

## **Coach Mentor Job Description – 1 year Contract**

The Coach Mentor will be responsible for supporting coaches in their development, both on and off the ice. The coach mentor will be responsible for all teams U8-U18 in the Quinte West Minor Hockey Representative Stream.

The Coach Mentor will

- Attend games and practices where appropriate
- Assist in practice planning if requested
- Provide on ice support during practices as required
- Provide bench management support as required
- Attend parent meetings as required
- Provide resources to coaches
- Have a minimum requirement of D1 Certified status and a valid vulnerable sector.

The Coach Mentor will also support the association with the following

- Pre Season Coach Meeting
- Mid Season Coach Meeting
- Pre Playoff Coach Meeting
- Pre Tryout Coach Meeting
- Provide support to coaches during tryout selection
- Provide support to the association during coach selection and evaluations

The coach mentor will be required to report any issues that need follow-up to the 1<sup>st</sup> Vice President. They will also provide a monthly report to the office administrator for tracking and review of this role as it evolves. This report will be presented at board meetings as required.

The coach mentor is not responsible for discipline to coaches or players, but can provide support as required.

The successful applicant will be expected to provide a minimum of 200 hours of coach mentorship, paid at \$10,000 annually. Payment to the coach mentor will be issued into equal monthly payments and is subject to a T4A as per Canada Revenue Guidelines. Travel will be paid out at a rate of \$0.65/km, outside of Quinte West boundaries only.