

RESPONSIBILITIES OF HOCKEY TEAM PERSONNEL

Coach

- Plans on ice and off ice team activities in consultation with the assistant coaches.
- Establishes rules, regulations and controls for team discipline, in consultation with the assistant coaches and Directors.
- Assists with individual player meetings.
- Co-ordinates the design and teaching of the philosophy and systems in consultation with the assistant coaches.
- Designs practice plans in consultation with the assistant coaches.
- Supervises and controls the practice environment.
- Plans, implements and controls program preparation and communication with the team.
- Co-ordinates the bench during all games.
- Changes the forwards during games and oversees all special team situations according to the program plan derived by the coaching staff.
- Communicates to the officials through the team captains when necessary.
- Reviews both team and individual performance with the assistant coaches following all games.
- Organizes the pre-scouting and evaluation of opponents.
- Communicates with support staff.

To ensure the smooth operation of your hockey program, it is necessary to establish effective communication with your support staff. The support staff includes the assistant coach(es), manager and trainer.

The Coach will have constant communication with the Assistant Coach(s) and the Manager. You can do the following to ensure the development of a harmonious relationship with your assistants.

- provide leadership to your assistants.
- clearly define the roles and responsibilities of yourself and your assistants.
- respect and appreciate the roles of one another.
- offer one another mutual support and work together in an honest and open relationship.
- be fair and consistent in your interactions with your assistants.
- meet regularly and before each practice, meet to go over the plans of the practice.
- periodically evaluate your assistants and provide them with feedback.
- encourage your support staff to provide you with feedback and suggestions.
- give credit and recognition to your assistants when it is appropriate.
- make your assistants feel like they are an integral part of your hockey program.

Assistant Coach

- Helps to design and teach the team's philosophy and systems as derived in consultation with the coaching staff.
- Assists with the supervision of players both on and off the ice.
- Assists with individual player meetings.
- Assists with planning, organizing and conducting of practices.
- Takes an active role in practices by implementing the designed drills and providing individual team feedback.
- Assists with the scouting and evaluation of opponents.
- Assists with program preparation and strategy planning as well as game to game adjustments.
- Analyzes the team's defensive play during all games.
- Communicates to individual players and / or groups (forwards, defence, goalies, power play, etc.) in the dressing room prior to and following all games and in between periods.
- Reviews both team and individual performances with the coaching staff following all games.
- Maintains 80% positive feedback and 20% constructive criticism when dealing with the players.

Trainer

- Provides first aid as required.
- Checks equipment for proper fit.
- Inspects equipment to see that it is properly maintained and legal.
- Teaches athletes how to care for their equipment.
- Performs medical follow up on injuries.
- Educates players and parents on injury prevention.

Team Manager

- Assists with registration requirements when necessary.
- Negotiates additional practice ice time for practices and exhibition games.
- Handles equipment (e.g. goalie equipment, pucks, pylons, etc).
- Handles game reports.
- Makes necessary travel arrangements.
- Submits tournament applications.
- Arranges for dressing rooms and keys.

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Parent Representatives

- Liaison between parents of team players, coaches and the Parent Representative Director of the Club Executive
- Responsible for maintaining an open line of communication

Time Keeper/Score Keeper

- Operate the arena time clock
- Ensures that proper conduct is maintained in the box
- Fills out game sheet as game proceeds
- Maintains an accurate record of goals scored, by whom; assists on goals, by whom; and penalties, by whom; with their time as directed by the referee

Jersey Mom/Dad

- Ensures that appropriate game jerseys are in the game dressing rooms at least ½ hour before game time
- Collects all game jerseys after each game (Jerseys are not to go home with players)
- Launders game jerseys as required

Treasurer/Fundraiser

- Establishes the team budget early in the year in coordination with the coaching staff.
- Arranges fundraising events as decided upon by the team
- Manages all funds collected for the team and team bank account.
- Ensures payments made for tournaments, purchased ice time, and other team expenses.
- Provides regular account statements to the parents/players.
- Prepares a year-end account statement upon closure of team account to provide to the Sabres Executive at the end of the season. All account balances must be \$0.