



PRINCE GEORGE MINOR HOCKEY ASSOCIATION

P.O. Box 2242 • PRINCE GEORGE, B.C. V2N 2J8 • (250) 563-0303 • (250) 563-0318

DUTIES OF THE DIRECTOR OF HOCKEY OPERATIONS

1. Advertise for representative coaches and compile applications.
2. Coordinate with the “coach selection committee” and select dates for the coach interviews.
3. Inform the selected coaches of their interview date and time, complete all required room bookings.
4. Complete coach selection process and with the support of the “coach selection committee” inform the executive of the selected representative coaches for the upcoming season and which coaching positions are still available.
5. Select dates for the spring evaluations / fall tryouts.
6. In cooperation with the Representative Supervisor and President, organize and support all aspects of spring evaluations.
7. In cooperation with the Representative Supervisor and goaltender development coach organize and support all aspects of fall tryouts and goaltender evaluations.
8. Complete tryouts and post “pre carded” rosters on website.
9. Develop evaluation criteria for players and goalies.
10. Review evaluation criteria and procedures annually.
11. In cooperation with the Representative Supervisor / goaltender coach organize player / goaltender evaluators.
12. Arrange player and goalie developmental ice sessions.
13. Advertise and select a skills development coach to run recreational development ice.
14. In conjunction with the board of directors develop, implement and coordinate the various development programs for recreational and representative divisions.
15. In cooperation with the PGMHA, and the goaltender development coach implement programs following Hockey Canada’s LTPD.
16. Develop evaluation criteria for coaches.
17. Ensure coaches are aware of mandatory coaching clinics and ensure attendance.
18. Facilitate early season coaches meetings with the Referee In Chief, Representative Supervisor and goaltender development coach present.
19. Perform evaluations on coaches during games and practices.
20. Recommend coaches for attendance at higher level clinics.
21. Substitute for head coach in case of emergency.

22. Support head coach or coaching staff in mentorship / practices / games / or travel as requested by the Board of Directors.
23. Supervise coach mentor program.
24. Perform public relations as required pertaining to PGMHA coaches.
25. Coordinate audio / visual equipment for coaching clinics.
26. Liaise with the Board of Directors on behalf of coaches.
27. Liaise with BCH, CAHA, and OMAHA on behalf of the coaches.
28. Have available on short notice any / all documentation relevant to any / all appeals on all documented decisions and player movement specific to representative.
29. Prepare a report for the Annual General Meeting.
30. Report to the President.

QUALIFICATIONS

1. Developmental 1 or HP 1 coaching certification, all other relevant supporting courses must be up to date.
2. Complete understanding of representative and recreation hockey, budgets, timelines, good organizational skills, good communication skills, must be accessible, versed in conflict resolution.
3. Well versed in physical preparation, team building, teaching, leading and the use of technology.
4. Understanding mid-season program design and implementation with experience in off season physical preparation is an asset.