



**CANADIAN JUNIOR HOCKEY LEAGUE  
GENERAL MANAGER, HEAD COACH AND ASSISTANT COACH  
TEAM CANADA JOB DESCRIPTIONS  
WORLD JUNIOR A CHALLENGE**

November 17, 2009

Dear Junior A Coach and Executive:

This letter introduces you to a fantastic hockey development opportunity. In November, 2010 the fifth annual World Junior A Challenge will take place. The first tournament of this kind was a huge success in November, 2006 in Yorkton and Humboldt, SK. This was followed by exceptional events in 2007 in Trail/Nelson, BC, in 2008 in Camrose, Alberta and just this year in Summerside, PEI. As you may know, this international tournament will feature the best 19 and under Junior A age players from six competing countries. Canada will have two teams participating (Team West and Team East).

The first step in forming the best team to represent Team Canada is to the respective management and coaching staffs for Canada East and West. This process will take place in three stages with the General Manager being hired first, followed by the Head Coach and then the assistant coach positions which may include a video coach depending on the direction of the team. Hockey Canada and the CJHL are currently accepting applications and resumes for all positions and have therefore outlined a brief job description of each position below. The deadline for all applications will be **December 16<sup>th</sup>, 2009 at 4:00pm Mountain Time – only resumes and applications received by this deadline will be considered**. Upon receipt of applications Hockey Canada and the CJHL will be forming a hiring committee that will be in place to review all interested applicants and interview any short listed candidates. Please note that for any position we will be looking to your Jr A league for a reference on your position in the league as well to confirm you are in good standing with your league.

Approximate timelines for the 2010 Staff selection process:

- General Manager Canada East and West – December 2009
- Head Coach Canada East and West – January 2010
- Assistant Coach's Canada East and West – April 2010

The demands of the staff for Canada East or West are great, therefore we are looking for experienced staff who are prepared to commit a great deal of unpaid time and energy to preparing for the event and to working as a staff in evaluating players and working as a team to ensure the GM and Head Coach can select the best possible roster come October 2010.

Any questions you may have with any of these positions or the hiring process please contact Kevin Webster at Hockey Canada.

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# CANADIAN JUNIOR HOCKEY LEAGUE GENERAL MANAGER, HEAD COACH AND ASSISTANT COACH TEAM CANADA JOB DESCRIPTIONS WORLD JUNIOR A CHALLENGE

## Canada East and West – General Manager

### REPORTS TO:

Directly to Hockey Canada staff, who will in turn report directly to the CJHL Chair, Paul Lake to ensure the CJHL is up to date on all Team Canada West planning.

### RESPONSIBILITIES:

#### Overall

- To uphold and embrace the philosophies, objectives, and guiding principles provided by the CJHL in conjunction with Hockey Canada. While at the same time building the best possible team to compete for a World Jr A Challenge gold medal.

#### Pre-Competition

- Assist in the hiring of the Head Coach for their respective team. The Hockey Canada team lead will head up this initiative and your direct input will be required to have this task completed by late January 2010.
- Evaluation of players from the five leagues for consideration as Team East or West members. You will work with NHL Central Scouting Staff and your respective coaching staff in the pursuit of this responsibility, with the goal of building the best team you can to compete for Gold.
- Coordinate and set rosters for a 40 player evaluation camp to be held in September 2010 as one of the final pieces for player evaluation and selection for both Canada East and West
- Work closely on the leagues making up East and West to assist with possibly running late summer evaluation camps
- Establish a respectful and positive working relationship with Hockey Canada and the CJHL to promote success of the team.
- Addition and deletion of players from the five leagues who should be considered as team members. This process will be ongoing until October 8, 2010.
- Liaise with the representative assigned to the event from Hockey Canada on all matters relevant to the tournament to ensure the necessary preparation of Team East and West.
- Chair and establish an agenda for staff conference calls and meetings leading up to the event. Use Hockey Canada as a resource for these calls and meetings as they will provide administration assistance in this area.
- Coordinate and communicate all aspects of the competition as it relates to the competition, meals, accommodations, travel, apparel, and schedules.
- In conjunction with the coaching staff, ensure that conflict resolution and lines of communication are established and maintained.
- Review all staff member's job descriptions thoroughly and on a one-on-one basis.
- Lead the direction to communicate to the players who have been selected for the team. Use the coaching staff as a resource to accomplish this goal.
- Selecting the best twenty two (22) players available to compete for Team Canada East or West Only criteria is the following:
  - A minimum one (1) player from the five leagues making up the East or West
  - A maximum of five (5) players aged 19, remainder of team to be under 19
  - Players must be registered under Hockey Canada and playing in the CJHL



