

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

**Overview:** The HOC was established to manage the "On Ice" affairs of the hockey association. The committee is responsible to the Mound Westonka Hockey Association Board of Directors (BOD) and reports pertinent activities directly to the board.

**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 Hockey Operations Committee (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
  - 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. Provide training, development, 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.
  - Implementing components of the Mound Westonka Coaches Plan.
3. Determine the skills to be taught at each level (by the level coordinator and ACE)
  - 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 drills
  - Select neutral evaluators (as approved by the BOD)
  - Assign on ice personnel during all on ice sessions (as approved by the BOD)
  - Assign bench coaches for scrimmages (as approved by the BOD)
  - 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 to collect grading information from the evaluators and subsequently share this information with the full board
  - Coordinate player check-in
  - Assign tryout jersey numbers, distribute prior to first session, and collected after last session
  - Distribute and collect evaluation binders
  - Communicate ice schedule
  - Assign referees for the scrimmages
- The BOD has final say in all player placements

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)

6) Managing discipline issues with players, parents and coaches

- Parental grievance process
  - 24 hour cool off period rule
  - Head coach to try and resolve situation
  - Situation to be investigated and reported to the HOC by the level coordinator
  - If they cannot resolve the issue, the ACE coordinator gets involved
  - If it still cannot be resolved, issue escalated too the President of the BOD.
- Player and coaches disciplinary actions
  - For all D3 game incidents, the District 3 directive will be followed
  - HOC will review any grievance that must go in front of D3 grievance committee
  - For all other incidents, the following process will be followed:
    - Head coach to attempt to resolve the situation
    - If not resolved by head coach, the level coordinator is involved
    - If still not resolved, go to the ACE Coordinator
    - If not resolved by the ACE Coordinator, it escalates to the President of the BOD.
    - Disciplinary actions will be determined by the HOC and submitted to the BOD for approval or modification as required

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 mid - season and end of season to ensure they are completed.

- Have input in to the parent year-end evaluation questions sent out to the association.
- Player evaluation of the season (mid and end) / on line survey.

- Coaches evaluation of the season (mid and end) / on line survey.
  - Level Coordinator 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 & 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 mid-season and end-of-season reviews
- 10) ACE Coordinator to ensure coaches fill out end of season player evaluations (a report card) that can be used for next season tryouts if a player is unable to tryout due to injury etc.
- 11) Review all parent, coach and player year-end surveys.
- 12) Coordinate two 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
- 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 the 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. ACE Coordinator
2. Boys High School Coach (non-voting member unless board approved)
3. Girls High School Coach (non-voting member unless board approved)
4. Bantam Level Coordinator
5. Pee Wee Level Coordinator
6. Girls Coordinator
7. Squirt Level Coordinator
8. Mite/U8 Level Coordinator
9. Mini-Mite Level Coordinator

10. Goalie Coordinator
11. Skills/TryOut Clinic Coordinator
12. Dry Land Coordinator
13. Secretary/Documentation Coordinator
14. The BOD will assign a non-voting liaison; the HOC recommends that this person be the Vice President (VP) of the BOD.

- **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
- Plan, organize and execute periodic skills workshops for coaches, players and parents
- Evaluate practice sessions and provide feedback to coaches to improve the coaching capability of local association coaches
- Establish and maintain a resource center for coaches, players and parents that includes USA Hockey materials.
- 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
- Deliver parent education programs to the local association
- Must be at least level 3 USA Hockey certified (4 or 5 preferred)

- **High school head coaches responsibilities:**

- To serve as advisors to the HOC

- **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
- Schedule and coordinate a minimum of two (2) meetings per season with the level coaches, ACE coordinator, and team managers
- 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
- Attend a minimum of one (1) game and one (1) practice per team per month

- **Goalie coordinator responsibilities:**
  - Coordinate and work with outside goalie skills coach and coaches on team staff during the season
  - Arrange shooters for goalie clinics
  - Work with ice scheduler to coordinate with instructors
  - Arrange interviews with outside instructor(s) in needed
  - Coordinate pre-season kick off and season review with instructors
  - Ensure each team has a coach assigned specifically to goalie development
  - 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)
  
- **Skills/Tryout clinic coordinator responsibilities:**
  - 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
  - Arrange interviews with outside instructor(s) if needed
  - Coordinate pre-season kick off and season review with instructors
  - Observe and evaluate at least two (2) sessions per level per month and report back to the HOC
  - Work with pre-season and tryout on-ice moderator to define guidelines, drills and goals
  - 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.
  
- **Dry land coordinator responsibilities:**
  - Coordinate the available dry land times with the arena's management and communicate times with the travel coaches
  - Set up Spring and Fall dry land dates at the Pond
  - Coordinate moving of materials between the rinks
  - Ensure coaches supervise the sessions
  - Schedule dry land training sessions during the season
  - Coordinate with teams/levels to ensure all teams are utilizing dry land training
  - Set up the preseason certification of coaches for the weight room
  - Keep inventory on dry land supplies/needs
  - Set up preseason certification at any offsite dry land facilities if available
  - Provide dry land drills and level-specific programs
  
- **Secretary/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.

facilitate

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

- 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 and Bantam Coordinators term runs 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.

All other HOC members will have a one (1) year term that runs from May to April of the following year. 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 an HOC sub-committee will comprise of the ACE Coordinator, Bantam Coordinator, the High School Coaches 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. If the MWA is unable to find a non-parent coach prior to the tryout process, the parent coach will have the ability to evaluate the players during the process but will not be part of the selection process until his or her child has been placed on a team.

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. All rostered assistant coaches will have to be approved by the MWA's Coaches Selection Committee before their position is granted.