



## Wilmot Girls Hockey Association Job Descriptions for Team Positions

Position Title:	<b>Head Coach - House League</b>
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"> <li>• Ability to communicate in a highly effective manner with players, parents, coaching staff and members of the executive</li> <li>• Ability to effectively diffuse intense and sometimes hostile situations</li> <li>• Ability to instruct, motivate and lead players</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Fundamental, Novice HL - NCCP Coach Level 1 or higher</li> <li>• Atom HL and higher – NCCP Development 1 (D1) or higher</li> <li>• Valid Police Check</li> <li>• Respect in Sport/Speak Out Certificate</li> </ul>
Boundaries and Limitations:	<ul style="list-style-type: none"> <li>• The Head Coach is bound by the OWHA Code of Conduct and all rules, regulations, by-laws, articles and policies of the OWHA</li> <li>• The Head Coach is bound by the KHL and all rules, regulations, by-laws, articles and policies</li> <li>• The Head Coach is bound by the WGHA and all rules, regulations, by-laws, articles and policies</li> </ul>
Vulnerability of Persons Served:	<ul style="list-style-type: none"> <li>• Work directly with young girls between the ages of four and 18.</li> </ul>
Screening Requirements:	<ul style="list-style-type: none"> <li>• All coaches must complete and submit a coach’s application and attend a selection interview process</li> <li>• At least three references must be provided</li> <li>• Application reviews and interviews are conducted by the WGHA coaching selection committee</li> </ul>
Supervision and Support:	<ul style="list-style-type: none"> <li>• This position reports directly to the House League Director</li> <li>• The WGHA has designated Coach Mentors that are available to assist with support throughout the season</li> <li>• The Head Coach has the support, of a minimum, of three additional team staff members; Assistant Coach, Trainer and Manager</li> </ul>

Duties/Activities/Responsibilities:	<ul style="list-style-type: none"> <li>• Attend all player evaluations or designate an alternative</li> <li>• Oversee all team activities</li> <li>• Manage the safety of the participants</li> <li>• Prepare appropriate plans for each practice and provide appropriate communication to coaching staff prior to practice</li> <li>• Develop a budget and timelines for the team’s activities and communicate to parents</li> <li>• Comply with all the necessary rules, guidelines, regulations, etc. with OWHA, KHL, WGHA</li> <li>• Off ice activities: Coaches are expected to adhere to the WGHA’s mission statement and their Respect in Sport/Speak Outs/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</li> </ul>
Time Commitment:	<ul style="list-style-type: none"> <li>• The Head Coach is expected to attend all team events including practices, games (exhibition, regular season, tournament and playoffs) and team sanctioned events or designate a replacement</li> <li>• Coaches, or designate, are expected to allocate sufficient time before and after games and practices and allow for adequate supervision</li> <li>• Coaches are expected to plan for and hold at least one coach’s meeting and one parent meeting to communicate team expectations</li> <li>• 1 – 2 games per week (home and/or away), one practice per week, at least two tournaments per season (Kyla Kowalik Tournament and Jason Cripps Tournament) and end of year banquet</li> </ul>
Location:	<ul style="list-style-type: none"> <li>• The majority of the coaching responsibilities will occur at the Wilmot Girls Hockey Association home ice, which is the Wilmot Recreation Complex</li> <li>• However the head 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</li> </ul>
Orientation and Training:	<ul style="list-style-type: none"> <li>• Complete and submit a coaching application package to the WGHA by the specified deadline</li> <li>• “Respect in Sport/Speak Out” Certification</li> <li>• NCCP Certification</li> <li>• Attend any scheduled coach’s meetings as set by the House League Director</li> <li>• Continue professional development with the approval of the appropriate Director</li> <li>• Review general feedback provided by the Development Director through mid-season surveys</li> </ul>