

Your Hockey Team – Team Officials – On ice – Off ice – Safety

Welcome to your new team. It is our hope you have a great season of fun, skill development, challenges and successes. This document is to standardize the function of a team, the team roles, and expectations of the volunteers, parents and players. Go Bruins Go.

Head Coach – ALL items pertaining to your team are through the head coach. The head coach volunteers to run the team and submits at the registration period their intent to be a head coach. The head coach for your team is selected by the Coach Selection Committee. Once a head coach is placed on a team, he/she agrees to take the necessary courses to qualify for the team they have been assigned. All coaches must be certified by the level of play their team will play at. Certification is through local agencies, but all certifications are awarded through Hockey Canada standards. These standards are courses that combine skill and lesson planning, adequate ice usage, safety on and off the ice, effective use of your fellow on-ice team officials, and your off-ice team management structure. Head coaches are expected to follow BRBHA policies and be familiar with the Hockey Calgary rule book.

Head Coach: roles and responsibilities include:

- The head coach will ensure that an age and level appropriate practice plan is made prior to each ice time and it is shared with the other on-ice team officials. The head coach can share this duty with other on-ice team officials, but must ensure there is one. The person running the practice should engage all on-ice helpers and coaches, and maximize the amount of time players are in motion during drill and skills.
- Equipment – the head coach will sign-out equipment from BRBHA. It is the responsibility of the head coach to keep track of the equipment and/or assign a team member to monitor it.
- Team Budget. The head coach will work with the team manager and parents to set up the events your team plans for the season. A team budget must be made in the perspective the players come from many different economic positions. All players must be included in the events even if some parents cannot afford the funds. Please plan accordingly.
- Coaching clinics will be made available to coaches during the season. We recommend all on-ice officials take advantage of the ice times.
- You are a registered On-Ice team official and can be disciplined by Hockey Calgary and the referee for on ice actions, as well as the BRBHA discipline committee for off-ice infractions.
- Dressing room. The head coach will make a dressing room policy. This policy can vary from age group to age group. It will include parent's access to the dressing room or not, time for the dressing room to be closed (not locked) to the coaches and players only, rules around male, female or other changing schedules as it

pertains to your team. This policy needs to be predictable and it will be reviewed at coach orientation. A head coach will ensure the dressing room is 2 persons deep in room monitoring. A coach will do this with on-ice and/or off-ice team members; however it is preferable that it be on-ice officials that have all the certifications and clearances. Male, female or other dressing situations will require the same. When the coaches are on the ice the head coach must direct 2 other team members to maintain the 2-person deep dressing room monitoring. This may be during a game when a player needs to return to the dressing room for any reason (equipment, washroom, injury or such). This time also includes the end of a game when players arrive at the dressing room and coaches are still on the ice. BRBRA wants the other on-ice team officials, team manager or the safety person at the dressing room.

- Ensure equal and fair ice time for players. We are community hockey and are only one of many stepping stones a player will experience in their hockey development. BRBHA has players of all levels and commitments, and therefore all players will get equal ice time.
- Head coaches will be given links to practice plans and skill development materials at the coach orientation.
- On-ice officials. The head coach can choose 4 more on-ice officials (one can be the team manager). The coach counts as one official. Typically 2 assistant coaches and 2 on-ice helpers. All 5 must have police clearance. Each team must have a certified coach for the level of their team. All coaches/team officials/parents should have the respect in sport qualifications. A team must also have an on ice official with coach safety certification.

Assistant Coach. You are a team on-ice official that must have police clearance and other courses to be on the bench as it pertains to your team's age group and/or level of play. You are expected to participate in the ice times and development of the players. You may be asked to make up and/or rule practice plans. You are also part of the team safety plan and dressing room policy. It is hoped you are in development to being a future head coach. Assistant Coaches are listed on rosters as On-Ice Team Officials and therefore can be disciplined by the Hockey Calgary and the referee according to the Hockey Calgary rule book. You can be disciplined by the BRBHA discipline committee for off-ice actions.

On-Ice Helper. You are a team official that must have police clearance to participate on ice and/or the dressing room. You expected to help on ice at the other coach's direction. You are a time saving person in organizing the players and equipment set up. It is hoped you are in development to become future coaches. You are list on the roster as an On-Ice Team Official and therefore can be disciplined Hockey Calgary and the referee according to the Hockey Calgary rule book. You can be disciplined by the BRBHA discipline committee for off-ice actions.

**Team Manager.** You are the head coach's right hand person. You will work with the head coach for all off-ice duties. You are otherwise known as the glue that makes the extended team flow. You will engage the parents and act as a buffer between the parents and coaches. You will also be tasked with setting up the team volunteers: Treasurer, Tournament, Equipment Coordinator, Time Clock schedule, Jersey parents, Fund raiser parents, and other as designated by the head coach to have a successful season. A successful season may include your games and practices, tournaments, fund raisers, team fun events, clinics, dryland training and socials. You will work with the age group coordinator for your team's level and age for communication between the BRBHA board members. You will be, in association with the head coach, the first line of problem resolution for your team.

