

Glenlake Minor Hockey Club
Request for Proposals & Scope of Work
Director of On-Ice Development

Description of Role:
<ul style="list-style-type: none"> Define, lead and oversee all on and off ice initiatives that support skill, physical and personal development of players across the organization, in alignment with Glenlake’s Vision of helping players to “Reach Their Potential”
Objectives:
<ul style="list-style-type: none"> Build and maintain a clear, organization-wide player development model that aligns with Hockey Canada’s Long Term Player Development Framework (https://www.hockeycanada.ca/en-ca/hockey-programs/coaching/ltpd). Ensure every player/coach has access to quality instruction and support resources Support and mentor coaches regarding healthy team environments, competition and practice structures. Be a sounding board for issues as they arise Track and evaluate team performance in conjunction with the Age Group Coordinators.
Core Responsibilities:
<ul style="list-style-type: none"> Build a season development plan for each age category that aligns coaching philosophies and expectations Plan, coordinate and operate clinics and camps (skills, shooting, battle, checking, specialties) ensuring appropriate progression by age and level Oversee and support goaltender development in conjunction with Goalie Coordinator including regular clinics and integrated practice support Develop differentiated programming – baseline development for all players plus advanced options for higher performance groups Coordinate external skill providers and development partners Participate in the selection of U11AA, U13AA, U15 BC1 and U18 BC1 teams and staff. (Particular focus will be on candidates who have the capacity to be a non-parent coach for U13AA)
Deliverables
<p>Pre Season & Evaluations</p> <ul style="list-style-type: none"> Assist the procurement process in short-listing and selecting preferred vendors Develop and update the Glenlake Athlete Development Plan Develop an execution plan for delivering camps and clinics across age categories Provide support in the evaluation process as required Review coaching certifications and requirements to ensure they meet current standards <p>In Season</p> <ul style="list-style-type: none"> Communicate development resources to teams Hold regular coach seminars and engagement sessions. Provide direct support to coaches as/when required Attend a representative sample of practices, clinics and games to provide feedback and confirm alignment with desired program standards and outcomes Provide guidance to families regarding athlete development Plan and deliver on-ice sessions <p>Spring Season*</p> <ul style="list-style-type: none"> Organize and manage spring camps <ul style="list-style-type: none"> Spring/Summer Academy 3 on 3 / 4 on 4 Tournaments Development, conditioning, specialty skills

- Goaltender, Forwards and Defense
- “Try Hockey” or “Pre-Timbits” for Glenlake families

* Some form of these camps are already in place. We are particularly interested in which programs you might offer and how they would be of value for development.

Administration & Governance:

- Prepare and submit a development plan and budget (external skills providers, equipment, technology and education costs)
- Liaise with Hockey Calgary and support development initiatives where appropriate
- Participate in monthly and ad hoc board meetings

Reporting Structure

- Reports to the Vice President – On Ice

Qualifications:

- ✓ Significant coaching, playing and/or player development experience, ideally at multiple levels
- ✓ Strong leadership and interpersonal skills
- ✓ Excellent planning and organizational capability
- ✓ Ability to draw resources from their network to support develop initiatives
- ✓ Vulnerable Persons Sector Check
- ✓ Insurance?

Support:

- Supported by the VP On Ice and the Board of Directors
- Provided with a checklist of duties and responsibilities

Term & Compensation

- We are looking for a two-year commitment with the potential to extend an additional two years on the basis of performance
- This position is a paid position. Compensation will be negotiated with the successful candidate

Additional Information:

- The Director of On-Ice Development may be asked to handle sensitive and private information regarding players and families. They are required to maintain confidentiality and act impartially regarding any issues

Is This Position a Fit for You?

If you are interested, please provide the following information:

- Resume (if an individual)
- Business Profile (if a company)
- A preliminary plan of how you would execute the position (a template can be provided if required)
- Your expected budget for services and how you would fund these programs (i.e. what portion is “user pay” vs. “Club pay”. Ideally, we are looking to offer may of these development programs on a “user pay” model
- As a component of this position, please indicate your willingness to as the non-parent head coach for U13AA OR confirm you have a network that could identify a prospective coach for the upcoming season

Interested in Applying?

If you are interested in applying, please submit your resume or business profile to: president@glenlakehockey.com. The deadline for submission is: April 1, 2026

