

CHEYENNE CAPITALS YOUTH HOCKEY ASSOCIATION

Head Coach — Position Description

Purpose of the Role

The Head Coach is the on-ice and locker-room leader of a CCYHA team. The role exists to develop hockey players in alignment with the USA Hockey American Development Model (ADM), to represent CCYHA with integrity at home and away events, and to deliver a season experience that prioritizes player growth, safety, and enjoyment of the game. Head Coaches are volunteers and serve at the recommendation of the CCYHA Coaching Committee and Coach-in-Chief, with confirmation by the CCYHA Board of Directors.

Reporting Relationship and Term

- Reports to: CCYHA Coach-in-Chief (CIC), with administrative oversight from the CCYHA Coaching Committee.
- Coordinates with: Team Manager, Age Director (where applicable), Director of Hockey Development, and the team's assistant coaches.
- Term: One season. Continuation in the role each subsequent season requires re-application and re-confirmation by the Coaching Committee and CIC.
- Status: Volunteer position. Non-parent coaches engaged as independent contractors are governed by a separate Independent Contractor Agreement.

Eligibility and Required Certifications

All Head Coaches must complete and maintain in good standing:

- USA Hockey current-season registration.
- USA Hockey Coaching Education Program (CEP) certification at the level appropriate for the age division coached.
- USA Hockey SafeSport training (current).
- USA Hockey biennial background screening.
- Any additional WAHL, CRHL, or CCYHA certification requirements applicable to the age division.

All certifications must be complete prior to October 1 of the current season. Exceptions require advance written approval from the Coach-in-Chief. Coaches who are not in compliance by October 1 are not eligible to be on the bench or ice for sanctioned activities.

Application and Selection Process

- Head Coach candidates submit a coaching application to the CCYHA Coaching Committee at the July coaches meeting (or thereafter, subject to committee review and approval).
- The Coaching Committee, working with the Coach-in-Chief, reviews applications and confirms Head Coach assignments.

- In age groups with multiple teams, the Age Director collaborates with the Coaching Committee and CIC to recommend Head Coach and Assistant Coach assignments for each team within the division.
- Final coaching rosters are presented to the Board of Directors for ratification consistent with CCYHA bylaws.

On-Ice Responsibilities

- Plan, prepare, and lead all team practices using ADM principles, age-appropriate skill progressions, and station-based instruction where appropriate.
- Coordinate practice plans with the Coach-in-Chief and Director of Hockey Development to maintain consistency across the program.
- Direct game preparation, line construction, in-game adjustments, and bench management during all sanctioned games and tournaments.
- Ensure equitable, age-appropriate playing time consistent with CCYHA philosophy and the competitive context (regular season vs. competitive tournament).
- Wear a helmet with chin strap buckled at all times when on the ice, and require the same of all coaches and players on the ice.
- Conduct pre-season skills evaluations and tryouts (Squirts, Peewees, Bantams, High School, and Girls) in coordination with the Coach-in-Chief and Coaching Committee.
- Participate in player evaluations for play-up requests, cross-rostering decisions, and goalie selection in coordination with the Coach-in-Chief.

Off-Ice Responsibilities

- Hold a season-opening parent meeting in coordination with the Team Manager to communicate team philosophy, expectations, schedule, and the parent communication chain (Team Manager first, 24-hour cool-down rule).
- Maintain regular communication with players and parents through the Team Manager.
- Designate and supervise SafeSport-certified locker room monitors; never be alone with a player in the locker room or any other private setting.
- Inspect home and visiting locker rooms before and after CCYHA-hosted events; report any issues to the Team Manager and the CCYHA Discipline Chair.
- Submit any approved reimbursement requests (certifications, background screening, approved travel, training aides) to the CCYHA Treasurer with itemized receipts no later than March 15 of the current season.
- Participate in pre-season and mid-season coaches' meetings convened by the Coach-in-Chief and Coaching Committee.
- Cooperate with the Director of Hockey Development on practice observations, skills clinics, and curriculum implementation.

Player and Parent Communication

- Communicate with players in a manner consistent with USA Hockey SafeSport and the USA Hockey Coaches Code of Ethics.

- Direct all parent inquiries through the Team Manager. Honor the 24-hour cool-down period before discussing game- or practice-related concerns. The 24-hour rule does not apply to bullying, hazing, threats, or other Zero Tolerance matters, which must be reported immediately.
- Refer unresolved concerns to the Coach-in-Chief or a Board Member.
- Avoid one-on-one electronic communication with minor players. Group communications must include the Team Manager and copy a parent or guardian, consistent with the USA Hockey SafeSport Electronic Communications Policy.

