**Menomonie Youth Hockey Association**

**Job Description**

**Title/Board Position: Head Coach**

**Election/Appointment:** Appointed

**Voting Status:** Non Voting

**Term:** One year

**Compensation:** 60 Hours

**Description/Role:**

**Position mandatory requirements:**

The head coach is responsible for coordinating all on ice activities of the team to include running practices, completing practice planes, coordination of scheduling times, dryland practices and performance and discipline of players, assistant coaches and team managers. In addition, they are a general resource for all on-ice and off-ice activity. Should know and understand MYHA, policies and contacts to direct association members.

**Ongoing Responsibilities:**

1. Help communicate and enforce MYHA and Coaching Committee Policies:
   1. Locker Room supervision, Cell Phone, Bullying
   2. Parent/Coach expectation
   3. Parent/Coach/Referee Expectations
   4. Playoff and State Tournament Policy
   5. Mid and End of Season Coaching Committee updates
   6. Enforce assistance coach and team manager expectations.
   7. Handle skater specific matters privately.
2. On Ice Coaching Requirements:
   1. Complete all necessary USA hockey registration
   2. Complete appropriate level certification by the deadlines.
   3. Complete age appropriate modules.
   4. Complete concussion training and protocols.
   5. Complete background screening
   6. Coordinate with Team Manager to ensure all skater paperwork is complete or they are not allowed on ice.
3. Parents:
   1. Communicate with parents:
      1. Team goals, expectations and upcoming events.
      2. Individual skater performance.
      3. Escalation point for assistant coach, player to player issues.
      4. Coordinate with Team Manager on parent meeting timing, agenda and items.
   2. Coordinate with Team Manager on their responsibilities (Section 3).
4. Practice and Games:
   1. Be a positive role model to the players and respectful to referees.
   2. Responsible for practice plans, organization of practice and on ice activity.
   3. Coordinate with scheduler, team manager and parents on practice and game times.
   4. Assist in selection of tournaments if requested.
   5. Work with home tournament coordinator as necessary.
   6. Enforce no parents in locker room 20 minutes prior to game or practice (Squirts and up).
5. ADM Model:
   1. Understand and be supportive of the ADM module.
   2. Be aware of practice to game ratios for your level, number of tourneys, no hockey weekends etc. for your level.
   3. Follow ADM guidelines for practices and games.
6. Delegate any responsibility necessary to Team Manager or Assistant Coaches. Example Dryland and Goalie Coach.
7. Any other duties as assigned by MYHA Board or the Coaching Committee
8. Assessment Hours: To obtain the 60 hours for this position you must meet the criteria above alone with have good standing attendance at practices and games. In general, 75% of games and practices are required unless an excusable reason is found.

**Desired Skills:**

1. Good role model
2. Hockey Experience
3. Organized
4. Good Communication Skills
5. Polite and Approachable
6. Timely & Reliable
7. Energetic
8. Works well in a team and individually
9. Independent decision maker
10. Handles challenges well
11. Can keep specific matters confidential.