grievance committee
  - For all other incidents, the following process will be followed:
    - Follow existing MWAHA Grievance Policy as published

7) Reviewing team schedules as provided from scheduler

- Review pre-scheduled game ice prior to D3 game scheduling meeting
- Help ice scheduler and managers to create a proper game/scrimmage to practice ratio following USA Hockey guidelines

8) Create and review materials for player and team reviews at end of season to ensure they are completed.

- Have input into the parent year-end evaluation questions sent out to the association.
- Player evaluation of the season (end) / online survey.
- Coaches' evaluation of the season (end) / online survey.
- Level Coordinators responsible to make sure the coaches hold these meetings.

9) Coordinate one to two meetings per season with each team (coaches and team managers) along with level coordinator, Dir of Player Development & ACE Coordinator. Topics include the following:

- Check on teams' schedule, issues, etc.... involving the team managers and the coaches
- Discuss skill implementation, team concepts, season progression, level issues, etc.
- Discuss end-of-season reviews

10) ACE Coordinator to ensure season evaluation data is preserved, along with input from coaches and other pertinent information and data.

- 11) Review all parent, coach and player year-end surveys.
- 12) Coordinate one year-end coaches' meetings: head/assistant coaches and mite coaches
  - Obtain feedback on season, suggested changes for next year, new ideas, etc.
- 13) Conduct end of year reviews for all coaches
  - Discuss all coaches from the previous seasons and discuss retention or dismissal.
- 14) Suggest the number of teams and appropriate level of play for the subsequent season
  - Level coordinators send email to all players' parents asking if they plan to return next year
  - Level coordinator to follow-up with a call to all that do not respond.

**Addition and subtraction of responsibilities:**

The HOC may have additional responsibilities added or removed from the items above. These items will be approved by the BOD for subsequent action by the HOC.

HOC members and responsibilities:

The HOC must include the following members, and each member has one (1) vote unless otherwise noted. All members of the HOC must be USA Hockey Certified.

1. Director of Hockey Operations, ACE Coordinator- One vote
2. Boys High School Coach one vote, if serving as Dir of Player Development,
3. Bantam Level Coordinator – One vote
4. Pee Wee Level Coordinator – One vote
5. Girls Coordinator – Nonvoting role
6. Squirt Level Coordinator – One vote
7. Mite Coordinator – One vote
8. Goalie Coordinator – One vote
9. Skills Coordinator – One Vote
10. Tryout Coordinator – One Vote
11. Facilities Coordinator – Nonvoting role
12. Scribe/Documentation Coordinator – Nonvoting role
13. D3 Coordinator – Nonvoting role
14. Tournament Coordinator – Nonvoting role
15. MWAHA Girls Director – Nonvoting role
16. The BOD will assign a nonvoting liaison; the HOC recommends that this person be the Vice President (“VP”) of the BOD. One vote if a tie occurs

**ACE Coordinator responsibilities:**

- (These came right out of the USA Hockey ACE Manual except the portion about going to BOD meetings).
- Attend all/most of the BOD meetings to report on HOC activities
- Along with Level coordinator and Dir of Player Development, evaluate practice sessions and provide feedback to coaches to improve the coaching capability of local association coaches
- Ensure to establish and maintain a resource center for coaches, players and parents that includes USA Hockey materials.
- Along with association registrar, communicate certification requirements to local association coaches and ensure compliance with USA Hockey and affiliate certification levels

- Communicate with the District ACE Director, their Affiliate ACE Coordinator and USA Hockey on all issues related to coaching at the local association level
- Encourage local association to implement the USA Hockey skills development and cross-ice programs. Ensure the local association is promoting age-specific skills development in all of their programs.
- Communicate USA Hockey's player development opportunities to players, parents and coaches
- Must be at least level 3 USA Hockey certified (4 or 5 preferred)

**Boys high school head coach responsibilities:**

- To serve as advisors to the HOC
- Provide input to development of our players which should align to needs by high school program

**Level coordinators responsibilities:**

- Report to the HOC at all meetings on updates or issues from your level
- Communicate with all coaches at assigned level at least once a month to discuss the season and make sure that they are following the Mound Westonka Coaches Plan
- Partner with other Level Coordinators, ACE Coordinator and ice scheduler to review and approve ice schedule prior to start of season
- Schedule and coordinate a minimum of one meeting per season with the level coordinator, ACE Coordinator, Dir of Player Development and head coach
- Assist in coordinating the tryout process for assigned level
- Serve as a resource and liaison between the level coaches and the HOC
- Report to the HOC as to "best guess" player numbers at their level for the next season. The goal is to increase accuracy on the returning number of players at each level.
- Go to the D3 game scheduling meeting with the ice scheduler

