



## Southwest Hockey Association | 2026–27 Season

### Manager of Hockey Operations

**Reporting To:** President, Director of Development, Director of Coaches, and Director of Evaluations  
**Collaboration Leads:** Ice Scheduler (Scheduling); Treasurer (Budgeting/Finances)

**Base Salary:** Competitive Industry Salary plus incentives

#### Position Overview

The Manager of Hockey Operations is a high-impact leadership role responsible for the strategic design, execution, and oversight of all player and coach development programs within the association. Acting as the association's technical lead, this role ensures a consistent, elite-standard development experience from grassroots programming through senior age groups.

This position combines hands-on on-ice instruction with administrative leadership, including program oversight, coach mentorship, and management of third-party development providers. The successful candidate will help shape the long-term player and coaching pathway while supporting the operational excellence of the association.

#### Key Responsibilities

##### 1. Player Development & Program Innovation (75%)

###### Lead On-Ice Instruction

- Serve as the primary lead instructor for core development programs
- Establish and maintain the technical standard for player development across the association
- Deliver high-level on-ice coaching for:
  - Academy programs
  - U5 CUBS programming
  - Prep Camps
  - Checking Clinics
  - Team-based skill sessions

###### Program Oversight & Delivery

Provide strategic oversight and execution for annual development programming, including:

- In-season Academy, Prep Camp, and U5 CUBS programming
- Spring development programs focused on skill retention and transition play
- Checking Clinics age groups as approved by the SHA Board.
- August Prep Camps: Conditioning and skill sessions to help participants get back into their stride for the season.
- Specialty clinics including Power Skating and position-specific development (Goalie/Defense)

###### Third-Party Provider Management

- Vet, hire, and oversee third-party instructors and development partners
- Negotiate contracts and Service Level Agreements (SLAs)



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- Ensure all external programming aligns with the association's development philosophy and standards

### **Operational & Financial Integration**

- Collaborate with the Ice Scheduler to secure and integrate ice requirements into the master association schedule
- Work with the Treasurer to:
  - Build and manage program budgets
  - Establish competitive registration pricing
  - Monitor program profitability and financial sustainability

## **2. Coaching Mentorship & Technical Support (15%)**

### **Grassroots Coach Support**

- Provide standardized practice plans for U7–U9 coaches
- Support consistent, high-tempo, development-focused ice sessions across grassroots programming

### **Targeted Coaching Mentorship**

- Support volunteer coaches requiring assistance with:
  - Practice planning and management
  - Bench management
  - Player communication and development strategies

### **Resource Development**

- Maintain a digital Coach's Portal containing:
  - Drill libraries
  - Practice resources
  - Development philosophy guides
- Develop/maintain age-appropriate systems/playbooks that support year-to-year player progression

## **3. Evaluation Strategy & Continuity (10%)**

### **Evaluation Design & Oversight**

- Design and oversee technical evaluation rubrics and drills for fall evaluations
- Ensure evaluations reflect modern hockey skill requirements and player development standards

### **Evaluation Support**

- Provide a consistent technical presence throughout evaluations
- Support objective and consistent player placement
- Assist volunteer coaches in delivering organized and efficient on-ice evaluation sessions



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### Required Qualifications & Competencies

#### Technical Hockey Background

- High-level hockey experience at the Junior, College, or Professional level
- Deep understanding of modern player skill development methodologies

#### Instructional Experience

- Proven experience leading large-scale hockey development programs across multiple age groups
- Strong on-ice instructional and communication skills

#### Community Hockey Experience

- Experience coaching within community or competitive minor hockey
- Strong understanding of volunteer coach support and mentorship

#### Governance & Leadership

- Knowledge of community hockey governance structures, bylaws, and board operations
- Ability to work collaboratively with boards, volunteers, and operational leaders

#### Business & Operational Acumen

- Experience managing budgets and program operations
- Ability to forecast ice requirements and manage scheduling needs
- Strong relationship management skills with external vendors and contractors

### Ideal Candidate Profile

The ideal candidate is a passionate hockey development leader who combines elite technical knowledge with strong organizational and relationship-building skills. They are equally comfortable leading high-level on-ice sessions, mentoring volunteer coaches, collaborating with association leadership, and managing the operational details required to deliver exceptional programming.

### Application Information

Interested candidates are encouraged to submit:

- Resume
- Coaching and development credentials
- Relevant hockey and leadership experience
- References

Apply to [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca) by June 30.

Only candidates selected for an interview will be contacted.