

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

Safety Ambassador (Covid Position)

- **Time Commitment: 1 Practice and 1 game per weekend**
- Provide guidance and counsel to all CYGHA participants before they enter the facility and relay the usage instructions of the

facility, CYGHA protocols, OWHA protocols, and Provincial Health guidelines

- Confirm that all visitors (players, coaches/staff, and any possible parents/guardians; parent/guardian access will depend on the protocols for the particular Town that the ice session is in) have self-screened, filled out the CYGHA COVID-19 Screening Tool online and have received electronic notification of having passed
- The Safety Ambassador has to ensure that all participants have passed the CYGHA COVID-19 Screening Tool and noted this on the eWaiver Tracking Sheet along with a current contact number for each participant
- If the venue that the team is using is allowing a parent/guardian to enter, the Safety Ambassador is to ensure that the parent/guardian has passed Covid screening before entering. If a different parent/guardian will be entering at the end to help with removal of the skates then the Safety Ambassador must ensure that the new parent/guardian has also filled out the CYGHA COVID-19 Screening Tool and has passed. All parents/guardians entering must have passed and this must be recorded on the eWaiver Tracking Sheet with a current contact number. Observe safety rules, signage, and procedures established by CYGHA Executive and the Town (Town protocols vary from Town to Town, it is the responsibility of the Safety Ambassador to know these DIFFERENT protocols thoroughly)
- Oversee the number of people entering the facility and ensure that at NO point do we go above the facility occupancy (please see the facility occupancy document for more details)
- Ensuring players/staff (and parents/guardians if they are allowed to enter) have their own masks and enough water for the entire session. There is no access to water fountains/filling stations
- Report as soon as possible any accident, injury, unsafe condition, insecure condition, or threat to personal security to the visitors to the CYGHA COVID Response team contacts, Patty Albert info@cygha.com and/or Steve Dempsey coach@cygha.com