



## ASSISTANT COACH DESCRIPTION TEMPLATE

### POSITION – ASSISTANT COACH

#### LEVEL:

#### LEVEL OF PLAY:

**OBJECTIVE:** Under the guidance of the ~ASSOCIATION/Association  
Convenor~ perform Assistant Coach duties for the ~TEAM NAME and LEVEL~

### QUALIFICATIONS

- 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.
- NCCP and Speak Out certified at the level indicated by Hockey Canada, Branch and Association.

### JOB RESPONSIBILITIES

- Assist with player evaluation and the player selection process.
- Assist with planning, organizing and conducting practices.
- Assist with pre-game preparation.
- 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.
- Assist with the formulation of the game plan.
- Submit a year-end report to the head coach containing player observations
- Report to the head coach.

### TIME COMMITMENT

- Weekly practices and/or games; approximately 2-3 hours in duration.
- Weekly game/practice preparation; usually 1-2 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.