



Whistler Minor Hockey Association

PO Box 1369 | Whistler, BC | V0N 1B0 | info@whistlerminorhockey.com

Director of Hockey – Role Description/Expression of Interest

Whistler Minor Hockey Association (WMHA) is currently seeking a dedicated Director of Hockey (DOH) to guide and elevate our players and coaches to new levels of achievement.

WMHA welcomes all interested individuals to present proposals for the Technical Director of Hockey role. This position entails spearheading our Player & Coach Development Program. Expression of Interest should articulate a comprehensive plan illustrating how candidates would lead and nurture coaches and players, fostering their growth as hockey enthusiasts and individuals.

About WMHA:

The Whistler Minor Hockey Association focuses on providing all children/youth from Mount Currie, Pemberton, and Whistler between the ages of 5 and 18 with equal opportunity to access hockey programs and services that promote fitness, sportsmanship, teamwork, cooperation, and community. The association supports each player to have the best possible chance to participate, have fun, and succeed in ice hockey. We provide opportunities for young athletes of any nationality, race, or gender to get on the ice and be part of an inclusive team. This encourages a sense of belonging within a team and a community. We embrace volunteers in the operation of our organization.

Part of the program's main purpose is to provide our community with a safe, fun, and healthy environment for young athletes to play the sport they love – Hockey. We offer a program that benefits our community, not only our membership.

Our Whistler Minor Hockey Program has successfully delivered a Children/Youth Hockey program for over 30 years, established in 1992.

Scope of Work:

- Develop comprehensive on/off-ice programs aligned with Hockey Canada guidelines.
- Create and execute hockey development initiatives targeting both individual player skills and team dynamics.
- Collaborate with the Development Coordinator to manage the \$25K development budget of WMHA.
- Collaborate with the Coaching Coordinator to facilitate coach recruitment, hiring, and retention.
- Supervise, guide, and motivate paid and volunteer coaches across all levels, fostering their growth within the association.
- Contribute to the promotion of WMHA programs and the recruitment of new players in coordination with the Board of Directors.
- Enhance programs catering to players new to the sport, ensuring an improved entry experience.
- Elevate player skill development for all tiers of play, including initiation, house, and rep levels.



Whistler Minor Hockey Association

PO Box 1369 | Whistler, BC | V0N 1B0 | info@whistlerminorhockey.com

- Elevate goalie participation and skill development across all levels of play.
- Identify promising players primed for higher levels of competition, arranging mentoring during their transition.
- Spearhead the rep team tryout process and offer technical leadership.
- Collaborate with Squamish Minor Hockey Association to support the Sea to Sky Bears Shared Rep Teams.
- Provide direct support to players and coaches, fostering a constructive environment.
- Evaluate potential program expansions such as spring/summer camps, Pro-D day camps, power skating, and skills training in partnership with the Development Coordinator.
- Champion equity and inclusion within hockey to boost involvement from underrepresented community members.
- Offer recommendations for program enhancement to WMHA and execute necessary changes.
- Assist in shaping and refining hockey-related governance and policy.
- Present reports on program development and performance during WMHA Board Meetings.
- Coordinate with sports governing bodies and hockey organizations when needed to maintain effective relationships and communication.

Contract & Terms:

The Director of Hockey role will be on a one-year trial basis. Both the Whistler Minor Hockey Association (WMHA) and the Director of Hockey will assess the role's alignment with WMHA's goals and the incumbent's performance during this period.

Upon trial completion, a joint evaluation will determine the role's continuation. If continued, terms and conditions for the subsequent contract will be mutually agreed upon and documented.

Should either party opt not to extend the contract, 60 days' notice, in writing, will be given for a smooth transition.

Submission Content: The submission should comprehensively cover the following:

- Overview of your relevant experience and qualifications in hockey program leadership.
- Provide specific examples of your past work directly related to the outlined Scope of Work in this EOI.
- Present an overview of a plan outlining how you intend to accomplish the deliverables specified in the Scope of Work, including strategies for coach development, on-ice player development, and coach and subcontractor engagement.
- Share a sample structured calendar highlighting essential activities and milestones supporting the Scope of Work.
- Offer a transparent financial breakdown, including fees and estimated hours for your services, including a concise overview of employees, subcontractors, tasks, hours, and corresponding fees if it applies.
- Present an overview of a communication plan showcasing your experience in effective communication strategies; consider interaction with rookie and seasoned coaches, players of various levels, Board Members, and other stakeholders.



Whistler Minor Hockey Association

PO Box 1369 | Whistler, BC | V0N 1B0 | info@whistlerminorhockey.com

- Illustrate your proven track record of setting and achieving attainable goals for teams, players, and coaches.
- Specify how you intend to provide additional goaltender support through on-ice sessions and personalized consultations.
- Include references who can attest to your past performance and suitability for this role.
- Add any other content relevant to your skillset and the context of your EOI.

Qualifications:

- The successful proponent will have a minimum of National Coaching Certificate Program (NCCP) Level 1 or Hockey Canada Development 1 Coaching Certificate.
- Strong working knowledge of Hockey Canada's Long-Term Player Development (LTPD) and Long-Term Athlete Development (LTAD) models and ability to translate them into coaching plans that support individual player skills development and team tactics.
- 3-5 years of coaching experience with players under the age of 18.
- Speak-Out, Respect in Sport, and Concussion Awareness Training.
- All appropriate security clearances, including a Criminal Record Check for Vulnerable Persons.
- Past experience as a player at a competitive level, head coach, technical director, and/or administrator.
- BC Hockey Membership

Attributes:

- Must have an understanding of the needs of beginners as well as high-performance athletes.
- A passion for working with children and youth, a sense of fun, and an ability to translate this in coaching situations.
- Understanding not everyone learns at the same pace or by the same teaching practices; therefore, a proven ability to use varied motivations and learning styles to create coaching plans and player development programs that enhance skills development and achieve positive outcomes.
- Experience serving as a role model to youth while exemplifying the values of amateur sport and a passion for youth and hockey.
- Strong communication skills with children, parents, and caregivers.
- Provide vision and leadership to the programs and the association.

Additional Requirements: The successful candidate will be required to provide the following:

- Computer hardware and software programs required to fulfill obligations
- Proof of General Liability Insurance naming WMHA as additional insured
- Proof of WorkSafe BC coverage



Whistler Minor Hockey Association

PO Box 1369 | Whistler, BC | V0N 1B0 | info@whistlerminorhockey.com

Submission Instructions & Contact Information

Expression of interest should be emailed to Veronique Hamel, Coach Coordinator, at coaches@whistlerminorhockey.com and Louise Tomcheck, President, at president@whistlerminorhockey.com by no later than Friday, September 15, 2023.

Following your submission being received, we will contact you for details on the selection process, meeting with the hiring committee, and timelines.

Conclusion

The board eagerly anticipates the invaluable contributions that the selected Director of Hockey will bring to the Whistler Minor Hockey Association (WMHA). With a shared commitment to fostering excellence, growth, and a positive hockey experience, we look forward to embarking on this journey together. The impact of the chosen individual in guiding our players and coaches to new heights aligns seamlessly with our organization's values and aspirations.

We sincerely thank all potential candidates for their dedication and interest in joining our WMHA family. Through collaborative efforts, we are poised to propel our hockey community toward a brighter, more promising future.