



HEAD COACH

JOB DESCRIPTION

- Serve as an official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the Assistant Coach and Manager
- Plan on-ice and off-ice team activities in consultation with the Assistant Coach
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the Assistant Coach
- Coach the Team in all games and practices
- Establish rules for the team and oversee the supervision of the players
- Coordinate the implementation of the on-ice curriculum as outlined
- Report to the association through the Director of Hockey or designate
- Ensure all team members uphold the rules and regulations of HC, BC Hockey, PCAHA and SMHA
- Submit a year end report to include an evaluation of the season and recommendations on how the program could be improved.

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
- NCCP certified at the level indicated by HC, BC Hockey and SMHA policy
- Current Criminal Record Check
- Respect in Sport Certification

SELECTION

- Appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by SMHA executive.



ASSISTANT COACH

JOB DESCRIPTION

- 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
- Ensure all team members uphold the rules and regulations of HC, BC Hockey, PCAHA and SMHA
- Submit a year end evaluation report to the Head Coach containing observations of the season and general recommendations on the program
- Reports to the team head coach

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
- NCCP certified at the level indicated by HC, BC Hockey and SMHA policy
- Current Criminal Record Check
- Respect in Sport Certification

SELECTION

- Appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by SMHA executive



COACHES CODE OF CONDUCT

I, _____ agree to the following:

- To be a positive role model to your players and other coaches. To represent myself and SMHA in a positive way both on and off the ice. Display emotional maturity and be alert to the physical safety and mental well-being of your players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be an effective communicator and coach.
- Maintain an open line of communication with your players and their parents. Always be available to listen to the concerns of your players.
- To clearly explain the goals and objectives for your team.
- Be organized for all practices and games to maximize scheduled ice time, create practices that are fun and challenging for your players.
- To be responsible for ensuring players observe and follow the respective ice rink rules both at home and at other facilities.
- To never use inappropriate language or gestures in front of players or parents.
- To respect other coaches, referees and officials within the system and work with them to ensure maximum benefit to players and team. Be appreciative of the efforts of others.
- Be concerned with the overall development of your players. I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.
- Ensure players, parents and team officials adhere to SMHA Codes of Conduct.
- I will respect the decision of the HCSP as it relates to player injuries and removal from play.
- I will observe the rules of BC Hockey such as the Zero Tolerance of alcohol and banned substances.
- I understand that comments or remarks of an inappropriate nature on social media platforms, group chats/texts, email or in person, which are detrimental to my team, other teams, the association or an individual will not be tolerated and will be subject to disciplinary action.
- Hockey is FUN, BUT SCHOOL is MORE IMPORTANT!
- Failure to adhere to the above terms may result in action by the Association

DATE: _____

COACH NAME PRINT: _____

COACH SIGNATURE: _____

DIVISION DIRECTOR SIGNATURE: _____

COACH COORDINATOR SIGNATURE: _____

HOCKEY DIRECTORS SIGNATURE: _____



COACHING APPLICATION FORM 2019-2020

Deadline to Submit Application is April 15, 2019
(current SMHA coach)

CONTACT INFORMATION

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

TEAM APPLYING FOR

1ST CHOICE: _____

2ND CHOICE: _____

Will you have a child or relative potentially playing on this team? **YES** **NO** (please circle)

If not selected would you be willing to coach another team? **YES** **NO** (please circle)

COACH CERTIFICATION	YES/NO	DATE	LOCATION
COACH 1	_____	_____	_____
COACH 2	_____	_____	_____
DEVELOPMENT 1	_____	_____	_____
DEVELOPMENT 2	_____	_____	_____
HIGH PERFORMANCE 1 or 2	_____	_____	_____
SAFETY CLINIC HCSP	_____	_____	_____
RESPECT IN SPORT	_____	_____	_____
CRIMINAL RECORD CHECK	_____	_____	_____
CHECKING SKILLS	_____	_____	_____



COACHING APPLICATION FORM 2019-2020

Deadline to Submit Application is April 15, 2019
(current SMHA coach)

COACHING EXPERIENCE: Please list your past coaching experience (attach personal resume if necessary)

YEAR	ASSOCIATION AND TEAM	LEVEL	POSITION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER COACHING EXPERIENCE: list other recent coaching experiences

SPORT _____ LEVEL _____ YEARS _____
SPORT _____ LEVEL _____ YEARS _____
SPORT _____ LEVEL _____ YEARS _____

COACHING PHILOSOPHY: (please be brief)

Please indicate your team goals for the season:



COACHING APPLICATION FORM 2019-2020

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(current SMHA coach)

List three coaching skill areas you consider your strengths:

List three coaching skill areas you wish to improve on:

Have you ever been suspended as a member of a bench staff? (if yes, please explain)

Have you identified a coaching support staff? YES NO (please circle)

If answered yes, please list your staff:

COACHING REFERENCES:

NAME	POSITION	PHONE
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COACHING APPLICATION FORM 2019-2020

Deadline to Submit Application is April 15, 2019
(current SMHA coach)

UNDERTAKINGS:

1. I hereby consent to the disclosure of the above information.
2. I hereby acknowledge the authority of BC Hockey, the District and Squamish Minor Hockey Association and agree to carry out and abide by their constitutions, bylaws, rules and regulations.
3. I hereby acknowledge that I have read and understand the coaches role outlined in the "Coaches Code of Conduct" attached to and forming part of this Coaching Application Form.
4. I hereby agree to familiarize myself with the National Coaching Certification Program (NCCP) requirements for coaching minor hockey and to ensure that I maintain the required level of certification.
5. By way of this application, I give permission to the SQUAMISH MHA to pursue a criminal record search on myself.

