



## Head Coaches

Maximum allowed is one (1) individual per team to complete this task.

Duties of the Head Coach include, but not limited to:

- Reports to the Director of Coaches.
- **General Acknowledgement:**
  - Recognize responsibility as a leader, educator/role model; and set a good example.
  - Adhering to any / all participant development mandates as set by the SW Hockey Board, in order to remain on the team roster.
  - Operating within the rules established by Hockey Calgary, Hockey Alberta and Hockey Canada.
  - Responding to directives of SW Hockey and operate the team within established Policies and guidelines.
  - Including and delegating responsibilities to the Assistant Coaches; with the execution of on-ice drills when possible.
  - Coach / instruct the team during practices and plan / implement all game preparation (pre, during & post).
  - Pursue objectives and directives through appropriate channels, and in a manner that is not detrimental to the team, League or SW Hockey.
  - Serve as the official spokesperson on behalf of the team.
  - Communicate with the Team Manager & encourages delegation of responsibilities. However, ultimate responsibility for activities rests with the Head Coach.
  - Supervision regarding delegated responsibilities is a necessary function of the Head Coach, who can make changes to their staff; in consultation with the Director of Coaches.
  - Comply with normal administrative directives of the Association and to also hold a team meeting at the beginning of the season, to ensure the team has adequate support personnel; as per the "Approved Roles of the Association"
  - Develop a set of Team Rules that are clearly communicated and enforced equally on all participants. These rules should include making participants accountable for their actions; promoting respect and creating an environment which allows for learning. There is a template available via Southwest Hockey.
  - Networking with other coaches is encouraged.
  - Keep careful documentation of any incidents or issues that arise among your team. This documentation could assist with the handling of any escalation in issues over the course of the season. This documentation can assist the Coaches, Director of Coaches and the SWH Game and Conduct Committee in the event of escalating concerns

## Head Coaches - Continued

- **Conduct:**
  - Conduct towards; participants, parents / guardians, officials and other persons should be based on mutual respect and to be fair and reasonable.
  - Ensure proper supervision of the team, before, during and after all games and practices and accept reasonable responsibility for the conduct, safety and well-being of their participants.
  - Number one goal for every Coach is to develop all participants' skills and knowledge of the game and to prepare them to be able to compete at the next age level; ensuring that each participant has the maximum opportunity to develop their potential. There should be equal ice time for participants, measured over the course of about two (2) – three (3) games.
  - Teach participants to play fairly, respect the rules, officials and opponents.
  - Encourage and motivate participants towards enjoyment of the game, team concept, and skill development by building confidence and not ridiculing them.
  - Respect the use and access of team email addresses. It is **required** that **BCC:** is to be used when emailing families; unless **ALL** families agree otherwise.
- **Certification:**
  - Understand certification requirement(s), to obtain a spot on the coaching roster.
  - Ensure all completed certifications are properly listed on your HCR profile.
  - Ensure all required certifications as directed by SW Hockey, Hockey Calgary, Hockey Alberta and Hockey Canada have been completed by the deadline; in order to remain on the coaching roster.
  - Completing a Police Information Check (PIC), as set by the SW Hockey Board; by the deadline in order to remain on the coaching roster.
- **Volunteer Bond Category – This is a 'Full Credit Position'**

