

Appendix A - Female Program of Excellence Coordinator

<p>Key Duties</p>	<p>The Female Program of Excellence Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> • Be a member of the Hockey Development Committee. • Preside over all meetings of the Female Program of Excellence 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 Female Program of Excellence Delivery Group. • Assist in the delivery of Program of Excellence. • Assist in the promotion of Program of Excellence. • Conduct seminars/workshops on Program of Excellence components. • Coordinate distribution of Player Selection Guidelines to Program of Excellence staff. • Assist in the evaluation of players for the Program of Excellence. • Oversee the player selection procedures for district (region /zone) and provincial teams. • Oversee curriculum design for district (region / zone). Provincial camps and teams. • Attend Program of Excellence orientation meetings. U14/16/18 camps and competitions and provincial/national seminars on request. • Assist in the development of Program of Excellence Coach mentor programs • Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program. • 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 female Program of Excellence Committee. • Recommend Female Program of Excellence Committee members. • Recommend Female Program of Excellence Delivery Group members in cooperation with the staff resource. • Maintain a strong working relation with the staff resource, Committee and Workgroup members.
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	<ul style="list-style-type: none">• Recommend Female Program of Excellence players for Athlete Assistance Program (AAP) funds• Attend BC Hockey meetings on request.• Such additional duties as may be delegated to the Female Program of Excellence Coordinator by the Hockey Development Committee Chair from time to time.
Qualifications	<ul style="list-style-type: none">• Strong interest and personal commitment to Program of Excellence and Long Term Athlete Development (LTAD)• Strong communication and administrative skills• Ability to present workshops and work in conjunction with the BC Hockey Staff, BC Hockey Board of Directors and Program of Excellence appointees to design and implement programs at the district (zone) and provincial levels• Strong hockey background in playing, coaching and evaluating Female Minor Hockey in the Province of BC• NCCP Developmental 1 certification recommended• Respect in Sport certification• Criminal Record Check
Appointments	<ul style="list-style-type: none">• Appointed by the Chief Executive Officer (CEO)• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).