**Team Treasurer.** You will be responsible to open and close a bank account for your team in conjunction with the team manager. You will report to the team manager. You will keep simple accounting of your team and prepare checks for your teams expenses. You will be responsible to present reporting to your team through the team manager / head coach. If your budget is over \$7,000.00 you will need to cc your reports monthly to the BRBHA Treasure [treasure@bowriverhockey.ca](mailto:treasure@bowriverhockey.ca)

**Fund Raising.** This volunteer position is required by all teams and should be more than one person. Fund raising can occur to meet the budget you have set for your team. Each team can have a cash call to a maximum amount of \$100.00 to the parents. Other fund raisers can involve donations to the team, raffles (need license), sales of products (Spulumbos, popcorn) or such. It should be taken into consideration a team is made up of many dynamics – and all players may not be able to participate in fund raisers, but cannot be penalized for this.

**Equipment person.** This volunteer will ensure the equipment is in good working condition, or seek out repairs or replacement as needed with the BRBHA equipment coordinator [equipment@bowriverhockey.ca](mailto:equipment@bowriverhockey.ca). The equipment can range from pucks, to first aid kits, to goalie equipment for novice teams.

**Jersey parents.** These volunteers will ensure jerseys are clean and available as needed by the head coach. Repairs to jerseys should be done or brought to the attention of the BRBHA equipment coordinator [equipment@bowriverhockey.ca](mailto:equipment@bowriverhockey.ca)

**Tournament Coordinators.** This position should also be done by more than one person. This position can include finding tournaments for your team to enter, organizing your own tournament, arranging space for fund raising at tournaments, obtaining travel permits to attend tournaments and arranging hotel room for out of town games. Details should be spent to make sure tournament dates and time do not conflict with your Hockey Calgary or BRBHA ice times. You will work with your team manager to ensure no ice conflicts occur. Teams are responsible to pay for ice times missed. Ice times can be traded with other teams in the BRBHA. Critical dates from Hockey Calgary for hockey deadlines have been post on the BRBHA website.

**Time Clock / Penalty Box person / Score sheet person.** This position should be shared amongst several parents so availability vs knowing how to use the time clock or file in the score sheet ensures we have

someone for every game. Teams should try to provide a mentorship for their team to ensure enough people are available. All team must provide bench volunteers for each game.

Safety Person. This was a newly initiated position by BRBHA board policy that is now permanent. This is also a volunteer position that should be done by more than one person to ensure availability at each ice time. This person will coordinate directly with the head coach to the conditions of the arena, dressing room and common areas in direct access to the players. The safety person will fill out an arena safety sheet (posted on BRBHA website – Safety tab) for each ice time, and cover all the items on the checklist. The safety person will alert any items that are assessed as hazardous to the head coach for their consideration. The report may include communications with the rink attendant to resolve any issues. The reports are to be maintained in a safety hand book along with the player's sealed medical documents and injury logs, and be available to the head coach for their review as issues occur. The forms will be reviewed at the coach / team orientation meetings. The head coach and safety person will cooperatively set an action plan in case of an injury or incident.

#### BRBHA Safety Policy

The BRBHA has a safety program. The safety program has been derived from the Hockey Canada safety program and includes and uses the standard forms presented by Hockey Canada. Hockey Canada is the insurer of our players and coaches. The safety program has always existed in the coach certifications issued through Hockey Canada standards. BRBHA has taken the additional step of organizing a safety person that the head coach can count on, to implement/assist with the program. BRBHA has assessed safety is important and difficult for a head coach to implement on their own, especially during the same time period of preparing for the ice times and the volunteers to execute a game or practice. Therefore BRBHA has created the volunteer role of safety person. A safety person does not need to be a medical person, only assist in ensuring safety occurs.

The safety person will fill out arena documents, injury reports and help with an action plan in the event of an injury. It is only common sense to think each team would want to participate in ensuring our players/children have a plan in place to protect them before they get on the ice, when they are in the dressing room/arena and on the ice if they get injured. The forms act to ensuring details get looked over to prevent issues or injuries, as well as to set up timelines for when injured players should return to play. Injuries may need a doctors not added to the file before a player can return to play. Injury forms should be forwarded to [safety@bowriverhockey.ca](mailto:safety@bowriverhockey.ca) to ensure a file has been date stamped. Injuries that need to be forwarded would involve a player or coach missing ice time. Minor injuries can be kept at the team level in the log book. The log book should be passed to each person handling the safety for that ice time, and be available to EMS in the case of sever injury. An action plan would be set procedure set up by each team to ensure proper response in the event of an emergency. The action plan would address who would attend an injured player on the ice, identifying and medical persons on your team, ensuring an informed call for help is made, and access to the injured player is simplified to be time efficient. An action plan will be covered at the coach orientation. We invite all team to share their arena checklist and action plans to [safety@bowriverhockey.ca](mailto:safety@bowriverhockey.ca) were they will be posted for all members to review.

It has been determined the same arena can be reviewed with the same arena check list as long as the person add the additional date the signature each time as proof the site inspection was done. The arena report is to identify any issues with the ice or common areas the team will be exposed to. These items will be discussed with the head coach to determine if they are imminent enough for the team to continue on with the ice time. The arena attendant should be contacted to resolve any issues that may arise. Concerns can be forwarded to Calgary 311.

The safety program will be reviewed by the board members. Your team could be asked to see the safety log book. We look forward to your participation in our BRBHA member safety and the best hockey experience available.

Michael Burke

BRBHA President

[president@bowriverhockey.ca](mailto:president@bowriverhockey.ca)