Signature: _____

Date: _____

Coaching applicants who have coached within SMHA 2018-2019 season must submit an application by no later than April 15, 2019.

Please contact Jeff Eaton - Director of Hockey jeff@squamishminorhockey.com

We appreciate your interest in Squamish Minor Hockey Association and we thank all candidates for submitting an application. Please be advised that not all applicants will be contacted for an interview. ALL team officials will be required to have a current Criminal Record Check as part of the interview process. To be considered for a Head or Assistant coaching position with SMHA you must be available to attend an interview.

Note:

All coaching positions are considered *OPEN* annually and all potential coaches, including returning coaches, must complete the application, self evaluation and interview process.

COACH SELF EVALUATION

SEASON 2018-2019



COACH: _____

DATE: _____

HOW AM I DOING?

Complete the following checklist and rate how frequently you use each principle. Be honest with yourself.

RATING SCALE: 1- Usually/Always 2- Occasionally/Sometimes 3- Seldom/Never 4- N/A

MY TEAM

- _____ I make the athletes feel at ease in conversations with me
- _____ I involve athletes in making decisions when it is appropriate
- _____ I actively help athletes who are having difficulty
- _____ I plan my practices so that progression takes place from one practice to the next
- _____ I include a warm-up and cool-down in each practice
- _____ I do a safety check of the facility before each practice and each game (where possible)
- _____ I develop a sense of mutual respect among athletes
- _____ I promote respect for officials and the rules of the game
- _____ I have zest and enthusiasm for coaching

INTRODUCING THE SKILL

- _____ Enthusiastic in actions and words
- _____ Avoids sarcasm, annoying mannerisms & abusive language
- _____ Speaks clearly using terminology athletes can understand
- _____ Has a routine for starting practice
- _____ Gets attention quickly
- _____ Makes good eye contact and faces the team when speaking to them
- _____ Controls temper and shows poise when dealing with inattentive athletes
- _____ Uses a formation from which all can see the demonstration and hear the explanation
- _____ Sets formation in a location free from distractions
- _____ Identifies the skill to be taught
- _____ Indicates why the skill is important to learn
- _____ Introduces the skill in less than 2 minutes

COACH SELF EVALUATION



- RATING SCALE:**
- 1- Usually/Always
 - 2- Occasionally/Sometimes
 - 3- Seldom/Never
 - 4- N/A

DEMONSTRATING & EXPLAINING THE SKILL

- _____ Directs the team's attention to the demonstration
- _____ Explains how the demonstration will proceed
- _____ Demonstrates the whole skill as it would be performed in competition
- _____ Demonstrates skillfully and for both left and right dominance
- _____ Demonstrates the skill several times and slowly if necessary
- _____ Demonstrates the skill so that it can be viewed from different angles
- _____ Explains the major sequences of actions that comprise the skill when demonstrated slowly
- _____ Keeps explanation simple and brief while pointing out key teaching points
- _____ Demonstrates segments of the skill when appropriate
- _____ Briefly demonstrates and/or explains the similarities between skills
- _____ Repeats & answers relevant questions so that all can hear

PRACTICING THE SKILL

- _____ Begins skill practice ASAP after demonstration
- _____ Uses a formation and drills which allow most athletes to practice safely and effectively
- _____ Uses drills that emphasize the skill being taught
- _____ Demonstrates and explains how the drills work
- _____ Checks to be certain the team understands how the drills work
- _____ Eliminates or minimizes any danger involved in performing the skill
- _____ Creates an atmosphere to minimize fear of failure
- _____ Is in control of the team during practice
- _____ Checks to be certain all steps are proceeding through the drill correctly
- _____ Repeats the demonstration and explanation if the team cannot perform the skill effectively
- _____ Answers questions clearly with relevant points to ensure athletes understand the drill
- _____ Divides the skill into parts when athletes have difficulty mastering the whole skill
- _____ Stops practice to correct common errors when necessary

PROVIDING FEEDBACK TO CORRECT ERRORS

- _____ Observes and evaluates performance
- _____ Compliments efforts and parts of the skill that were performed correctly
- _____ Corrects one error at a time
- _____ Gives specific positive feedback
- _____ Gives constructive feedback
- _____ Makes certain athletes understand the information given
- _____ Shows patience with athletes
- _____ Encourages athletes to continue to practice and improve