



Manual of Operations

Title: Staff Roles and Responsibilities	Number: MO-06-02
Source: LMC	
Approved By: WGHA Board	Date Approved: June 2016 Date Last Reviewed: June 2016 Date Last Revised: August 2019, June 2024

TEAM STAFF

All WGHA Teams (HL, DS and Rep) will have a designated:

- Coach
- Trainer
- Female staff member

Each WGHA Rep Teams will also have a designated

- Manager
- Treasurer
- Parent Liaison

WGHA teams may also include designated:

- Assistant Coaches
- Dressing Room Staff
- On-Ice Assistants
- Goalie Coaches
- Manager Uninsured
- Statistician
- Volunteer Coordinator

All Coaches (Head, Associate, Assistant and Goalie), Trainers, Dressing Room Staff, other Bench Staff and on-ice Staff must be insured with OWHA.

Except for the U22AAElite team, the WGHA will cover the cost of insurance for up to nine (9) staff members, of which a minimum of five (5) must be female. Payment for all others will be the responsibility of the team. Any team official that at ANY time (even one time) during the season will have an on-ice or on-bench role with the team must be insured.

The U22AAElite team will determine and pay for the number of coaching staff members to be insured, and this will be included as part of their fees.



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In order to assist with the successful running of WGHA teams a number of other volunteer positions may be considered. These include but are not limited to:

- Videographer
- Social Convener
- Jersey Coordinator
- Hotel Coordinator
- Water Bottles
- Newspaper reporter/webpage and/or social media manager

Responsibilities for each Team Staff member is in Appendix 1 to this policy

COACHING STAFF

WGHA refers to the following individuals as members of the Coaching Staff

- Coach
- Associate Coach(es)
- Assistant Coach(es)
- Trainer
- On-Ice Assistants
- Dressing Room Staff
- Goalie Coach(es)
- Other Bench Staff

It is mandatory that all members of the coaching staff complete and maintain the requirements as set forth in MO-04-03 Screening and Credentials.

Reference Material

MO-04-03 Screening and Credentials
Hockey Canada NCCP Certification Pathways



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APPENDIX 1

Coach

The Coach is responsible for every aspect of the team. The responsibility also includes conduct of the bench staff during all team functions. The WGHA wants every player to have a positive experience while participating in a team and the Coach is the lead position to facilitate and implement this expectation.

Responsibilities are as follows but not limited to:

- Conducting fair tryouts (Rep and DS Teams)
- Selecting team staff that are qualified and if they have children on the team ensure the child(ren) have the skill to play at the selected level. All team staff must be approved by the Board of Directors.
- Overseeing the proper conduct of team staff on and off the ice during practices, games, while representing the team at meetings, and tournaments.
- Promoting equitable ice time and development for all players and goalies.
- Demonstrating positive interactions with game officials.
- Effective communication with players and parents.
- Complying with WGHA rules, expectations and code of conduct.
- Establish a team code of conduct and provide equal application of this code.
- Promoting positive self-esteem for players.
- Ensuring all team staff
 - have completed and maintained the appropriate credentials in accordance with WGHA policy.:
 - follow the WGHA dress code
 - wear properly fastened helmets during practices.
- Ensuring the manager or treasurer submits team budgets as required.



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- Comply with OWHA and Hockey Canada Rules.
- Adhere to Policies, Procedures and Guidelines and rules of the league in which they participate.
- Attend all association and inter-divisional meetings
- Adhere to the mandated player call up process

Associate Coach

It is the responsibility of the Associate Coach to:

- Work collaboratively with the Coach and Assistant Coach(es) to reinforce the objectives of the Coach
- Take over the Coach responsibilities in their absence.
- Work with the Coach and Assistant Coaches to enable the players to achieve their full potential in a positive environment.
- Ensure appropriate credentials are completed and maintained (expected to maintain same level as Coach) Must attend appropriate coach level clinics to attain "trained" status.

