

ACE Coordinator Job Responsibilities Fact Sheet

The ACE Coordinator

The Association Coaching and Education (ACE) Coordinator is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP). In their role, ACE Coordinators organize and manage many CEP requirements, assist the local association in the development of a well-trained coaching staff, promote parent education and provide clear goals and objectives for player skill development.

Why is the ACE Coordinator critical to the Coaching Education Program?

The Coaching Education Program has effectively created an instructional curriculum to provide coaches throughout the country with the training needed to meet the certification requirements for a USA Hockey program. The CEP program does not, however, provide a direct link to the individual coach at the local association level. The local ACE Coordinator is designated to provide that critical link for those administrative and coaching functions that will deliver the programs, and implement the objectives, taught in the CEP coaching clinics.

The ACE Coordinator solidifies USA Hockey's commitment to skill development as a primary goal of coaching at the local association because the ACE Coordinator, as part of that association, can manage the coaching program goals and objectives. The position additionally helps formalize the responsibilities and organizational structure of the coaching program within the association. The ACE program assists the association in creating and reaffirming roles, responsibilities and performance criteria for their coaches. Finally, the ACE Coordinator provides that essential communication link to the coaches at the local level. This consistent communication about the goals and objectives of USA Hockey will develop better coaches, keep them in the program longer, provide better continuity of coaching skills, and ultimately develop better hockey players.

Who are the ACE Coordinators?

The ACE Coordinator is an individual within a local association who has a strong coaching background, hockey knowledge and commitment to the sport. This person must possess strong communication skills, be able to create goals and objectives, and affirm that the coaches within the association clearly understand their responsibilities. Furthermore, this person must be able to communicate a long-term vision of these goals and objectives and be able to sell these to the association. As part of the communication skills needed, the ACE Coordinator must be comfortable teaching coaches, players, parents and association board members. The teaching environment is in the meeting room as well as on the ice. Effective administrative skills are essential to ensure that the association coaches meet the CEP certification requirements and, if necessary, will attend the CEP Clinics to obtain the proper certification. This person must have a strong inclination toward skill development of players in the association and exhibit a love of the game.

Since most local associations are volunteer-based, the ACE Coordinator should be comfortable working in this type of environment. Patience is a critical component, as well as an understanding of the time needed to execute the long-term vision of age-appropriate skill development in youth hockey. The expectation is that the ACE Coordinator commit to a multi-year appointment. This assures continuity with effective management of a sustained focus on the goals and objectives of USA Hockey at the local association level.

What are the job responsibilities of the ACE Coordinator?

USA Hockey would expect, at a minimum, the ACE Coordinator to perform the following:

- * Communicate certification requirement to association coaches.
- * Ensure compliance with USA Hockey certification levels.
- * Communicate with the District and USA Hockey on all issues related to coaching at the local association level.
- * Deliver Parent Education Programs to the association.
- * Encourage associations to implement the USA Hockey Initiation Program.
- * Encourage associations to implement the USA Hockey Cross-Ice Program.
- * Communicate USA Hockey's Player Development opportunities to players, parents and coaches.
- * Ensure that the association is promoting age-specific skill development in all of their programs.
- * Organize and develop workshop clinics for coaches.
- * Additionally, at the discretion of the local association, the ACE Coordinator could handle some or all of the following job responsibilities:
 - * Establish and maintain a resource center for coaches, players and parents that would include all available USA Hockey materials.
 - * Oversee the recruitment, selection, training, evaluation and discipline of coaches.
 - * Develop and manage the player selection process for the association.
 - * Develop a teaching and practice-planning curriculum for the coaches.
 - * Plan, organize and execute periodic skills workshops for coaches and players.
 - * Evaluate practice sessions and provide feedback to coaches to improve the coaching capability of local association coaches.

ACE Coordinator Administration

The ACE Coordinator reports directly to the local association board and through a multi-year appointment by that board, with reporting responsibilities to the Coaching Education Program ACE District Administrator. Each USA Hockey District will have an ACE District Administrator. These individuals are listed on the back page of this brochure and are your contacts for information on organizing and managing ACE programs in your local association. Each local association must appoint an individual to be their association's ACE Coordinator and notify the District ACE Administrator of that

appointment. Depending upon the organizational structure of the District, there could be additional ACE Coordinators appointed to assist in the management of the local ACE Coordinators. That determination would be the responsibility of the District Coach-in-Chief and the District ACE Administrator.