

DUTIES OF TEAM OFFICIALS



Head Coach

- A. To provide positive encouragement to all team players for the effective promotion of sportsmanship and the skills required for the game of hockey
- B. To provide a positive influence and meaningful information pertaining to the rules, attitudes and team efforts necessary for the promotion of the sport of hockey
- C. Refer to and abide by all WHMA Bylaws, Policies and Procedures.
 - a. [Policies & Procedures - West 39 Minor Hockey](#)
 - b. Refer to the WMHA Coach & Manager Package for details.
- D. To be present during evaluations assist with player selection, if required at the player level.
- E. Select Assistant Coaches from the approved list provided by the Coach Coordinator.
 - a. One assistant coach will be designated as a goalie coach. This is mandatory.
 - b. Minimum number of assistant coaches selected will be 3 plus your goalie coach.
 - c. You may select as many assistant coaches as you like from the approved list, however only 5 are allowed on the bench during a game. Head coach decides who will be on the bench during games.
- F. Provide your list of assistant coaches to the registrar@west39hockey.com as soon as possible.
- G. Select a Manager from the list of approved managers if more than one have applied.
 - a. Communicate with the team manager to address issues with respect to game times, practice times, tournaments, suspensions, league information and any other issues pertaining to the team.
- H. At least one member of the coaching staff from each team must have completed their safety clinic from Hockey Alberta. This person must be in the arena at all times when their team is on the ice.
 - a. Provide and name and contact information of this person to the Safety Coordinator at safety@west39hockey.com
 - b. For any player that is removed from a game due to an injury the Hockey Canada Injury Report must be submitted to the WMHA Safety Coordinator by a coach or manager. Refer to our Injury & Concussion Policy.

- I. To host a parent meeting in the beginning of the year to explain your philosophy and expectations following the WMHA Policies and Procedures.
- J. To relay pertinent information to the team, as required and support quality communication to parents and players.
- K. To acquire and maintain an understanding of the rules and regulation of Hockey Alberta and CAHL, and to ensure strict adherence to said rules and regulations
 - a. <http://cahlhockey.net>
 - b. www.hockeyalberta.ca
- L. To attend as many games and practices as reasonably possible
- M. To prepare effective practices using the provided resources. Ice Hockey Systems.
- N. Will have final decisions with respect to all aspects of the team.

Manager

- A. Have good communication with the coach, the parents and the players. Your role is to support your head coach and provide them with information so they can make team based decisions.
- B. Ensure quality communication with all parents.
- C. Remember any team decisions dealing with spending money should be brought up to parents for feedback.
- D. Refer to and abide by all WHMA Bylaws, Policies and Procedures.
 - a. [Policies & Procedures - West 39 Minor Hockey](#)
 - b. Refer to the WMHA Coach & Manager Package for more details.
- E. The Registrars will give you manager access to your team's TeamSnap account. This will allow you to be the record manager to create events throughout the season. If you have not received this please contact them. registrar@west39hockey.com
- F. If your Data Entry volunteer is not yourself, please provide the Registrar with that information by Oct 1 of that year.
- G. Team Managers should never contact any CAHL Representative except for their assigned Governor or their Division Lead Governor unless directly requested to do so. Doing so may result in potential sanctions or fines against your Association, your CAHL Director or you and your Team. See handbook for more details.
- H. To acquire and maintain an understanding of the rules and regulation of Hockey Alberta and CAHL, and to ensure strict adherence to said rules and regulations
 - a. <http://cahlhockey.net>
 - b. www.hockeyalberta.ca
- I. For any player that is removed from a game due to an injury the Hockey Canada Injury Report must be submitted to the WMHA Safety Coordinator by a coach or manager. Refer to our Injury & Concussion Policy. safety@west39hockey.com

Treasurer

- A. Please have the incoming Team Treasurer contact treasurer@west39hockey.com at the start of the year so he can brief them.
- B. All WMHA accounts are at ATB Thorsby. Once the teams pick their individual team treasurer, the West 39 treasurer will set them up with their bank cards and answer any questions they may have. The monthly bank statements for each individual team account will come to the WMHA treasurer and then they will distribute them out to the team treasurers.
- C. Set up a ledger to keep track of all money taken in and disbursed. This must be shared with parents monthly. General ledger will be provided by the treasurer.
 - a. Make a copy [WMHA General Ledger for Teams.xlsx](#)
- D. Look after the monies for your tournament as per the tournament report.
- E. No other team fundraising unless approved by the Executive.

Assistant Coach

- A. To provide positive promotion of the skills and attitudes necessary for the success of all team players.
- B. To assist and support the Head Coach in all planning aspects.
- C. To assume the responsibilities of the Head Coach in his/her absence.
- D. Ensure team equipment (pucks, jerseys, goaltender equipment, etc) is available as needed.
- E. One assistant coach will be named the goalie coach. This person will first and foremost support the goalies on the team. They will provide drills and feedback during practices and games. They will work in conjunction with the head coach and all players on the team.

Parent Liaison

- A. This is a mandatory position.
- B. The intention of the Parent Liaison is to help facilitate and allow open dialog and communication between the parent group and the coaches / managers, after waiting for the 24 hour rule.
- C. They will also report any abuse towards referees, coaches or the opposing team directly to the executive. If the liaison is not comfortable dealing with the abuse, the executive will in a confidential manner. The hope is that if there is an issue with the coach or manager by a parent(s) or vice versa the parent liaison may be able to help deal with concerns and recommendations.

- D. This volunteer should not be related to the head coach, can not be the manager and if possible not be related to an assistant coach. Expectations can be made in some circumstances.

Tournament Coordinator

- A. Please contact fundraising@west39hockey.com to introduce yourself. The fundraising coordinator will provide you with WMHA Tournament Guidelines for description.
- B. There is a MANDATORY meeting with the Fundraising Coordinator to go over the guidelines.
- C. The fundraising coordinator will also provide you with raffle licenses.
- D. Please email hockeyalbertarep@west39hockey.com when your tournament is full.