



## SUNSHINE COAST MINOR HOCKEY ASSOCIATION

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Sechelt, BC, V0N 3A0  
[www.scmhockey.com](http://www.scmhockey.com)

**Job Title: Director of Hockey Operations**  
**Organization: Sunshine Coast Minor Hockey Association**  
**Position Type: Part-Time (Approximately 250 hours/season)**  
**Compensation: \$10,000.00-\$25,000.00 commensurate with experience.**

### MISSION

Our mission is to provide a safe, inclusive, and fun environment for children and youth to develop their hockey skills, build character, and foster lifelong friendships. We are committed to promoting equitable play, respect, and sportsmanship both on and off the ice, and to supporting the physical, mental, and emotional well-being of all players.

Through collaboration with coaches, parents, volunteers, and community partners, we strive to create a positive and supportive hockey culture that celebrates diversity and encourages teamwork, leadership, and personal growth. Our ultimate goal is to inspire a love of the game that will last a lifetime.

### JOB DESCRIPTION

Sunshine Coast Minor Hockey Association is seeking a dynamic and knowledgeable Director of Hockey Operations to oversee and enhance our hockey programs. The Director will be a pivotal figure in developing and implementing strategies for coach and player development, performance assessment, and promoting an inclusive, positive and thriving hockey community on the Sunshine Coast.

### CORE RESPONSIBILITIES:

- Deliver pertinent information to coaching staff and ensure they are well-informed and equipped to perform their roles effectively.
- Spearhead coach development programs and initiatives to enhance coaching skills and knowledge.
- Attend PCAHA and BC Hockey DOHO sessions to bolster collaboration, communication, and development across the organization.
- Oversee the progression of all teams, from U7 to U18, ensuring the growth and competitiveness of Recreational and Representative levels in both co-ed and Female divisions.
- Oversee and refine the Representative team tryout procedure by actively partnering with coaches to develop clear, objective evaluation standards at the start of the season, and by providing assistance to Head Coaches in conducting comprehensive exit interviews and player reassignments at the conclusion of the tryouts.
- Supervise team balancing of recreation teams at the start of the season to ensure equitable teams amongst divisions.
- Offer guidance and assistance to head coaches in identifying and selecting affiliate players throughout the season.
- Play a key role in fostering a positive hockey culture on the Sunshine Coast, enhancing the overall experience and environment.
- Act as the primary liaison between the Board and the Coaching staff to ensure alignment of strategy and operational effectiveness.
- Lead the development and continual improvement of hockey programs, embodying innovation and best practices.

- Encourage and organize community service engagements within our hockey organization, such as mentorship programs pairing older players with younger ones.
- Participate actively in association events, contributing to the vibrancy and community engagement of the organization.
- Collaborate cross-functionally to drive innovation in player development and resource allocation.
- Create and refine hockey curriculums to best serve the needs of players at all levels of development.
- Stay current with all compliance and regulatory updates from PCAHA and BC Hockey, ensuring the organization adheres to the highest standards.
- Establish and maintain a performance review process for coaching staff, providing essential feedback and growth opportunities.

## QUALIFICATIONS

### *Must Haves:*

- A clear Criminal Record check for working with vulnerable sectors.
- Certification in Respect in Sport for Activity Leaders.
- Completion of the Concussion Awareness Training Tool (CATT).
- Hockey Canada Safety Program Certification.
- Demonstrated commitment to safety practices and protocols.
- Excellent organizational and communication skills.
- Approachability, with an empathetic demeanor towards players, coaches, and staff.
- Proficiency in conflict resolution and problem-solving.
- In-depth understanding of both recreational and rep levels of hockey.
- Competence with basic technology and administration tools.
- Proven leadership abilities and a track record in leading teams or groups.
- Experience in coaching or a comparable field, with a solid foundation in hockey knowledge.
- Motivation to cultivate an engaging and dynamic hockey culture.

### *Preferred:*

- Extensive background in coaching a wide range of age groups and skill levels within hockey, encompassing a variety of competitive and developmental stages.
- Possession of or expected achievement of Hockey Canada Development 1 certification by December 1st.
- Completion or pursuit of Hockey Canada Development 2, High Performance 1, and High Performance 2 certifications.

## GOALS

- To establish a culture of excellence within the Sunshine Coast Minor Hockey Association that is evident through high-quality player development, coach education, and competitive success.
- To design and implement robust hockey programs that emphasize player skill growth, coaching prowess, and superior team dynamics.
- To create an environment that is inclusive, safe, and competitive, conducive to the all-around development for participants and reflective of sportsmanship, teamwork, and community involvement.

## APPLICATION PROCESS

**Interested candidates who meet the above requirements should submit their resume, along with a cover letter highlighting their suitability for the role, relevant experiences, and their vision for the position to [president@scminorhockey.com](mailto:president@scminorhockey.com)**

\*Successful candidates are not permitted to be the head coach of a Sunshine Coast Minor Hockey team during the regular hockey season.

## DEADLINE

- **May 1<sup>st</sup>, 2024**