**Goalie Coordinator responsibilities:**

- Coordinate and work with outside goalie skills coach and coaches on team staff during the season
- Arrange shooters and coach supervisors for goalie clinics
- Work with ice scheduler to determine clinics and skills day and then coordinate with instructors
- Work with Equipment and Apparel coordinator to track and ensure goalie equipment is being used and returned appropriately and are in proper working order
- Develop and present equipment budget needs to ACE Coordinator
- Work with Skills coordinator, Dir of Player Develop, association coaches, D3, MN and USA Hockey to provide goalie specific skills and training
- Maintain a centralized repository of drills, skills and training aids which are available to all Association coaches, players and parents
- Coordinate pre-season kick off and season review with instructors
- Ensure each team has a coach assigned specifically to goalie development as possible
- Ensure that coaches are present at goalie skills clinics
- Work with tryout/skills coordinator on pre-season goalie clinics and goalie specific tryout session(s)

**Tryout coordinator responsibilities:**

- Arrange interviews with outside instructor(s) if needed
- Work with skills coordinator for travel on ice pre-season skills/clinics and tryout plan, which will be presented to HOC for approval, then to BOD for final approval
- Coordinate off-ice volunteer needs in support of on-ice try outs
- Coordinate with association registrar to ensure all attending players are registered and meet requirements set by USA and MN Hockey
- Coordinate with association Equipment and Apparel coordinator to ensure all on-ice and off-ice equipment needs are accounted for
- Coordinate interviews and make recommendations to HOC on who the evaluators are.
- Work with ACE Coordinator to gain approval for tryout budget requests
- Coordinate with the ice scheduler to create the pre-season and tryout ice schedule. Inform the ice scheduler of desired hours for each level during tryouts and pre-season clinics.

**Skills coordinator:**

- Coordinate and work with outside skill coaches and coaches on team staff during the season. Work with ice scheduler to coordinate skill clinic sessions with third party instructors
- Coordinate pre-season kick off and season review with instructors
- Observe and evaluate at least one session per level per month and report back to the HOC about observations and delivery recommendations for adjustment to approved skills plan
- Work with pre-season and tryout on-ice moderator to define guidelines, drills and goals
- Build relationships which benefit overall player development with D3, MN Hockey and USA Hockey
- Identify and recommend 3rd party instructors
- Work with Dir of Player Development to come up with and implement a player development plan
- Maintain a centralized repository which will contain at a minimum
  - Practice plans
  - Drills
  - USA Hockey manuals and other supporting coaching resources
  - Training videos
  - Etc.
- Identify and recommend to HOC 3rd party training support personnel, BOD to provide final approval and funding
- Provide recommendations for off-season development, obtain costs to be approved, plan and 3rd party support
  - Summer STP
  - Other Summer programs
- Coordinate with teams/levels to ensure all teams are utilizing dry land training
- Provide dry land drills and level-specific programs

**Facilities Coordinator responsibilities:**

- Coordinate the available facility times with the ice scheduler and communicate times with the travel coaches through Level coordinators
- Coordinate moving of materials between the rinks and other facilities
- Ensure coaches supervise the sessions
- Maintain physical building access controls and usage policies
- Maintain physical building security controls
- Recommend facilities upgrades to maintain proper working order and meet, city, county and state building codes
- Keep inventory on dry land supplies/needs
- Request additional or replacement equipment and supplies

**Mite Coordinator:**

- Partner with other Level Coordinators, ACE Coordinator and ice scheduler to review and approve ice schedule prior to start of season
- Partner with Level coordinators, skills coordinator to plan for Summer STP activities
- Select mite level coordinators – 1 per mite level
- Develop through input and present budget needs for Mites to ACE Coordinator
  - Jamborees
  - Olympics
  - Equipment
- Partner with tournament coordinator for the registration to mite jamborees
- Partner with Mite level coordinators to approve mite level coaches
- Mite Coordinator to communicate D3 rules and policies to mite coaches
- Partner with mite manager to plan and conduct mite parent meeting setting the mite program expectations
- Set coaches expectation and work with Dir of Player Development to conduct a minimum of one coaching clinic
- Support Try Hockey for Free and Rookie Camp
- Partner with association registrar to ensure proper mite registration, team organization,
- Report to the HOC at all meetings on updates or issues from your level
- Communicate with all coaches at assigned level at least once a month to discuss the season.
- Serve as a resource and liaison between the level coaches and the HOC
- Report to the HOC as to projected player numbers at their level for the next season
- Partner with Skills coordinator and Dir of Player Development to develop, present to coaches and parents' mite player development goals by level
- Lead on-ice for rookie camp sessions
- Conduct training for using dividers on-ice (2 x a season)
- Define goalie rotation to ensure all players have at a minimum of one try at goalie

