



BC Hockey Player Development Coordinator – Volunteer Position

Request for Interested Candidates

BC Hockey is currently seeking a Coaching Coordinator to provide technical information, oversight and monitor the delivery of the coaching program as developed by Hockey Canada. In addition, this volunteer position will lead a committee on coaching as well as administrative and operational standards for coaching such as assisting staff with items related to Development 1 and High Performance 1 Field Evaluation.

In carrying out the duties above, the Coach Coordinator will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out below.

Key Duties

The Coach Coordinator shall perform the following key duties:

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- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Coaching Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Act as a Group Leader for the Coaching Program Delivery Group.
- Assist the staff resource person and District Coach Coordinators in the delivery of the coaching program.
- Conduct seminars/workshops on coaching.
- Issue instruction, give and circulate guidelines to build coaching operational standards.
- Attend Provincial and National seminars, on request.
- Attend BC Hockey Meetings, on request.
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject matter experts for the Coach Committee.
- Recommend Coach Committee members.
- Recommend Coaching Delivery group members in cooperation with the staff resource.
- Maintain a strong working relation with the staff resource and Workgroup members.
- Such additional duties as may be delegated to the Coaching Coordinator by the Hockey Development Committee Chair from time to time.





Composition

The Coach Coordinator shall work with a BC Hockey staff resource and the Coach Committee members, which are comprised of:

- Committee Chair – Technical Director
- A Board Director assigned to act as a liaison between the Committee and the Board. (non-voting)
- Committee members - 4-8 Subject Matter Specialists
- BC Hockey staff member (non-voting)

Meetings

The Coach Coordinator will actively participate in Coach Committee meetings. As well as be part of the BC Hockey Coordinator meetings. Most meetings will be held via conference call, however the group will also meet in person at least once per year.

Questions and applications can be sent to hr@bchockey.net 250.652.2978.