## **CANADIAN JUNIOR HOCKEY LEAGUE GENERAL MANAGER, HEAD COACH AND ASSISTANT COACH TEAM CANADA JOB DESCRIPTIONS WORLD JUNIOR A CHALLENGE**

### **Training Camp and Tournament Period**

- Is the official representative at all meetings and official tournament functions?
- Empower the head coach to run the hockey team as they see fit.
- Is the official team liaison with the tournament host committee, Hockey Canada, and the media
- Chair a morning / evening staff meeting with the coaching staff regarding the upcoming / following day's itineraries.
- Oversees the preparation and dissemination of daily itineraries.
- Ensures the coaching staff is aware of any changes relevant to the competition as soon as they arrive.
- Deal with any challenges / issues pertaining to parents, fans, media, scouts, agents.
- Records a daily logbook of activities and pertinent information in preparation for their final report.
- Ongoing team building with the coaching staff to promote success of the team in the event.
- In conjunction with the coaching staff, monitor team rules and curfews.
- Makes final decision in regards to discipline for any breach of team rules or code of conduct.
- Work closely with the coaching staff and training staff to monitor the physical and mental state of the players, recognizing that the players are the most important assets..
- Communicate with Hockey Canada's assigned Event Manager and Communications Coordinator daily.

### **Post Event**

- Prepare a written report to Hockey Canada and the CJHL Executive Committee.



# CANADIAN JUNIOR HOCKEY LEAGUE GENERAL MANAGER, HEAD COACH AND ASSISTANT COACH TEAM CANADA JOB DESCRIPTIONS WORLD JUNIOR A CHALLENGE

## Canada East and West – Head Coach

### REPORTS TO:

The General Manager for their team, who in turn will report directly to Hockey Canada and the Canadian Junior Hockey League

### Responsibilities:

#### Overall

- To uphold and embrace the philosophies, objectives, and guiding principles provided by the CJHL in conjunction with Hockey Canada. While at the same time building the best possible team to compete for a World Jr A Challenge gold medal.

#### Pre-Competition

- Collaborate with the General Manager, the CJHL leagues that make up your team, NHL Central Scouting and Hockey Canada on the selection of players for your team
- Collaborate with the General Manager in the design of a depth chart to assist in the final player selection
- Work with the General Manager on Selecting the best twenty two (22) players available to compete for your Team Canada. Only criteria is the following:
  - A minimum one (1) player from the five leagues making up your team
  - A maximum of five (5) players aged 19, remainder of team to be under 19
  - Players must be registered under Hockey Canada and playing in the CJHL
- Work with the General Manager and the CJHL leagues that make up your team in building evaluation camps to provide additional support in your evaluation process
- Work with the General Manager in preparing for one final evaluation camp to be held in September 2010, this camp will consist of 40 players and will have two exhibition games to assist the staff with finalizing their roster
- Collaborate with the General Manager on the drafting of a team itinerary for the training camp and tournament period
- Set agenda for all team and staff meetings
- Develop a technical package that will be given to all players
- Develop team rules and guidelines
- Develop a game day routine from wake up to curfew time
- Develop plans for all practices and training camp
- Develop pre-game strategies, team talks and individual meetings
- Develop team building plans
- Review and familiarize the staff with all competition rules
- Assist in the appointment of your Assistant Coaches.

