

# Coach Mentor

The Coach Mentor is CPMHA's lead technical hockey resource. They wear two hats: they personally design and lead all U7 on-ice sessions to ensure a consistent high-quality first hockey experience for every CPMHA player, and they advise and develop coaches across U9 through U21. The role is for someone who loves hockey, loves teaching the game, and loves helping new coaches grow.

## Purpose

The Coach Mentor exists to ensure CPMHA delivers high-quality hockey development from a player's first time on the ice (U7) through their final year in minor hockey. Success looks like a U7 program that gives every player the same strong foundation, and coaches at every other level who feel supported, challenged, and equipped to coach well.

## Reports To / Works With

- **Reports to:** the Vice-President, Hockey Operations.
- **Works closely with (U7):** the U7 Convenor — the Coach Mentor is the on-ice lead for U7, the U7 Convenor handles the off-ice administration; the Equipment Manager (pucks, nets, training aids).
- **Works closely with (all levels):** the VP Hockey Operations, all Level Convenors, head coaches at every level.
- **External relationships:** the HEO Coach Mentor / coaching development contacts, the D4 Coach Mentor.

## Core Responsibilities

### U7 On-Ice Leadership (Direct Delivery)

This is a CPMHA-specific model: the Coach Mentor leads U7 on the ice rather than functioning as advisor-only.

- Design and prepare all practice plans for the entire U7 season, following Hockey Canada's Initiation Program Skills Development Manuals and/or Network App.
- Be on the ice leading and running all U7 sessions.
- Coordinate with the volunteer team coaches and on-ice helpers (recruited by the U7 Convenor) to ensure smooth execution of each session.
- Ensure all sessions are structured so all participants are active at the same time, using a station-based format.
- Plan cross-ice games for the final 5–10 minutes of each session, plus other fun activities (freeze tag, red light/green light, etc.).

- Lead on-ice assessment for U7 to inform the U7 Convenor's balanced team placement.
- Ensure HEO U7 policy is followed: minimum 1:6 Qualified Coach to Player ratio, 4-ounce blue pucks, age-appropriate nets, equal ice time during fun-day match-ups, group awards only.

### **Coach Development (U9 through U21 — Advisory)**

- Monitor the hockey program at each level; recommend program adjustments to the VP Hockey Operations.
- Develop and deliver appropriate hockey clinics throughout the season (skill-development clinics, position-specific sessions, etc.).
- Provide guidance to coaching staff on technical matters: practice planning, drill selection, small-area games.
- Be available for in-season coach mentoring — answering questions, attending practices, providing feedback.

### **Coach Selection (Advisory)**

- Participate in coach selection alongside the VP Hockey Operations and the President. The CPMHA Executive is responsible for the selection and appointment of coaches; the Coach Mentor contributes technical input.

### **What This Role Does NOT Do**

- **Does not directly coach U9 through U21 teams.** Each team has its own head coach; the Coach Mentor supports them.
- **Does not run U7 administration.** The U7 Convenor recruits volunteers, communicates with parents, handles team placement, and runs day-to-day administration; the Coach Mentor focuses on the ice.
- **Does not select coaches alone.** Coach selection is an Executive responsibility per the CPMHA Constitution.
- **Does not handle player suspensions or discipline.** Those flow through the Director of Risk & Safety, VP Hockey Operations, and President per CPMHA process.

### **Annual Calendar / Key Touchpoints**

- **June–August:** Design the U7 season plan (sessions, station structure, progression); plan in-season clinics for U9–U21 coaches; coordinate with the U7 Convenor on volunteer recruitment.
- **September:** Run U7 Parent Orientation with the U7 Convenor; on-ice assessment; first U7 sessions.
- **October–March:** Lead all U7 sessions; deliver clinics; attend U9–U21 practices for coach feedback; respond to coach questions.

- **November 30 onward:** U7 cross-ice match-ups with other HEO Associations are permitted (no earlier).
- **March–April:** U7 Fun Days; year-end coach feedback and development conversations.
- **April–May:** Year-end debrief with the VP Hockey Operations; plan next-year improvements.

## Required Qualifications & Screening

- General membership in good standing.
- Vulnerable Sector Check submitted through the Ontario Screening Submission Portal.
- Respect in Sport — Activity Leader (or Activity Leader equivalent; coaches require Shift Forward and other certifications).
- Gender Identity and Expression course.
- For on-ice U7 delivery: Hockey Canada Coach 1 — Trained, plus Shift Forward (or Speak Out) and Gender Identity and Expression course (per HEO U7 policy).
- Strong technical hockey knowledge; experience coaching at multiple age levels is highly valuable.
- Patience and a developmental mindset for working with both 5-year-olds and adult coaches.

## Key Policies & Documents to Know

- CPMHA Constitution, Schedule A (Coach Mentor / Coaching Coordinator)
- HEO U7 Player Pathway Policy (read every season; revised regularly)
- HEO U9 Player Pathway Policy
- HEO U11 Player Pathway Policy
- HEO Bench and On-Ice Staff Certification Requirements
- HEO Officiating Program Coaching Policy
- Hockey Canada Initiation Program Skills Development Manuals
- Hockey Canada Network App (coaching resources)
- HEO Maltreatment, Bullying and Harassment Protection and Prevention Policy

## Onboarding Checklist

### First 30 days

- Read the HEO U7 Player Pathway Policy end-to-end.
- Familiarize with Hockey Canada's Initiation Program Skills Development Manuals and Network App.
- Meet with the U7 Convenor; establish the season-planning partnership.
- Meet with each level's Convenor to understand coaching needs.

### First 60 days

- Draft the U7 season plan (full set of session plans, station progressions, fun-game ideas).
- Plan in-season clinic dates and topics with the VP Hockey Operations.
- Identify coaches who could benefit from extra mentoring at U9–U21.

### **First 90 days**

- Run the U7 Parent Orientation alongside the U7 Convenor.
- Begin leading U7 sessions; calibrate with volunteer helpers on station roles.
- Deliver first clinic for U9–U21 coaches.

## **Success Indicators**

- Every U7 player gets the same high-quality on-ice experience regardless of which team they are on.
- U7 sessions follow HEO U7 policy precisely (station format, 1:6 ratio, blue pucks, equal ice time, group-only awards).
- Coaches at U9 through U21 know who to ask when they have a technical question — and feel welcomed when they ask.
- New coaches develop visibly across the season.
- The U7 Convenor and Coach Mentor partnership runs smoothly with clear division of labour.