

## Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.11	DATE APPROVED: May 29, 2025
TITLE: Position Description for Director, Development Program	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

### 1. DUTIES

- Creates and administers programs to develop the skills of hockey players at all levels of the Association. This includes advance planning, organization and advertising of the programs developed.
- Coordinates the coaches' mentoring program
- Keeps current on development opportunities offered by Hockey Nova Scotia
- Submits an annual development budget for approval by the Board. Administers the budget
- Organizes programs on weekends designated by Hockey Nova Scotia as development weekends
- Ensures that coaches are aware of all development opportunities, including coaching credentials workshops
- Provides assistance to coaches requiring help developing their practice programs
- Works closely with the Director, Coach & Player Selection
- Works closely with the Ice Time Coordinator to organize ice times for development activities
- Produces yearly Player Development Plan.
- Oversees Skills and Drills.
- Oversees goalie skills program.
- Oversees hockey schools program.

### 2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational and coordinating skills

### 3. TIME COMMITMENT

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately two (2) hours per week during the hockey season.

### 4. REVIEW

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