

Roles and Responsibilities

Head Coach:

- Ensure you have assistant coaches and all volunteer positions filled as representatives for your team (manager, fundraiser rep, tournament rep, apparel rep, picture rep, parent liaison, jersey parent - if applicable) Once all of these positions have been filled - email all the names and contacts to the president's email. This means you are hosting a parent meeting at the beginning of the year (or your manager with the understanding that you have communicated your requests) to ensure all positions are filled.
- Ensure you are certified and all credentials are up to date. This includes your assistant coach. Your manager also needs to take a certificate.
- Creating and executing practice plans - and if absent, communicate to your assistant coaches/ice assistants the practice plans needed. You are responsible for scheduling the practices so that there is an adult on the ice at all times for practice. This can extend to having other coaches on the ice (as shared practices) to assist you.
- Prepped for games - this includes line ups and being ready to assign who takes care of what door (and their specific strength - whether defence or offence - if they are in an upper level).
- Sign game sheets (if needed - at U10-2 and lower this is not needed) and ensure it has all the players that are present at the game (if a player is absent - ensure it is crossed off). Ensure that the game sheet makes it to the appropriate person (scorekeeper).
- Sign up under RAMP as head coach. Read and Sign the coach's code of conduct. Submit a criminal record check if it has been updated the past three years.
- Affiliates - you will coordinate with other coaches that you are affiliating from and affiliating TO - this ensures that you have

appropriate numbers to make your team viable to play each game for the entire year.

- Communicate to the coaching director if there are issues - and/or your evaluation director. They will assist you in resolving the issues/concerns.

Assistant Coaches:

- Support the head coach and assist in the execution of the practice plans.
- Ensure you are certified and up to date on your credentials. Sign up on RAMP as assistant coach.
- Sign the coaching contract and ensure your criminal record check is submitted and up to date.
- Sign the scoresheet if applicable.
- In the case the head coach is absent - you will now take on the role of a head coach.

Manager:

- Take the manager's certification on the coach's locker.
- Sign up under RAMP as Manager.
- You will be in charge of scoresheets, assigning jobs that pertain to ice officials (the people in the penalty box/timebox/spectator liaison/etc). You will also be uploading the info in to RAMP after each game.
- Obtain the RAMP admin username and password to ensure all games/events are updated. Send invites to the team (parents) to ensure they have the most current/updated info.
- In some cases, book hotels (unless the manager has delegated this role to others), organize social events (unless the manager has delegated this to others), manage team funds, and ensure all parents have the information needed to volunteer in the positions that are required.

Picture Rep:

- Communicate to the team about the date and time of pictures for your team. This includes what the recommended attire is (are they fully

dressed on the ice? Are they upstairs in the arena - bare feet with jeans?)

- When the time comes, you will be available to organize and assist the photographer. Ensure that all the players have jerseys and are wearing the appropriate attire.
- Ensure your team is aware of how to order pictures online; when they arrive you will pick them up and hand them out to your team members.

Apparel Rep:

- Communicate to the team about the date and time of the apparel night for your team.
- On this night, players and parents can try on sizes, then order online (or at the event) with sizes and colours.
- You will receive the apparel when it is ready and hand out to your players.

Tournament Rep:

- You will attend tournament rep meetings and then manage signing up your team for volunteer positions needed.
- You will be responsible for creating a basket of some nature to donate to the raffle draw. In the past we have also contributed to a 'booze basket'.

Fundraiser Rep:

- You will attend fundraising rep meetings when required to obtain info as to what the LRA is organizing as a fundraiser. This includes but is not limited to: the casino, the 50/50 at an Oiler game (if we have the opportunity), chocolates, or anything that the LRA has approved.
- You will organize the fundraiser and email your team about the information needed to conduct the fundraiser.

Parent Liaison:

- You will be the 'go to' for a parent/guardian when there is a concern/conflict regarding a coach (whether head or assistant).

- You will act as a mediator to ensure that both parties have their voices heard and the conflict is resolved - at least to the point of agreement or compromise between both parties.