



Wilmot Girls Hockey Association

Job Descriptions for Team Positions

(Including Representative and House League)

Position Title:	Assistant Coach
Purpose of Position:	To teach a variety of skills, both on and off ice, to supervise the players to create a safe, social and welcoming environment.
Risk Level:	High – working in close proximity with children, able to significantly influence the individual.
Skills and Qualifications:	<p>Skills</p> <ul style="list-style-type: none"> • Ability to communicate in a highly effective manner with players, parents, coaching staff and members of the executive • Ability to effectively diffuse intense and sometimes hostile situations • Ability to instruct, motivate and lead players <p>Qualifications:</p> <ul style="list-style-type: none"> • Valid Police Check • Respect in Sport/Speak Out Certificate • NCCP Coach Level 1 (minimum) NCCP Development Level 1 (preferred)
Boundaries and Limitations:	<ul style="list-style-type: none"> • The Assistant Coach is bound by the OWHA Code of Conduct and all rules, regulations, by-laws, articles and policies of the OWHA • The Assistant Coach is bound by the LLFHL/KHL and all rules, regulations, by-laws, articles and policies • The Assistant Coach is bound by the WGHA and all rules, regulations, by-laws, articles and policies
Vulnerability of Persons Served:	<ul style="list-style-type: none"> • Work directly with young girls between the ages of four and 18.
Screening Requirements:	<ul style="list-style-type: none"> • All coaches must complete and submit a coach's application • If necessary, attend a selection interview conducted by the WGHA executive
Supervision and Support:	<ul style="list-style-type: none"> • This position reports directly to the Head Coach. • The WGHA has designed a number of Coach Mentors that are available to assist with support throughout the season
Duties/Activities/Responsibilities	<ul style="list-style-type: none"> • Coaches are expected to adhere to the WGHA's mission statement and their Respect in Sport/Speak Out designation. Coaches are expected to continue to act as a role model and their actions need to reflect the commitment they have made to create a safe, social and welcoming environment • Comply with all the necessary rules, guidelines, regulations, etc with OWHA, LLFHL, KHL, WGHA • Provide input in the evaluation/selection of the team players • Provide input to and assist with the execution of the practice plans • Time the line shifts during the games, help the players on and off the

	<p>ice during games</p> <ul style="list-style-type: none"> • Assist with supplies needed for practices and games (jersey / pucks / pylons, etc) • Support the Assistant Coach in all facets
Time Commitment:	<ul style="list-style-type: none"> • The Assistant Coach is expected to attend all team events including practices, games (exhibition, regular season, tournament and playoffs) and team sanctioned events or advise Head Coach in advance to ensure adequate coverage is present • Coaches, or designate, are expected to allocate sufficient time before and after games and practices and allow for adequate supervision • 1 – 2 games per week (home and/or away), one practice per week, at least one/two tournaments per season (level dependent) and end of year banquet
Location:	<ul style="list-style-type: none"> • The majority of the coaching responsibilities will occur at the Wilmot Girls Hockey Association home ice, which is the Wilmot Recreation Complex. • However the assistant coach (or designate) will be required to travel to other centres to participate in all games, attend training sessions or information meetings as required by the WGHA Executive.
Orientation and Training:	<ul style="list-style-type: none"> • Complete and submit a coaching application package to the WGHA by the specified deadline • Continue professional development with the approval of the appropriate Director