

Roles and Responsibilities

The head coach, assistant coaches and manager of each team are responsible for the activities of their teams. A general description of their responsibilities is as follows:

1.0 The Head Coach is expected to:

- 1.1 be fully responsible for all the activities of his/her team and to delegate certain responsibilities to assistant coaches, trainers, team managers, equipment managers and parents, and to supervise the delegated responsibilities;
- 1.2 adhere to the Coaches' Code of Conduct;
- 1.3 recognize his/her responsibilities as a leader, educator and role model for young players;
- 1.4 respond to directives of the RDGHA and operate the team within established policies and procedures;
- 1.5 establish a development plan for the season, which is congruent with the RDGHA Development Program;
- 1.6 consult with the Executive on the selection of team personnel - assistant coach(s), trainer, manager;
- 1.7 select players to the team, where selection procedures exist, based on direct observation of demonstrated skills, estimate of future developmental potential and perceived dedication to the program;
- 1.8 commit to the continued development of all players for the full season, once players are selected to a team;
- 1.9 comply with normal administrative directives by holding a "beginning of season" parent meeting, submitting a team directory to RDGHA, and ensuring that the team has adequate support personnel;
- 1.10 develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- 1.11 ensure proper supervision of the team before, during and after games and practices and accept reasonable responsibilities for the conduct, safety and well-being of their players;
- 1.12 ensure that the change rooms are examined before and after games and practices to ensure there is no damage to the room;
- 1.13 ensure proper change room etiquette – more than one adult in change room when addressing players, prohibit use of cell phones in change room etc.;
- 1.14 ensure that when speaking to an individual player in private concerning play or other hockey related issues you are accompanied by another adult;
- 1.15 respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop her potential;
- 1.16 encourage and motivate players toward the enjoyment of the game, team concept, and skill development;
- 1.17 conduct themselves towards players, parents, officials and other persons with mutual respect and fairness;
- 1.18 be sensitive to parent and player concerns, and prepare to respond cordially when warranted;
- 1.19 establish regular communication with players, parents and team personnel concerning games, practices, schedules, fund raising, and other important issues;
- 1.20 complete league forms such as game sheets and forwarding the appropriate forms and reports involving on and off ice incidences and suspensions etc. to the league;
- 1.21 communicate regularly with coaches or managers of other teams in the league to plan exhibition games or to reschedule games etc.;
- 1.22 ensure the completed game sheets are provided to the appropriate responsible persons so that games results, injury reports and statistics are recorded by the league in a timely fashion;

- 1.23 recognize that, while hockey may be the major winter activity of the player, it is not the only activity (in priority, it comes after family and educational responsibilities and reasonable accommodation of these other factors):
- 1.24 deal fairly with players at all times (rewards or considerations to players or parents should be those reasonably available to all members of the team);
- 1.25 not accept gifts, favours, or other consideration from players or parents or place themselves in a situation where their actions may be compromised because of such considerations;
- 1.26 pursue objections to directives through appropriate channels and in a manner that is not detrimental to the team, Association or league;
- 1.27 communicate regularly with the President of RDGHA on issues concerning player conduct/suspension, parent conduct, officiating, conduct of other teams, arena facilities, RDGHA policy and process etc.; and
- 1.28 direct any concerns regarding officiating of a game to the Referee in Chief and President of RDGHA

