

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.23	DATE APPROVED: May 29, 2025
TITLE: Position Description for Assistant Coach(es)	
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 Coaches are selected by the Association based on experience, leadership ability and fit with the values and principles of CCMHA.

2. DUTIES

- Assist with player evaluation and the player selection process.
- Assist with planning, organizing and conducting practices.
- Assist with pre-game preparation and the formulation of the game plan.
- Assist with the operation of the team during the games.
- Assist with scouting and evaluation of opponents.
- Assist with the supervision of players off and on the ice.
- Work with the Team Manager
- Report to the head coach.

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.

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.
- Tournaments (home and away)
- Attend team/association meetings as required.
- 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.