

# EFCLRA – Team Staff Roles and Responsibilities



The EFCLRA has prepared this guidance document to help reinforce the Coaching Development Committee's (CDC) expectations of each of the volunteers assigned to this team. The intent of this guide is to clearly define the roles and responsibilities of the Head Coach, Assistant Coaches, Junior Coaches, Managers, Trainers and On-Ice volunteers so that the workload for the team can be evenly distributed amongst the volunteers and prevent duplication of work.

## **Head Coach - Leader**

The Head Coach (HC) has the overall responsibility for the team and reports to the CDC. This includes season planning, practice planning, player development, and the delegation of duties to relevant Bench Staff. The HC is responsible for player equipment and the safety and conduct of all players, Bench Staff and parents. The HC is responsible to ensure a safe and effective training environment at all times and is therefore responsible for the actions of the Junior Coach and On ice assistants. Communication with the parents regarding player development, seasonal planning, player conflicts, and player safety are the responsibility of the HC.

It is the HC's obligation to use his/her assistant coaches appropriately and involve them in the games and practice sessions. HC's who do not use their assistant coaches in the roles described in the guidance documents may be removed by the CDC.

## **Assistant Coaches**

The Assistant Coach (AC) will work under the direction of the HC to assist with **player development**. Duties may include the delivery of practice plans, both on and off the ice, and other duties assigned by the HC. The AC's role during practice sessions are to set up the activities and work directly with players to ensure the activity is being executed correctly as intended by the HC. The AC may substitute for the HC as necessary when the HC is absent or has delegated such responsibility. SEE ADDITIONAL NOTES OF THE ASSISTANT COACHES BELOW.

## **Junior Coach – Permitted on Bench but does not fulfill the Female requirement**

The Junior Coach (JC) role exists to allow and encourage young ringette players to explore the coaching role under the guidance of qualified mentor coaches. JCs will be introduced to all aspects of coaching regardless of their playing experience. Some activities for the JC may include but are not limited to:

- Making sure the players get dressed on time and help young children with their equipment.
- Open and close gates during games a practice session.
- Assist with setting up activities.
- Be used in the demonstration of activities.
- Make sure the players are having fun and enjoying the experience.

## **Manager – Not permitted on Bench**

The Manager role exists to provide administrative and office support to the coaches and players. The Manager is not expected to perform any coaching duties. They are responsible for administration of the team's off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned. Such duties include but are not limited to:

- Attend meetings; create schedules of games and practices.

- Enlist additional volunteers to help with tournament activities.
- Update team on notices, and other association communication.
- Maintain the documentation of the team such as rosters, declarations, game sheet preparation and reporting.
- Coordinate the use of parent volunteers to game activities such as timekeeper, etc.

### **Parent/Coach Liaison**

Parent Liaison involves communication with parents and coaches during situations where there may be concerns needing to be addressed within the parent group of an EFCLRA Ringette team. Concerns may arise over things like ice time, choice of players for game situations, or various other items. The Liaison is in place to create a safe place for parents to go if they wish to have a concern addressed that they feel they cannot discuss calmly with the coaches directly. Each team must appoint a Parent Liaison for the team at the start of the season.

The parent should approach the Liaison to discuss the situation and fully express their concerns or questions. This should be done in a reasonable and calm manner with the Liaison.

Any anger or frustration should be dealt with the 24-hour rule where a cooling off period of 24 hours is used. Then, the issue is communicated within the next 24 hours.

The Liaison would then communicate with the coach who could address the concerns directly with the liaison present or could communicate through the Liaison. This will likely complete the communication, but in the instance where it does not, the Liaison would try to keep communication going. If the situation warrants, the Category director can be called in to the situation to help mediate a solution.

If the Liaison, Coach, Parent and Category Director cannot come up with a solution, then the Category director would contact the Coaching Development Coordinator, the VP, or the President of the EFCLRA for further discussion and the development of a solution that is workable.

### **Spectator Liaison**

A person supplied by all teams during a game (exhibition, scheduled, tournament, or playdown / playoff) for the purpose of moderating/being responsible for their team's parents conduct during the game. This person is responsible for liaising with the officials and BGL Executive if necessary.

The abuse of game officials by coaches and spectators is the main reason why referees (especially those in their early teens) drop out of the development program. As a result, associations face shortages of game officials at all levels. Addressing this unacceptable behavior is a top priority for BGL, if ringette is to have an adequate supply of referees.

