



Canadian Athletic Club

Identifying Information

Date: June 15th, 2022

Position Title: U15 AA Hockey Coach

Reports to: Hockey Program Administrator

Company Overview

Since 1937, The Canadian Athletic Club (“CAC”) has been providing a competitive AA/AAA hockey environment to the youth of northwest Edmonton. CAC is a non-profit sports organization with a mission to provide a high-performance hockey development program built around our core values and supported by our long-standing history, strong governance and progressive leadership. The CAC program has been a constant in the City of Edmonton for over 75 years. The Club has seen thousands of players participate in CAC-administered programs and observed several former CAC players playing at the University, Collegiate, Junior, and professional (NHL) levels.

Job Purpose

The Head Coach is expected to be responsive to, adhere to, and promote the directives of the Canadian Athletic Club and administer the team within established policies and guidelines. The Head Coach shall be fully responsible for all his team activities and act as its official spokesperson.

Position Summary

This position will require the Head Coach to assume full responsibility for the team's activities. Ensuring proper supervision of the team before, during, and after all games and practices, and accepting reasonable responsibility for the conduct, safety, and well-being of the players and the facilities in which they practise or play games. The Head Coach will act as a leader and mentor for all players and coaching staff in order to successfully drive the team's success, on and off the ice.

Key Responsibilities

- Coordinate player evaluations and selection in conjunction with the HPA.
- Plan, implement, and control pre-game preparation and communication with the team.
- Developing a set of rules for the team, which are clearly communicated and enforced equally on all players.
- Establishing a line of communication with parents.
- Ensuring proper supervision of the team before, during, and after all games and practices, and accepting reasonable responsibility for the conduct, safety and well-being of the players and the facilities in which they practise or play games.
- Coaches must adhere to the CAC Mentorship program and follow the CAC Mentorship manual.
- Effectively involve assistant coaches and the team Manager in team planning, decisions, and practices.



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| <ul style="list-style-type: none"> Responsible for enforcing all players to wear CSA-approved hockey helmets and neck protectors at all games and practices, and the chinstraps of the helmet shall be appropriately fastened under the chin. Advise players on how playing time will be handled during the regular season and playoff games. Ensure that all team members uphold the CAC, Hockey Alberta, Hockey Edmonton, and Hockey Canada rules and regulations. Act as a role model for players All Coaches shall become members of CAC. | | |
| Education, Experience, and Skills/Knowledge Required | Essential | Desirable |
| Education | | |
| Development 1 Level and have completed the Checking Skills Program and Respect in Sport Activity Leader/Coaches. | X | |
| High Performance (HP1) certification. | | X |
| Experience | | |
| Previous coaching experience | | |
| Experience in a leadership and mentorship role | | |
| Skills/Knowledge | | |
| Accurate and timely communication (both verbal and written) | | |
| Ability to problem solve | | |
| Position Requirements | | |
| <ul style="list-style-type: none"> This position is considered a volunteer position The candidate must be available for all practices and games (approx. six days per week/weekends) Some travel may be required (weekdays and weekends) Season typically spans from mid-August to mid-May | | |
| Signature | | |

Supervisor

Date