

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.22	DATE APPROVED: May 29, 2025
TITLE: Position Description for Head Coach	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 6.0 Team Management 6.1 Coach Selection	

1. INTRODUCTION

The Head Coach is selected by the Association based on experience, leadership ability and fit with the values and principles of CCMHA.

2. DUTIES

- Serve as the official spokesperson on behalf of the team.
- Awareness for the team budget and any fundraising activities undertaken by the team.
- Work with Manager on budget development and tracking.
- Submit names for assistant coaches, team manager and any other team staff to the Board for approval.
- Coordinate the delegation of responsibilities to the assistant coach(es) and Manager.
- Plan on and off-ice activities in consultation with the assistant coach
- Coordinate player evaluation and selection in conjunction with the Director, Coach & Player Selection. 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.
- Complete year-end report as required by the Minor Association.
- Outline of practice plans and game strategy and recommendations on how the program can be improved.
- Report to the association through the Association mentor or designate.

3. DESIRABLE ASSETS

- Strong hockey background in playing, coaching, evaluating.
- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice requirements to players and parents
- Available to meet time requirements.

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4. REQUIRED QUALIFICATIONS

- A valid, current Criminal Records Check;
- A valid, current Vulnerable Sectors Check; and
- NCCP and Speak Out certified at the level indicated by Hockey Canada, Hockey Nova Scotia and CCMHA.

5. TIME COMMITMENT

- Weekly practices and/or games; usually approximately 2-3 hours in duration
- Weekly game/practice preparation; usually 1-2 hours in duration
- Tournaments (home and away)
- Attend meetings as required by Association at the start of the season
- Check emails and answer any enquires in a timely fashion, approximately 2 hours a week.
- Limited time demands during the remainder of the year.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.