# BYH ADM COORDINATOR

The BYH American Development Model (ADM) Coordinator is an experienced individual with a strong coaching background and who is the main point of contact with USA Hockey's American Development Model program and officials. The ADM Coordinator will assist BYHA in all aspects of ADM compliance, including educating the coaching staff on ADM and how it is applied, promoting parent education relative to ADM, and providing clear goals and objectives for player skill development. The ADM Coordinator must be comfortable communicating with coaches, players, parents and BYHA board members the benefits of ADM, as well as how to implement and maintain it. The ADM Coordinator's ultimate goal is obtain and maintain BYHA as a USA Hockey Model ADM Association in good standing. The ADM Coordinator reports to the Board of BYH however it is not a Board position.

**Specific job responsibilities include:**

1. Deliver parent education programs on ADM to BYHA.
2. Organize and develop workshop clinics for coaches, where ADM is explained and practices are demonstrated.
3. Is a member of the Coaches Selection Committee which makes recommendations for head coaches to the Board. The ADM Coordinator will be a voting member of the Coaches Selection Committee except in cases where a direct conflict of interest is present. In that case, the ADM Coordinator can still participate in the interview process but will not cast a vote.
4. Participate and provide ADM specific guidance for the player selection process and team tryouts.
5. Meet individually with coaches to review practice plans to ensure that they are appropriate at each age level and are consistent with ADM principles.
6. Evaluate practice sessions and provide feedback to coaches to improve the coaching capability of BYH coaches.
7. Actively participate in Board meetings to report progress with ADM compliance and help address organizational issues related to ADM.
8. Promote appropriate off-ice training at each age level.
9. Monitor practice to game ratios for each team.
10. Maintain communication with the USA Hockey ADM Regional Manager and involve him/her as appropriate.
11. Conduct an end of year review and planning meeting for the upcoming season in conjunction with USA Hockey Regional manager to develop plans for future improvements.
12. Conduct periodic meetings with all head coaches during the season to help monitor ADM compliance progress and help address issues and questions.

**Qualifications**

1. Coaching experience and current USA Hockey CEP Level 4 certification.
2. Strong communication skills.
3. Effective organizational, planning and implementation skills.

**ADM Coordinator Administration**

The ADM Coordinator reports directly to the BYH Board through a 2 year appointment by the Board, with working responsibilities to the USA Hockey Regional ADM Manager. Appointment will be made at the first Board meeting after the Annual Meeting.