Player Development and Roster Decisions

- Coach to the development of every player on the roster, recognizing that CCYHA's coaching staff is committed to developing all players.
- Make roster, line, and playing-time decisions in good faith based on player development, effort, attendance, attitude, and the competitive context.
- For age groups with multiple teams, coordinate with peer Head Coaches and the Age Director to communicate tournament opportunities to all eligible CCYHA players before recruiting outside the association.
- Honor the primary-team-first principle for cross-rostered or rostered-up players: the player's primary team has scheduling and game priority.
- Submit Player Movement requests through the Coach-in-Chief in accordance with the CCYHA Player Movement Guide.

Conduct, Ethics, and SafeSport

- Adhere at all times to the USA Hockey Coaches Code of Ethics, the CCYHA Zero Tolerance policy, and the CCYHA Discipline Guide.
- Model respectful conduct toward officials, opposing coaches and players, parents, rink staff, and CCYHA volunteers, on and off the ice.
- Refrain from the use of alcohol, tobacco, and recreational substances at any team event, including travel and lodging associated with CCYHA activities.
- Report any suspected SafeSport violation through the appropriate USA Hockey and CCYHA SafeSport channels without delay.
- Maintain confidentiality regarding player health information, family matters, and CCYHA personnel discussions.

Equipment and Financial Stewardship

- Care for, inventory, and return all CCYHA-issued equipment (jerseys, pucks, training aids, first aid kits, diagram boards) at season end.
- For non-parent Head Coaches, coordinate the allocation of the \$2,000 travel and lodging budget across non-parent assistant coaches in the age division. Reimbursement requests must be submitted to the CCYHA Treasurer by March 15.
- Refer all team-level fundraising activity to the CCYHA Board for approval. All fundraising flows through CCYHA's 501(c)(3) nonprofit umbrella; informal team-level fund handling is not permitted.
- Refer all questions regarding scholarships, registration disputes, or family financial hardship to the Team Manager and Board, not to other parents.

Time Commitment

- Pre-season (July–September): Coaches’ meetings, application and selection, certifications, tryouts, and practice planning.
- Regular season (late September–March): Multiple weekly practices, weekend WAHL/CRHL games, occasional tournaments, season-opening parent meeting, and ongoing communication with parents through the Team Manager.
- Post-season: End-of-season player and team evaluations, equipment return, expense submission by March 15, and participation in season debrief with the Coach-in-Chief.

Performance Expectations and Review

The Coach-in-Chief and Coaching Committee will conduct an end-of-season review of each Head Coach. The review will consider, among other factors:

- Player development, retention, and feedback.
- Adherence to CCYHA policies, USA Hockey rules, and league rules.
- Quality and consistency of practice planning and execution.
- Conduct on the bench, at games, and in interactions with parents, officials, and opposing teams.
- Communication and collaboration with the Team Manager, Coach-in-Chief, and peer coaches.

Returning to the role in a subsequent season is not automatic and is subject to re-application and re-confirmation.

Removal from the Role

A Head Coach may be removed from the role at any time, with or without cause, by the Coach-in-Chief and Coaching Committee with notice to the Board, or by majority Board action. Causes for removal include but are not limited to: failure to maintain required certifications; violation of USA Hockey, SafeSport, league, or CCYHA rules; conduct that brings disrepute to CCYHA; or material breach of this position description.

Addendum: Additional Responsibilities for Age Directors

In age groups with multiple CCYHA teams, the Coaching Committee and Coach-in-Chief may designate one Head Coach within the age division to also serve as Age Director. The Age Director carries the full responsibilities of a CCYHA Head Coach and, in addition, the following:

- Lead a unified team practice for the age division so that all teams within the division work from common drills, systems, and development goals.
- Establish shared team goals, coaching instruction, and on-ice culture across the age division in coordination with the Coach-in-Chief and Director of Hockey Development.
- Recommend Head Coach and Assistant Coach assignments for each team within the age division to the Coaching Committee and CIC for confirmation.
- Serve as the age-division point of contact for cross-rostering, tournament participation, and player movement decisions within the division.
- Coordinate communication of tournament opportunities to all teams within the division so that CCYHA players are offered opportunities before outside recruitment.

- Mentor and support the Head Coaches and Assistant Coaches within the age division on practice planning and game management.

Note: The CCYHA Age Director described above is an internal CCYHA role. It is distinct from the WAHL Age Director, which is a Wyoming Amateur Hockey League position elected at the WAHL level and responsible for league-wide scheduling, roster verification in Crossbar, and game-result administration for the age classification.

Acknowledgment

I have read this position description and understand the responsibilities, expectations, and standards of conduct required of a CCYHA Head Coach. I agree to perform the role in accordance with this description, the CCYHA bylaws and policies, USA Hockey rules and the USA Hockey Coaches Code of Ethics, SafeSport requirements, and the rules of WAHL, CRHL, and any other governing bodies.

Coach Name (printed): _____

Age Division and Team: _____

Serving as Age Director this season: Yes No

Signature: _____ Date: _____

CCYHA Coach-in-Chief Confirmation:

Signature: _____ Date: _____