



JOB DESCRIPTION – DIRECTOR OF COACHING

Overview

Role Overview	Description
Purpose	<ul style="list-style-type: none">• The Director of Coaching (DOC) oversees the development of PHA in-line hockey programs, focusing on fundamental skills, safety, and sportsmanship for youth house and travel leagues, ages 5-18, and Adult Leagues.• The DOC manages coaches, curriculum, and skills clinics, fostering a positive, structured environment for both recreational house leagues and competitive travel select teams.• The DOC oversees game operations, and top-level player / team development.• As an officer of PTC Hockey, the DOC has oversight of all operational aspects of PTC Hockey Events.
Skills	<ul style="list-style-type: none">• Knowledge of coaching principals as outlined by AAU or any other governing body utilized by PTC Hockey• Able to communicate effectively with league members and other league officials• Knowledge of relevant computer applications• Good planning and organizational skills• Compliance with all PTC Hockey and AAU (or any other governing body) requirements to be a volunteer in PTC Hockey
Tools/Access	<ul style="list-style-type: none">• Crossbar• Standard Google Applications (Docs, Sheets, Calendar, etc.)• Training equipment
Reports To	President
Term	2 years
Hours per Month	15-20
Board Position	Yes



Tasks

Task	Description
General Management Activities	
Duties and Responsibilities	<ul style="list-style-type: none">• Curriculum Establishment: Implement age-appropriate training and skill development to be implemented by coaching staff• Coaching Leadership: Recruit, train, and mentor coaches on proper teaching techniques, in-line hockey systems, and safety protocols• Program Oversight: Supervise youth in-line hockey leagues, including House Leagues and Travel Select teams• Skill Clinics: Oversee "Learn-to-Skate" sessions, any formal Coaching clinic, and coordinate with appropriate Board members for the organization of Summer Skills Clinics and/or any hockey specific recreational camps• Age Group Coordinator (AGC) Selection: Oversee the recruitment and identification of AGC's and coaching staff in each division• Point of Contact: First point of contact for AGC's and coaches, if issues cannot be solved by the AGC. Shall maintain a list of AGC's and their term limits.• Board Responsibility: Vote at all Executive Board and committee meetings• Practice/Game Scheduler: Create and manage PTC Hockey recreation practice/game/tournament schedules. (Will create recreation Officials' schedules in the absence of the Director of Officials if there is no Assistant Director of Officials)• Master Schedule: Maintain all schedules relating to PTC Hockey events and administer all scheduling requests• Coach Compliance: Responsible for coordinating coach AAU compliance and background checks as required and maintain records of such.



Task	Description
	<ul style="list-style-type: none">• Coaching Documents: Procurement of coaching and player training materials. Maintain a reference library for use by the Recreation, Travel Select and Middle/High School Coaches• Coach Expectations: Arrange and conduct a Coaches meeting prior to each season• Team Selection Guidance: Work with the Registrar to provide the Recreation team compositions to the AGC's and provide oversight to the AGC's in their team selection process (ie draft, numbered rating system, etc.)• Equipment: In the case of an Equipment Manager Board Member vacancy, be responsible for the procurement and distribution of all PTC Hockey equipment including pucks. The Business Manager must approve and provide funding in accordance with the PTC Hockey budget• Budget: Provide a budget to the Business Manager annually for any equipment or other items required to operate PTC Hockey• Mandatory Attendance: Be present during PTC Hockey events and, when not available, ensure coverage by appropriate AGC or other Executive Board members