

COACH, ASSISTANT COACH, MANAGER, TRAINER

The following volunteers who are interested in being on the bench are expected to manage their schedules to be at a minimum of 80% of games AND practices. It is not acceptable to miss practices on a regular basis.

Head Coach

- **Time Commitment: 1 Practice and 1 game per weekend**
- Complete required Certifications
 - Coaching Courses – 50% Reimbursed by CYGHA
 - VSS – Police Check - 100% Reimbursed by CYGHA
 - Online Respect in Sport course
 - Online Gender Identity Course
- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to assistant coaches, trainers and manager
- Plan on and off-ice activities in consultation with the assistant coaches
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coaches and partner team coach
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of the play
- Report to the association through the division Convenor

Assistant Coach

- **Time Commitment: 1 Practice and 1 game per weekend**
- Complete required Certifications
 - VSS – Police Check - 100% Reimbursed by CYGHA
 - Online Respect in Sport course
 - Online Gender Identity Course
- Assist with planning, organizing and conducting practices
- Assist with the operation of the team during the games
- Assist with pre-game preparation
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Report to the head coach

Manager (Duties may be performed by more than one person)

- **Time Commitment: 1 Practice and 1 game per weekend**
- Liaison between Division Convenor, CYGHA Administrator and Team Parents/Players
- Follow up with all Team staff – re: Certifications
- Assist coaches, Assistant coaches and trainers with communication to the team
- Prepare all Game Sheets for House League Games
- Register team for Tournaments – Hotels, team meals
- Assist with year end banquet

Trainer

- **Time Commitment: 1 Practice and 1 game per weekend**
- Complete required Certifications
 - Online Trainer Course – 100% Reimbursed by CYGHA
 - VSS – Police Check - 100% Reimbursed by CYGHA
 - Online Respect in Sport course
 - Online Gender Identity Course
- Maintain accurate and up to date medical information files on all players and team staff and bring these to all team activities
- Maintain a player injury log
- Maintain a fully stocked first aid kit and bring to all team activities
- Implement an effective emergency action plan (EAP) with your team and practice is regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs
- Act as a hockey trainer for both your team and opponents if only one hockey trainer is present
- Be present at all practices and games on the player's bench so players, staff and parents know where to find you at all times and your response time to emergencies is minimized
- Follow up with players who have injuries
 - Ensure that proper protocol for return to play is followed