

## **VP Hockey Operations/ACE Coordinator**

### **Position Specific Skills**

This person should have extensive hockey experience and able to lead hockey development. This person should be Level 3 certified, and will represent the association at MN ACE coordinator meetings. They will interact heavily with the coaching staff of the association, and will oversee the development of all levels/players within the association.

### **Responsibilities**

- The VP – Hockey Operations/ ACE Coordinator is responsible for the day to day hockey operations of CYHA.
- Responsible for the Hockey Operations side of the organization, relating to player/coach development. They are responsible for assuring all directors are completing necessary tasks in a timely manner.
- Responsible for reviewing annually, Coach and Player code of conduct and updating as appropriate. These documents are distributed at registration and must be signed by all players/coaches in the CYHA organization.
- Maintain a file of coaching personnel information (interview, evaluations, etc.) and a copy of their certification cards.
- Responsible for the recruiting qualified coaches at all levels and developing coaching compensation recommendations for non-parent coaches.
- Responsible for presenting coaching candidates to the CYHA board for board vote of final coach assignments.
- Build relationships with the boys and girls high school coaches • Work with Mite Director to recruit several Mite coaches per team.
- Contact approved coaches ASAP after board vote. Contact those who were not selected as well.
- Work with coaches to assure that they are certified appropriately.
  - Make sure Coaches understand certification process and requirements.
  - Make sure all coaches attend CEP training.
  - Communicate CEP dates with all coaches.
  - Get appropriate proof of certification to District 10.
  - Communicate with coaches during the season. Attend games. Observe practices.
- Schedule and hold coach meetings during the season to ensure open communication and team alignment with CYHA expectations.
  - Find interesting speakers for monthly coach meetings. Reserve speakers well in advance.
  - Work with Goalie Program Coordinator to provide coaches with goalie coaching information.
  - Maintain a current inventory of training materials and communicate what is available to the coaching staff.
  - Purchase additional training material if appropriate.

- Work with Directors to handle any problems regarding coaches.
- Responsible for assuring level directors hold coach evaluations, and establish process for doing so
- Responsible for Team Projection process for the following year.