

## Edmonton Female Hockey Alliance – U13 AA

### Coaching Staff – Application

Coaching Staff applications for the two (2) Edmonton Female Hockey Alliance (EFHA) – U13 AA teams are now being accepted for the 2023-24 season. TWO Coaching Staffs will be selected through the following Application Process and a subsequent Coach Interview Process. Selected staffs will be assigned to represent one of the TWO U13 AA teams.

### APPLICATION PROCESS

Your application package must include the following components:

1. Submission of Hockey Resume including the following information:
  - a. Playing History.
  - b. Coaching History.
  - c. Coaching Awards/Achievements.
  - d. Coaching Credentials (NCCP and others).
  - e. Professional Development participation (past and future).
2. Submission of THREE Qualified References.
3. Submission of proposed hockey Coaching Staff (including Hockey Resume credentials listed above).
4. Submission of Coaching Philosophy. *Be prepared to present to Coach Selection Committee.*

Applications will be accepted from **May 8 to May 22, 2023 (5:00pm deadline)**. Unsuccessful applicants will be notified via email by EFHA staff. Please submit your application package in PDF format, with subject as “U13 AA Coach Application (YOUR NAME), via email to: [office@hockeyedmonton.ca](mailto:office@hockeyedmonton.ca).

Interviews will be conducted between May 23 to May 30, 2023, at the Hockey Edmonton office: 10618 124 St NW, Edmonton, AB T5N 1S3. Interviews will be conducted in front of the Coach Selection Committee. Interviewees will be asked to discuss their application submission and answer questions from the Committee. Depending on competition, second interviews may be required. Unsuccessful applicants will be notified via email by Hockey Edmonton.

After approval from the Hockey Edmonton Executive, offers to successful Coaches will be made on **May 30, 2023**. Coaching announcements will follow on **May 31, 2023 (5:00pm)**. Successful coaches will then begin to collaborate with various committee members and hockey staff to develop their full Seasonal Plan using the Hockey Edmonton – inclusive of the following components: Physical, Mental, Life Skills, Technical/Tactical.

## Coaching Staff - Job Descriptions

### HEAD COACH

#### JOB DESCRIPTION:

- Serve as an official spokesperson on behalf of the team.
- Coordinate the delegation of responsibilities to the Assistant Coaches and Manager.
- Plan on-ice and off-ice team activities in consultation with the Assistant Coaches and Manager (within the Hockey Program guidelines set forth).
- Coordinate player selection and player evaluation in conjunction with the EFHA Elite Director.
- Plan, implement, and control pre-game preparation and communication with the team.
- Coordinate the implementation of the on-ice curriculum as outlined.
- Design the practice plans in consultation with the Coaching Staff.
- Establish rules for the team and oversee the supervision of the players, coaches, and staff.
- Ensure all team members uphold the rules and regulations of the Hockey Edmonton, Hockey Alberta, and Hockey Canada.
- Participate in a year-end review of player evaluation, coach evaluations, practice plans, game strategy, and recommendations on how the Hockey Program can be improved.
- Be present at all ID Camps, Tryouts, Team events.
- Coach the Team in all games and practices.
  - Reports to: EFHA Elite Director.

#### MINIMUM QUALIFICATIONS:

Strong hockey background in playing, coaching, and evaluating.

- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on-ice and off-ice requirements to players and parents.
- Availability as to time requirements.
- Must meet minimum NCCP requirements (**Development 1, Checking Skills, Respect in Sport – Activity Leader**) prior to November 15 from Hockey Edmonton, Hockey Alberta, Hockey Canada.

## ASSISTANT COACH

Assistant Coaches/Coaching Staff will be approved/recommended by the Coach Selection Committee.

### JOB DESCRIPTION:

- Assist with player selection and the player evaluation process.
- Assist with planning, organizing, and conducting practices.
- Assist with pre-game preparation.
- Assist with the operation of the team during the game.
- Assist with post-game evaluation.
- Assist with scouting and evaluation of opponents.
- Assist with the supervision of players both on and off the ice.
- Assist with the formulation of the overall game plan, as well as the game-to-game adjustments.
- Submit a year-end evaluation report to the Head Coach containing observations on player performance, team performance and general recommendations on the program.
- Be present at all ID Camps, Tryouts, Team events.
- Coach the Team in all games and practices.
  - Reports to: Head Coach.

### MINIMUM QUALIFICATIONS:

- Strong hockey background in playing, coaching and evaluation.
- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on-ice and off-ice requirements to players and parents.
- Availability as to time requirements.
- Must meet minimum NCCP requirements (**Coach 2, Checking Skills, Respect in Sport – Activity Leader**) prior to November 15 deadline from Hockey Edmonton, Hockey Canada/Alberta.

## CODE OF CONDUCT & CRIMINAL RECORD SCREENING

Hockey Canada has adopted a Code of Conduct regarding behavior and expectations as well policies regarding harassment and abuse in hockey. Hockey Canada is dedicated to ensuring that these policies are strictly followed.

It is the policy of Hockey Canada that all successful coaching staffs are subject to a satisfactory screening process. Applicants, prior to being offered a position must submit a current **Criminal Record Search and Vulnerable Persons Check** and provide a list of qualified references. Coaching staffs must also be in good standing with the **Respect in Sport Program, by September 1.**

It is the policy of Hockey Canada that all information received will be held in strictest confidence. The process for the forwarding of information will be disclosed to any successful candidate upon being offered a coaching position. Failure to adhere to these minimal standards and timelines will warrant suspension or removal from the position.

### Coaching Staff - Other Information

#### SELECTION CRITERIA

Coaches invited to interview can be provided with the selection criteria for their reference in preparation for their interviews. All applicants will be graded and evaluated by the Coach Selection Committee.

#### HONORARIUM

Competitive Honorariums will be provided to the Coaching Staff on a semi-annual basis, for outlined the Season Structure (see below). Full attendance is required in order to earn the respective honorariums. Honorariums will be presented to Coaches during the interview process.

#### PROFESSIONAL DEVELOPMENT & MENTORSHIP PROGRAM

Each selected coaching staff will be required to work in direct contact with the EFHA Elite Director throughout the entire season. The Coach Mentorship Program will be outlined to the successful candidates upon job acceptance.

#### SEASON STRUCTURE

The Head Coach is responsible for leading, teaching, and mentoring the Players, Coaching Staff, and Families in a professional and organized direction. The Head Coach will be held responsible for their assigned team during the following Season Structure:

1. Pre-Season Phase (ID Camps) – May, June.
2. Tryout Phase – August, September.
3. Development Phase – September, October.
4. Regular Season – October, November, December, January, February.
5. Playoff Phase – February, March.