2.0 The Assistant Coach(s) is expected to:

- 2.1 adhere to the Coaches' Code of Conduct;
- 2.2 recognize his/her responsibilities as a leader, educator and role model for young players;
- 2.3 respond to directives of the RDGHA and operate the team within established policy and procedures;
- 2.4 support the head coach and in the development plan for the season;
- 2.5 commit to the continued development of all players for the full season;
- 2.6 ensure that rules for the team are clearly communicated and enforced equally on all players;
- 2.7 ensure proper supervision of the team before, during and after games and practices and accept reasonable responsibilities for the conduct, safety and well-being of the players;
- 2.8 ensure that the change rooms are examined before and after games and practices to ensure there is no damage to the room;
- 2.9 ensure proper change room etiquette – more than one adult in change room when addressing players, prohibit use of cell phones in change room etc.;
- 2.10 ensure that when speaking to an individual player in private concerning play or other hockey related issues you are accompanied by another adult;
- 2.11 respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop her potential;
- 2.12 encourage and motivate players toward the enjoyment of the game, team concept, and skill development;
- 2.13 conduct themselves towards players, parents, officials and other persons with mutual respect and fairness;
- 2.14 be sensitive to parent and player concerns, and prepare to respond cordially when warranted;
- 2.15 establish regular communication with players, parents and team personnel concerning games, practices, schedules, fund raising, and other important issues etc.;
- 2.16 recognize that, while hockey may be the major winter activity of the player, it is not the only activity (in priority, it comes after family and educational responsibilities and reasonable accommodation of these other factors):
- 2.17 deal fairly with players at all times (rewards or considerations to players or parents should be those reasonably available to all members of the team);
- 2.18 not accept gifts, favours, or other consideration from players or parents or place themselves in a situation where their actions may be compromised because of such considerations;
- 2.19 direct any concerns from parents regarding the officiating of a game, coaching or other issues to the head coach; and
- 2.20 pursue objections to directives through appropriate channels and in a manner that is not detrimental to the team, Association or league.

- 3.0** The team manager is directly responsible to the head coach. In general, the team manager should assume responsibility for most of the office organizational and administrative tasks, thus allowing the coach(s) to concentrate on instruction and player development.

The Manager is expected to:

- 3.1 adhere to the Code of Conduct;
- 3.2 respond to directives of the RDGHA and operate the team within established policy and procedures;
- 3.3 assist the Association Registrar in completing registration forms, team finance reports, player information sheets, request for sanction etc;
- 3.4 ensure that the team financial requirements of the RDGHA are fulfilled;
- 3.5 select a volunteer communications contact person to be responsible to record games and team events, and to provide this information to the Association for publication in local media;
- 3.6 obtain and maintain security of relevant player history data, medical information sheet, consent forms etc.;
- 3.7 prepare or assign the preparation of the team budget, and present the financial statements to the parents;
- 3.8 supervise and monitor the collection of money and fund raising;
- 3.9 assist in the organization of parent meetings;
- 3.10 assist the head coach in establishing regular communication with parents on games, practices, schedules, fund raising, etc.;
- 3.11 assist the head coach in determining which tournaments to enter and whether to enter provincial playdowns;
- 3.12 complete and forward the appropriate forms for tournaments and provincial playdowns;
- 3.13 assist the head coach in completing league forms such as game sheets, injury reports and forwarding the appropriate forms involving on and off incidences and suspensions etc. to the league;
- 3.14 assist in the completion and forwarding of the appropriate league forms – registration, Form A game report etc.;
- 3.15 complete and file a year-end report with the Association summarizing the activities of the year and containing a team financial statement;
- 3.16 assist the head coach in ensuring the completed game sheets are provided to the appropriate responsible persons so that games results and statistics are recorded by the league in timely fashion;
- 3.17 establish regular communication with parents on the collection of fees, fund raising and expenditures etc.;
- 3.18 ensure that the change rooms are examined before and after games and practices to ensure there is no damage to the room;
- 3.19 ensure proper change room etiquette – more than one adult in change room when addressing players, prohibit use of cell phones in change room etc.;
- 3.20 recognize that, while hockey may be the major winter activity of the player, it is not the only activity (in priority, it comes after family and educational responsibilities and reasonable accommodation of these other factors);
- 3.21 not accept gifts, favours, or other consideration from players or parents or place themselves in a situation where their actions may be compromised because of such considerations;
- 3.22 direct any concerns from parents regarding the officiating of a game, coaching or other issues to the head coach; and
- 3.23 pursue objections to directives through appropriate channels and in a manner that is not detrimental to the team, Association or league;