Assistant Coach(es)

The Assistant Coach(es) are responsible for

- working collaboratively with the Coach and to reinforce the objectives of the coach.
- take over the coach's responsibilities in their absence.
- work with the Coach to enable the players to achieve their full potential in a positive environment.
- it is strongly recommended that all Assistant Coaches attend appropriate coach level clinics to attain "trained" status.

Trainer

Each team must have a certified trainer on the bench with a minimum of HTCP Level 1 certification obtained through OWHA coordinated courses.



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The WGHA strongly encourages trainers to be female.

Responsibilities as follows but not limited to:

- be present at all OWHA sanctioned events including games, practices and dry land training and should initiate off ice warmups.
- in the event of an accident, the trainer will ensure the appropriate paperwork is completed and filed with the OWHA.
- gather and maintain Medical History Forms. All parents must complete a medical history for their daughter. It is highly recommended that this form also be completed for all coaches, assistant coaches and trainers in the event of an accident on the bench or ice. These forms will be kept by the trainer in the medical bag for immediate reference purposes.
- establish the Team Communication plan in the event of an injury
- attend to injured players/coaches and work with facilities staff to call for emergency medical personnel as required.

Manager

Coordinates all administrative tasks required of the team including:

- maintenance of team contact information,
- completion of registration forms for submission to the WGHA Registrar;
- communication with the team at the request of the coach;
- other duties as requested by the Coach.

Team Statistician

If applicable, the person responsible for inputting game stats into the system. This individual could also track shots on goal, plus, minus etc.

Team Bench and Dressing Room Staff

Under no circumstance are there to be males, in the dressing rooms without an adult female present. Each Team must have designated female dressing room and bench staff members. Their duty is to:



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- be in the dressing room and on the bench with the girls.
- let the male members of the coaching staff know when all the players are dressed and are ready for the pre-game talk.
- be present in the dressing room during the pre-game and post-game talks
- be present on the bench during games and accompanying a male trainer onto the ice to attend to an injured player.
- ensure that game sheets are completed and signed by each player/coach and lock/unlock the dressing room

Treasurer

Each team will be required to have one member of the parent group act as the Team Treasurer for the hockey season. The Team Treasurer should be selected prior to the distribution of the Team Budget and other information for the parents and/or legal guardians.

The Treasurer will be responsible for the following:

- opening the bank account at an accredited financial institution;
- receiving and maintaining control over all bank statements and information;
- collecting money from the parent group and completing bank deposit;
- issuing cheques for expenditures;
- reconciling the budget and Reporting on budget variances;
- preparing the December (as appropriate) and yearend financial Reports for distribution to the coaching staff and parents and/or legal guardians of each player; and
- reviewing and ensuring team compliance with the financial policies and procedures of the Waterloo Girls Hockey Association.

The Treasurer of WGHA will require the names of the authorized cheque signers (minimum two- preferably three). Coaching staff are not included. A letter will be sent to the bank who will set up the accounts. When all



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documents are ready for signing, an e-mail to the signers will go out in order for them to sign at their convenience.

Parent Liaison

Each Rep team must have a designated Parent Liaison. The key role of this individual is to be the first go to if there are issues/concerns on the team. The Parent Liaison is supported by the Director, Concerns and Support.

Water Bottles

Players are encouraged to bring and maintain their own water bottles and not share.

Fundraising Co-coordinator(s)

Should the team decide to raise funds, then a coordinator could be identified to arrange functions.

Social Committee

This (ese) individual(s) could organize social events for the girls such as tournament functions and end of season party.

Hotel Coordinator

For out-of-town tournaments, a volunteer could co-ordinate the hotel accommodations on behalf of all families.

Jersey Coordinator

Two parents should be selected to bring the sweaters – one taking the home and one taking the away – these parents are responsible to ensure that the sweaters are there for all games and are cleaned and in good repair.

All teams may consider having players responsible for their own jerseys. (see MO-06-21 Uniforms and Protective Equipment)



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Newspaper Reporters/website/social media

This person will be responsible for calling in all scores to the local newspaper and writing articles for the paper. As well a team web site can be established through the WGHA web site. Contact registration@waterlooravens.com for activation.