**Dir of Player Development:**

- Develop foundational model for overall player development, which focuses on the core development pillars
- Partner with Skills coordinator to implement on-ice player development, relying on guidance from USA/MN Hockey and maintain
- Partner with Skills coordinator to implement off-ice player development, relying on guidance from USA/MN Hockey and maintain
- Produce reports and represent development model, metrics and outcome to the Board of Directors
- Reviews practice plans in-season as needed / as requested
- Maintains a centralized digital repository of drills, plans and concepts, which coaches can access, up/download
- Coach Development
  - Provide a preseason clinic to each level Head Coaches
  - Mentor coaches as needed
  - Recommend to HOC on tooling required for coaches
  - Recommend tooling required for skaters
- Partner with Level coordinators, ACE Coordinator to conduct beginning of year and year end coach meetings, conduct other coaching touch points as availability allows
- Provide feedback, mentorship, and guidance as requested from HOC and coaches

**D3 Coordinator:**

- Acts as liaison between the HOC and D3
- Provides insight into D3 rules and policies
- Shares D3 rules and policies with HOC

**Tournament Coordinator:**

- Works with BOD Treasurer and ACE Coordinator to obtain and finalize tournament budget
- Works with level coordinators to identify youth and travel tournament registrations
- Identifies black out or restriction times which should be avoided when booking tournaments

**Girls Director:**

- Acts as a liaison between HOC and Warrior Co-Op board
- Seeks advice and input from HOC on potential players and coach development

**Scribe/documentation coordinator responsibilities:**

- Take notes during all HOC meetings and distribute them to the committee members in a timely fashion
- Create and manage documentation for the HOC including policies, guidelines, and procedures

**Conflict of Interest (BOD / HOC):**

Personnel should not serve as members of both the HOC and the main BOD. While there may be exceptions made due to limited resources associated with specific/special skills and/or focus, exceptions need to be approved by a two-thirds vote by the BOD.

**Participation Policy:**

It is expected that all members attend most (10 of 12) monthly meetings. Members that consistently miss meetings will be asked to step down. It is also expected that all HOC members complete their responsibilities in a timely fashion. If not, they will be asked to step down.

**Voting:**

When decisions are required, the ACE coordinator will facilitate collection.

A simple majority is needed to pass any policy or discussion.

- Examples of voting: Team Leveling, policy changes, try-out format, etc.
- Votes may be called by the ACE via hand count at meetings or via email in certain emergency cases
- A quorum (over 2/3 of the voting members) is required for any vote to take place.
- A two-thirds majority is required to overturn any policy or decision that has already been passed

**Meeting Frequency:**

The HOC will meet at least once a month and more frequently as the committee deems necessary.

**Sub-Committees:**

Sub-committees may be created to help define and develop different aspects of the HOC's responsibilities.

**Meeting Attendees:**

The HOC meetings will be open to the rest of the association but only if the ACE Coordinator is contacted first and has granted permission for their attendance

**Member Terms:**

The ACE Coordinator runs for a three-year term, all other HOC terms run for one year from April to April. Recommendations for these positions must be presented to the BOD at their April meeting for approval or dismissal.

Past members and other coaches will be eligible to apply for a position on the HOC for the upcoming season in between the April and May meetings. This application must be sent to the ACE Coordinator via email by a date set by the ACE Coordinator. Each member to be evaluated by a HOC sub-committee will comprise of the ACE Coordinator, existing Level coordinators, the High School Coach and the standing or incoming President of the BOD. This evaluation is to be completed prior to the May BOD meeting. Recommendations will be submitted to the BOD at their May meeting for approval or dismissal.

## **COACH SELECTION**

A Coaches Selection Committee, made up of members of the current MWA Hockey Operations Committee (HOC), recommends all non-Mite coaches. The committee actively solicits applications in the Spring of each year. The goal of the Coaches Selection Committee is to identify as many "A", "B" and "C" coaches as possible, prior to the start of the Fall season.

The MWA believes that non-parent coaches and assistant coaches for "A" and "B" level teams are preferred.

Coaches are selected based on several criteria. The committee looks for coaches whose skills, background and experience are age appropriate. The committee recognizes that some coaches are better suited to working with younger players and the intent is to place each coach at the most appropriate level. In selecting a coach, the committee will also look at past hockey coaching experience, personal philosophy, and support of MWA principles.

Coaches selected by the committee will reflect the MWA's vision and mission statement; they will demonstrate good character and support MWA, District Three and Minnesota Hockey Rules and Regulations. Selection of coaches by the committee is submitted to the BOD for review and final approval.

Although coaches are selected for a one-year commitment, having continuity from season to season is a significant strength to the MWA's overall program. The use of year-end surveys, responsible feedback to the Coaches Selection Committee, and personal observation will be determining factors in bringing back the same coach for the next season. If the Coaches Selection Committee and MWA Board agree a coach has done an excellent job, the coach may maintain the position, and the position will not be opened.

USA Hockey and Minnesota Amateur Hockey Association require all head and assistant coaches to be certified through their Coaches Education Program (CEP). The level of certification depends on the level of team coached.

## **ASSISTANT COACH SELECTION**

Two to three assistant coaches are recommended per team. It is at the discretion of the Head Coach to nominate assistant coaches, and present their choices to the assigned Level coordinator and Level coordinator will present the coaches committee for review and final approval

