

Women's Hockey Head Coach Position Profile

Job Responsibilities and Evaluative Methodology

The Women's Hockey Head Coach is responsible for all duties normally associated with the successful delivery and co-ordination of an interuniversity hockey program including but not restricted to program administration, recruitment of student-athletes, fundraising and other duties required to support a successful university women's hockey program.

The Head Coach is responsible for coaching and long-term program development. The incumbent manages the program with the resources provided to ensure the academic success and athletic development of the student-athletes. The Head Coach builds community support for the women's hockey program and leads resource development initiatives to enhance the women's hockey student-athlete experience.

Primary Job Responsibilities

1. Responsible for satisfactory team and individual student-athlete performance as evaluated by results academically and achieved in AUS and U SPORTS competition.
2. Technical, tactical, physical, and psychological preparation of the athletes and team. Clearly defined programs for each of these areas should be in place. Expected to provide effective leadership and expertise in these areas such that the program will be at the leading edge of U SPORTS.
3. Development of an appropriate program for the recruitment and retention of student-athletes. Coaches should monitor provincial, regional, national, international, club, and school systems to identify prospective student-athletes.
4. Collaborate with the department on hiring of assistant coaches, all requests for expenditures and all practice/game scheduling, as well as logistical requirements for team travel, facility, and equipment needs.
5. Assist with the design and/or monitoring of student-athlete personal development programs and progress with respect to their athletic, academic and community citizenship. Support and advocate academic advisory and monitoring program designed to facilitate the academic success of the student-athletes on the women's hockey team. UPEI student athletes are expected to perform at a high academic level.
6. Responsible to develop a business plan inclusive of a financial plan including all associated program costs, revenues, and fundraising in collaboration with the department's Business Manager. Once approved, it is expected that incumbent will manage the allocated budget appropriately, such that there is no deficit at the end of each fiscal year.
7. Monitor program/student-athletes to ensure compliance with UPEI, Atlantic University Sports, and U SPORTS regulations, policies, and procedures including: recruitment, financial aid, procurement, human resource, spending, and student-athlete eligibility. The incumbent is expected to take a proactive approach in ensuring that you are personally aware, fully comprehend and take

actions to ensure your personal, staff and team compliance with these regulations, policies and procedures.

8. Participate and contribute to the fundraising activities of the program/department which includes such duties as alumni engagement, community outreach, and initiatives to enhance the programs operations and increase student-athlete financial awards.

9. Required to assist in the promotion of the women's hockey program. Achieved by such initiatives as human-interest stories, camp programs, hosting youth competitions, community outreach, school visits, hosting of high-level exhibition games and tournaments etc.

10. Promotion of positive alumni and community relations. Achieved by such activities as producing a regular team newsletter, blog, social media posts, or e-mail progress reports, being an active leader in youth sport development at local, provincial, regional, and national levels etc.

11. In carrying out all the responsibilities, the successful candidate will be expected to represent UPEI to the highest standards of personal and professional conduct. UPEI embraces the AUS Coaches Code of Conduct : (http://www.atlanticuniversitysport.com/about/member_info/SECTION3-standardsOfConduct_2016.pdf). If issues or negative situations arise in contradiction thereof, UPEI reserves the right to sanction accordingly.

In addition, it is the Head Coaches responsibility to monitor and ensure the student-athletes are respecting the UPEI Student Code of Conduct and the UPEI Athletics & Recreation Student-Athlete Code of Conduct.

12. Expected to arrange appropriate office hours that are approved by the Varsity Coordinator and Director of Athletics and Recreation.

13. Further related duties as required.

Performance Evaluation

There will be an on-going evaluation process throughout the term of the appointment with a formal year-end evaluation.