Both Home and Away teams, participating in all divisions U10-U19 are required to provide a spectator liaison for every BGL league game and playoff game (if applicable). The spectator liaison can be any person associated with a player on the team, over the age of 18, and can be different each game. Their name must be PRINTED on the game sheet in the space provided (vertical space beside black HOME or VISITOR bar). The spectator liaison must wear the identifying BGL neck lanyard and sit in a visible area in the stands with the spectators. The spectator liaison must be an individual who is willing and able to control and monitor the behavior of the parents and team spectators throughout the game. This role is to be taken very seriously and the goal of this role is to keep the parents and coaches in the game following the rules as set forth in code of conduct as well as maintaining respect for the officials and opposing team. This role is not in place for the spectator liaison to question any calls made by the officials.

### **Description of Duties**

- Wear the BGL spectator. liaison neck lanyard –this is to be provided by a team official each game.
- Ensure your name is printed on the game sheet (vertical space beside black HOME or VISITOR bar)
- Place yourself in a visible area in the middle of your team’s spectators.
- Monitor the behavior of your team’s spectators and coaching staff.
- Quickly diffuse potential issues before they escalate by either making your presence more visible, or calmly addressing the behavior with the person(s) involved.
- Address inappropriate comments, gestures, and/or any other unsporting behavior directed at the game officials, players, coaching staff or any other individual by your team’s spectators.
- Submit a brief report in writing, outlining any incidents involving any individuals, to the referee after the game or to the BGL VP, if requested.
- Failure to provide a spectator liaison may result in a default win for the opposing team.
- All teams are granted a 15 minute grace period to provide a spectator liaison, during which time the game shall commence.

### **Treasurer**

#### Prior to the Season

- Prepare budgets and projections.
  - Budgets to include tournament entry costs, Swag, Playdown and Provincial Fees, Non-Parent Coach travel and Accommodation fees, Team bonding activities.
  - Implement cash management procedures.

#### During the season

- Provide timely information to the parents and coaching staff.
- Oversee or undertake the financial transactions of the team including:
  - team bank account(s) to be opened - 2 signature account.
  - Pay approved expenditures.
  - Collect all moneys due.
- Record and report on the actual transactions.

#### After the season

- Where the team requires an audit or review, ensure they are completed in time for financial reports to be presented to the parents and coaching staff in a timely fashion.
- Produce a monthly report to parents and coaching staff.

### **Trainer – Permitted on Bench**

The Trainer role exists to provide “prevention, diagnosis, and intervention of emergency, acute and chronic medical conditions of ringette athletes in collaboration with other medical professionals. They are responsible for First Aid, safety, the team’s Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports (Form M-F-13) when necessary, and other duties as assigned. The Trainer is not a coach.

### **On ice Assistant – Not Permitted on Bench**

The On Ice Assistant role exists solely for the purpose of assisting Team Staff with on ice practice sessions.

### **Fallacy of the Bench Mom**

The role of "bench mom" or "female on the bench" **DOES NOT EXIST**, and teams should abstain from using this terminology. The requirement is for a qualified female coach (18+). Additionally, it should be recognized that a female coach is required not only at games but should also be available at practice (ideally on ice) in the event of player injury or issue requiring attention. Where a female coach is not available at practice, another qualified female staff member (manager or trainer) should be in attendance.

### **Additional Notes for Assistant Coaches**

1. Model effective habits - Players may not always remember what you teach them, but they will always remember what they see you do.
2. Communicate expectations - Talk early and often with your head coach and have a clear understanding of what he or she expects of you. Be sure to discuss the following questions in detail:
  - a. What are your specific roles and duties on the coaching staff.
  - b. What do you feel most comfortable contributing to the team (position-specific knowledge, administrative talents, etc.)?
  - c. What are your head coach's pet peeves?
  - d. Do you have a long-term goal of being a head coach?
3. Be a champion for your head coach - Nothing derails a program's success faster than an assistant coach who whispers behind the head coach's back or pushes his own agenda with players, parents or other coaches
4. Build positive relationships with your players - We cannot effectively influence anyone unless the person feels understood, and the same goes for our players. Positive influence, learning and a contagious climate of success cannot exist without trust.
5. Take initiative - Assistant coaches should make sure they understand what the head coach wants to accomplish and use their initiative and resources to help get things done.
6. Constantly seek to improve on technical and tactical knowledge and improve the ability to teach. - As assistant coaches we must challenge ourselves to be great technicians and tacticians. We improve by attending clinics, paying attention to other coaches, reading great books and articles, and of course through on-field experience. As we continue sharpening our skills, we must consider the process through which athletes learn including mental and physical preparation.

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