



Northwest Calgary Athletic Association (NWCAA)

Title:	Director of Hockey Operations
Election/Appointment:	Hired by the Executive
Board Voting Status:	Non - Voting
Term:	3 Year Contract - Expectation of 2080 hours calendar year
Start:	May 15, 2023, or as soon as possible
Reporting:	To the NWCAA President

Director of Hockey Operations

NWCAA Mission Statement:

It is the desire of the NWCAA to further the sport of amateur hockey through the development and for the enjoyment of players. Our goal is to teach good sportsmanship, to help develop good character and to improve hockey skills. We firmly believe that with our support, the young people who continue playing at the AA and AAA level invariably become well-rounded young adults ingrained with values we would like to see in today's youth, to develop the positive values of athletics, including sportsmanship, teamwork, cooperation, and competition that will lead in their ability to enjoy their lives.

Job Responsibilities

The Director of Hockey Operations will work closely with the NWCAA Board of Directors to execute our hockey programs and overall hockey philosophy to provide the best hockey experience for all players, coaches, and families. The Hockey Director will have day-to-day responsibility for the association's Player and Coach Development Strategies. The expectation of this role is a mindset of continual improvement. It is the obligation of this role to evaluate and table every aspect of the NWCAA that require improvement to the Board of Directors.

The NWCAA Director of Hockey Operations will have the following roles:

- Oversee pre-season and in-season hockey development of all programs.
 - This includes designing an in-season practice progression for all ages and skill levels between U13-U18 inclusive (IE: Gold Medal Pathway).
 - Organize and oversee pre-season camps including the hiring of outside consultants within the budgeted amounts.
- Organize and oversee in-season on and off ice development sessions including hiring of outside consultants (where required) within budgeted amounts.



- Collaborate with NWCAA Coaches on practice planning strategies.
 - Attend each team practice / games twice per month once per week to observe and provide an independent evaluation of both players and Coaches.
 - Provide Coaches continuous feedback and evaluations throughout the season.
 - Develop a standardized Player Report Card format for Coaches to utilize 2 times per season with input from the Director of Hockey Operations and consultants as needed.
 - Ensure all Coaches are engaging with players for in-season player interviews, aligning with the Coach report cards.
 - Organize and oversee any off-season hockey development sessions.
- Oversee tryouts for all levels of play.
 - Develop a tryout plan for each level in collaboration with the Evaluation Committee and Coaches. These plans must align and be compliant to Hockey Calgary, Hockey Alberta, and Hockey Canada directives.
 - Work closely with the Evaluation Committee and the Division Directors to execute the tryout plan and ensure that tryouts are run in an efficient and unbiased manner that minimizes player and parent concerns.
 - Oversee coaching development.
 - Organize pre-season and in-season Coach development sessions.
 - Be a resource to Coaches regarding practice plans by providing ideas, drills, and execution of the skill progression for each level.
 - Consult with the Coach committee and consultants on program and issues that arise with respect to coaching and between Coaching staff members.
 - Although the Director of Hockey Operations will not be the primary point of contact for issues between parents and Coaches, the team, or individual Coaches within a Coaching staff, the Director of Hockey Operations will work with the Division Director and if necessary, the Discipline Committee on these issues because they affect the development of NWCAA players.
- Interact with the Ice Scheduler as necessary regarding ice scheduling for each age division.
 - Work with players and Coaches at the U17AAA, U18AA and U18AAA levels for player advancement to junior teams.
 - Serve as the primary point of contact for players, Coaches, and parents regarding inquiries with respect to hockey development concerns.
 - Recruitment, selection, and participation of the Rocky Mountain Classic, other NWCAA tournaments and/or Alberta Elite Showcases.
 - Assist with NWCAA tournaments.
 - Providing monthly updates at monthly Board of Directors meetings.
 - Any other duties that are deemed necessary by the President of the NWCAA.



Reporting Structure

The Director of Hockey Operations will report directly to the President of NWCAA. The Director of Hockey Operations will have the responsibility to update, deliver progress notes and communicate, monthly, to the entire Board of Directors at regularly scheduled meetings (with support as necessary from other Board Members) and to the Executive Committee when requested.

Preferred Qualifications

- Previous youth hockey coaching experience (HP1 coach certified preferred).
- Previous experience teaching skills development.
- Previous experience in operating an Elite Level Association.
- Previous experience playing experience at a Junior A level or higher.
- Have personal connections to vendors that can offer exceptional services for the betterment of player and coach development.
- Understand Hockey Canada and Hockey Alberta models of Player, and Coach, Development Models.
- Understanding of regulatory associations and leagues, their rules, and suspensions.
- A recent contact list of potential opportunities for players advancement (Junior Teams).
- Professional Management Certification (PMP) will be considered an asset.
- Strong analytical skills will be required.
- Strong use of Microsoft office products
- Efficient use of virtual meanings of communication IE: Zoom, Teams, etc.

Compensation for this position will depend on qualifications and experience. The contract position will be evaluated on a yearly basis to determine the appropriateness of an increase based on deliverables, 360 feedback and performance. The position is not eligible to receive health, dental or medical benefits. Pre-approval of all expenses must be granted by the NWCAA President.

This position is based in Calgary. The work environment is deemed a hybrid model that will be located within the NWCAA Boardroom and allows the Director of Hockey Operations the flexibility to be present at various locations throughout Alberta and/or locations in which NWCAA teams are present.

Posting close date is May 10, 2023. Interested parties should submit resumes to Sean Adair at Sadair@nwcaa.ca