#### Training Camp and Tournament Period

- Communicate with every player and all staff every day
- Review both player and team performance with the staff at the end of every day
- Distribute and communicate the overall on-ice tactical package information
- Develop team play through organized and structured meetings and practice sessions



## **CANADIAN JUNIOR HOCKEY LEAGUE GENERAL MANAGER, HEAD COACH AND ASSISTANT COACH TEAM CANADA JOB DESCRIPTIONS WORLD JUNIOR A CHALLENGE**

- Coordinate scouting schedule and information with team staff as well as providing overall direction in this area
- Control dressing room during all practices and games to ensure performance and intensity
- Direct the efforts and work of the Assistant Coaches, Trainers and Equipment Managers
- Conduct pre-game motivational talks with the aid of the Assistant Coaches
- Coordinate, monitor and control all bench activities
- Provide instruction and feedback for players on the bench
- Provide feedback to the Assistant Coaches
- Work with the Assistant Coaches on system play including 5 on 5, 5 on 4, 5 on 3, defensive zone coverage, PK, PP, face-offs, neutral zone play, fore-check, breakouts and necessary technical adjustments during games
- Promote team dynamics by instilling positive mental state of the team
- Oversee all post game player evaluations and provide them to the General Manager in a timely fashion
- Provide pre-game reports, pre-game and post-game video presentations and oral presentations as required
- Establish, control and implement disciplinary procedures in cooperation with the General Manager and Assistant Coaches
- Along with the General Manager oversee team code of conduct from time of arrival to event to the time they return home to their club teams, this would include enforcing all policies surrounding drinking, curfews, dress code, and personal conduct as representatives of Team Canada

### **Post – Competition**

- Complete any evaluations in conjunction with the staff and give to the General Manager in a timely fashion
- Put together a final report on your role as Head Coach, success, challenges, recommendations



# CANADIAN JUNIOR HOCKEY LEAGUE GENERAL MANAGER, HEAD COACH AND ASSISTANT COACH TEAM CANADA JOB DESCRIPTIONS WORLD JUNIOR A CHALLENGE

## Canada East and West – Assistant Coaches

### REPORTS TO:

The Head Coach and General Manager for their team, who in turn will report directly to Hockey Canada and the Canadian Junior Hockey League

### Responsibilities:

#### Overall

- To uphold and embrace the philosophies, objectives, and guiding principles provided by the CJHL in conjunction with Hockey Canada. While at the same time building the best possible team to compete for a World Jr A Challenge gold medal.

#### Pre-Competition

- Assist the General Manager and Head Coach, the CJHL leagues that make up your team, NHL Central Scouting and Hockey Canada on the selection of players for your team
- Assist the General Manager and the CJHL leagues that make up your team in building evaluation camps to provide additional support in your evaluation process
- Support the team staff in preparing for one final evaluation camp to be held in September 2010, this camp will consist of 40 players and will have two exhibition games to assist the staff with finalizing their roster
- Attend all team meetings, conference calls and fulfill roles as assigned by Head Coach
- Support Head Coach in developing a technical package that will be given to all players
- Support Head Coach with plans for all practices and training camp
- Fill role with pre-game strategies, team talks and individual meetings
- Support development of team building plans
- Review and familiarize the staff with all competition rules

#### Training Camp and Tournament Period

- Communicate with Head Coach and players as assigned on a daily basis
- Review both player and team performance with the staff at the end of every day
- Fill role from Head Coach with respect to technical instruction
- Develop team play through organized and structured meetings and practice sessions
- Fill pre-scouting role at event watching other teams compete and providing head coach with required information to plan for competition
- Support Head Coach in controlling dressing room during all practices and games to ensure performance and intensity
- Support head coach with in game and on bench activities
- Provide instruction and feedback for players on the bench
- Provide feedback to the Head Coach on a game by game basis
- Work with the Head Coach on system play including 5 on 5, 5 on 4, 5 on 3, defensive zone coverage, PK, PP, face-offs, neutral zone play, fore-check, breakouts and necessary technical adjustments during games
- Promote team dynamics by instilling positive mental state of the team



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- Provide pre-game reports, pre-game and post-game video presentations and oral presentations as required
- Establish, control and implement disciplinary procedures in cooperation with the General Manager and Head Coach
- Along with the Head Coach and General Manager oversee team code of conduct from time of arrival to event to the time they return home to their club teams, this would include enforcing all policies surrounding drinking, curfews, dress code, and personal conduct as representatives of Team Canada

**Post – Competition**

- Complete any evaluations in conjunction with the staff and give to the General Manager in a timely fashion
- Put together a final report on your role as Assistant Coach, success, challenges, recommendations