

JOB DESCRIPTION

1. Position Title:

- Coach & Assistant Coach

2. Client Group:

- May be age initiation to midget

3. Purpose of Position:

- To develop hockey and life skills in our youth (players).

4. Activities and duties associated with position:

- Meet with other coaches and Division Head at the start of the season.
- Attend evaluations with other coaches and Division Head.
- Attend team selection meeting.
- Phone players and parents at the start of the season, as to start date.
- At the first session with your team have a parent meeting to discuss tournaments, out of town games, appropriate behavior, etc.
- Discuss with the members of the teams what your expectations will be for the year (expectation will vary depending on the age group and level).
- Have your practices planned out prior to going on the ice. Communicate with the coaches from the opposing team as to how the practice will be run. (Depends on age group).
- At the end of the season, hand in your sweaters and equipment to your Division Head.
- Teach the importance of fair play and good sportsmanship.
- Teach skills from basic - advanced, depending on level.
- Make playing the sport an enjoyable experience.
- Teach strategies (depending on level) breakouts, power play, penalty kill, etc.
- At your first couple practices ensure that the parents and players sign and hand back to you the "Membership Pledge". It is Mandatory that they are signed and handed back to your respective Division Head. As well your assistant coach, trainer and manager (if applicable) must sign these as well as yourself, if not already done so.
- Ensure that each and every player signs the SCMHA medical emergency form and keep with the team when playing @ all times.

5. Boundaries and limits to position:

- Do not find yourself in the dressing room alone with one - two players.
- Do not go to a player's home to talk to a player (meetings should take place in a public place with two coaches in attendance if it is with one player).
- When traveling to out of town games/tournaments, do not find yourself in the player's hotel rooms by yourself.
- Do not drink alcohol in the presence of your players.
- If coaching female players, try to ensure they dress/undress in a separate dressing room from the males. This is particularly aimed at the older divisions (i.e. Atom & up).
- When injuries occur to a player, try to ensure that the same gender physically assesses them.
- When congratulating a player for a good play, etc. pat them on the hand or shoulder.

- When traveling to out of town games with players, ensure there is another adult with you.
- SCMHA has a zero tolerance policy in place for harassment. Harassment is defined as a behavior, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed. Harassment can take many forms whether physical, verbal, sexual or emotional, and most often involve a combination of these elements. It is everyone's responsibility to adhere to the policy and put a stop immediately to harassment, abuse, and any other inappropriate behavior.
- Responses to Harassment Complaint are listed in coach package.
- Discipline Guidelines are listed in your coach package.
- SCMHA has zero tolerance for child abuse. Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child, a common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.
- You are required by law to report any form of child abuse. Report immediately to your Division Head when an indirect or Direct Disclosure of Child Abuse is made. A report form has to be filled out. The incident has to be reported immediately to Social Service and the RCMP. There are disclosure forms in your coach package that Have to fill out.
- Hazing (to initiate or discipline fellow participants by forcing to do ridiculous, humiliating or painful things) rituals are not acceptable at any age. Zero tolerance is in a place in the SCMHA Organization for Hazing.
- Report incidents to your coach or respective division head. If this is not possible, report to the Risk Management Committee of the SCMHA.

6. Skills, experience, and qualifications required:

- Necessary Coaches' Certificate for level.
- Ability to deal calmly and rationally with children and parents.
- Understand and be able to communicate the skills required to play the sport.
- Adequate Organizational Skills

7. Orientation and training available:

- Coaches clinics.
- Mandatory orientation in the fall by the Swift Current Minor Hockey Association. The orientation will include an informational coach package and a meeting with your respective Division Head. Two dates will be offered in the fall.

8. Support, supervision, and evaluation provided:

- Division Head will provide support, supervision and evaluation. Parent, youth and coach evaluations will be done at the end of the season.

9. Reporting mechanisms and accountability measures:

- Report directly to your Division Head and always inform them of any problems that you cannot resolve.
- Accountable to SCMHA Board.
- Incidents that occur- incident report form to be filled out see your coach package.

10. Mandatory activities (e.g. Training, Monthly Meetings, etc.)

- Required coaches' clinics.
- Application form. If you leave the SCMHA organization for one year and then return, application form will have to be repeated.
- Police record check annually.
- Have parents and players and yourself sign SCMHA pledge at the beginning of the season. Turn them into your Division Head.
- At the end of the season your Division Head will give you evaluation forms, which are to be completed by yourself, parents and youth (if they choose). Hand them back to your Division Head or they can be mailed.
- All coaching staff must sign and return the SCMHA Membership Pledge.

11. Time Commitment:

- Varies.

12. Location:

- Ice rink in town and out of town.

13. Actual and hidden costs, enabling funds available:

- Some phone calls, photocopying, stamps, paper, envelopes, most expenses are covered by minor hockey if receipts are supplied.