



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Hockey Development Committee (HDC) Chair</b>
<b>Role:</b>	<b>Non-voting Board Member</b>
<b>Election/Appointment:</b>	<b>Appointed</b>
<b>Voting Status:</b>	<b>Non-Voting</b>
<b>Budget:</b>	<b>No Budget Responsibility</b>
<b>Term:</b>	<b>One year</b>
<b>Compensation:</b>	full hours

**Description/Role:** The Hockey Development Committee (HDC) Chair is responsible for the oversight and management of the overall Hockey development Committee and for running the committee meetings. Sets the vision of Hockey for the association and establish the standards and perform progress assessments against the standards. Responsible for both on and off ice skills development.

### **Position Mandatory Requirement:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month - July thru October and as requested
- Must attend the annual meeting of ACYHA Membership in April
- Must run monthly HDC Committee Meetings, the Second Sunday of the month or as scheduled, keep attendance at the meetings and ensure minutes are kept
- Ensure agendas, minutes and relevant documents for HDC meetins are provided to the Secreatry on a timely basis for archiving
- Present the annual development of on and off ice circulum plan for both to the board for approval for the season by level at the July Board meeting
- Oversees all hockey operations and player development programs/curriculum Administered by the HDC, ACYHA and USA Hockey.
- Recommend HDC committee members make up to the board for approval at the June Meeting, in accordance with the Bylaws and the guidelines and policy documents
- Responsible for implementation of district three policy's in to the ACYHA program
- Facilitate communication of development concerns and issues to the Board
- Work with HDC Consultants and upper level coordinators within the association to identify potential development concerns for the lower levels and remedial strategies as needed.
- Complete post-season program review including evaluations by players and parents
- Participate at request of ACE Coordinator in post-season coach evaluations and communicate evaluation feedback to coaches

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- Collaborate with level coordinators for all organization and development of tryout process
- Participate in Evaluation Committee process at levels where no conflict of interest exists (children at that level)
- Participate as a member of the Coach Review and Selection Committee
- Advisor to ACE Coordinator(s) in the assessment of new or returning coaches' ability to teach according to the requirements and approved programs of the HDC.
- Work with Ice Scheduler and Registrar to determine amount of ice-time needed based on projected team levels and compositions at each level.
- Responsible for the management of off-ice vendor and on-ice skills vendor relationships
- Training your successor at the May meeting at the end of your term

### **Desired Skills:**

- Extensive background in Hockey required, past coaching experience a plus
- Strong communication skills
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

### **Reporting:**

- This role reports to the Chairman