

# HGHA

## Team Staff Duties/ Descriptions

### **HEAD COACH**

As Head Coach you are responsible for the overall management and development of the team. You will become certified with an online/ in-class certification to manage hockey-related coaching. This role is highly supported by the assistant coaches, as well as the Trainer and team Manager. It is essential for you to be knowledgeable about the rules and regulations established by Hockey Canada, HGHA, SMGHL & OWHA. This role encompasses coaching the team, which includes pre-game preparation, on-ice coaching, and player assessments. You will oversee the team's schedule, which includes games, practices, and tournaments. Additionally, you may handle the team's finances and fund collection, with assistance from the Team Manager. You are tasked with ensuring that all bench staff and players are adequately insured and listed on the team roster. The head coach is responsible for communicating with players, parents, and other coaching staff to facilitate a seamless season and uphold team morale throughout, and may rely on the Team Manager to support you to do so effectively. You must prioritize the safety and well-being of all participants, complying with all league and organizational guidelines. The Head Coach leads team meetings, with support from the team manager, and maintains a strong presence within the organization, promoting a positive and inclusive team culture. Your role is vital to the success of the entire team, ensuring that the team is well-prepared, effectively managed, and properly coached. You report to the Competitive Director/House League Director of the Board Executive and receive support from the Association.

### **ASSISTANT COACH**

As an Assistant Coach, you hold a vital position in aiding the head coach and ensuring the team's operations run smoothly through effective management and development. You will obtain certification through an online or in-class program to oversee hockey-related coaching. This position is supported by the Trainer and Team Manager. It is essential for you to be well-versed in the rules and regulations set forth by Hockey Canada, HGHA, SMGHL & OWHA. Your responsibilities include assisting with player evaluations and offering feedback to the Head Coach. Assistant coaches play a role in the planning, organization, and execution of practices. Additionally, you will help with pre-game preparations and supervise players both on and off the ice, prioritizing their safety and well-being. You will also take part in developing the game plan and will report directly to the head coach. Collaboration with another Assistant Coach may occur in areas such as strategic gameplay and practice execution, as well as player positioning during games. Effectively managing your commitment to the team is crucial, which includes attending team events and meetings, and contributing to the overall team dynamics and collaboration with the bench staff. Communication is a key aspect of this role, as you will relay on-ice and off-ice requirements to players and parents, ensuring a clear understanding and compliance with the team's policies and procedures. Your role is essential for the team's development and success, as you provide support and guidance to both players and parents. As a member of the bench staff, your position is rostered and complies with the required guidelines to be a registered and approved

volunteer for the Team. You are also responsible for occupying a spot on the bench during practices and games.

**TEAM TRAINER:**

The role of a trainer includes becoming certified with an online certification to manage hockey-related injuries effectively. You need to be well-versed in the rules and regulations set forth by Hockey Canada, HGHA, SMGHL & OWHA. You are tasked with attending team events, including practices and games, to ensure proper coverage. Your main duty is to prioritize player safety during all hockey-related activities, both on and off the ice, throughout practices and games. You oversee risk management and equipment, serving as a protective barrier against injuries. You will supervise players to foster a safe environment and ensure that first aid kits are fully stocked. Additionally, you may be responsible for collecting and distributing player-approved medications, such as asthma inhalers. First aid/CPR training/certification is highly recommended for this role. Trainers must be familiar with the necessary equipment to authorize a player to be on the ice, including helmets and neck guards. You will communicate any player injuries to the bench staff and report to the relevant organizations, adhering to the procedures outlined by the OWHA. As a member of the bench staff, your position is rostered and complies with the required guidelines to be a registered and approved volunteer for the Team. You are also responsible for occupying a spot on the bench during practices and games.

**TEAM MANAGER:**

The House League Manager is tasked with ensuring the completion of ALL off-ice responsibilities, including RAMP Teams, RAMP game sheets, tournament registrations, and team gatherings. They need to be well-versed in the rules and regulations set forth by Hockey Canada, HGHA, SMGHL & OWHA. The Manager collaborates closely with all bench staff, which includes the Head Coach, Assistant Coaches, and Trainers. It is their duty to ensure that all team documentation is accurate and submitted to the Registrar of their division promptly. This documentation encompasses medical forms, media releases, cell phone policies, and the player Code of Conduct, in addition to confirming with the Registrar that the Official Team Roster is accurate. The Team Manager will also assist in organizing tournaments and may oversee team finances or the collection of funds. They serve as a liaison with the OWHA regarding suspensions, as well as between parents, players, and bench staff, addressing all inquiries, concerns, and disciplinary matters within the team. Additionally, they report to the Director of Managers at the Association Board level and receive support from the Director. This role does not necessarily need to be a rostered position, but follows the necessary guidelines to be a registered and approved volunteer to the Team.