



2010
HOCKEY ALBERTA INLINE
Team Alberta Programs
Job Descriptions



Director of Operations (DOP)

REPORTS TO

- Hockey Alberta Inline Coordinator

RESPONSIBILITIES

A) Overall

- To uphold and embrace the Philosophies, Objectives and Guiding Principles of Hockey Alberta Inline

B) Preparation (Pre-Competition)

- Coordinate (with HAIL Coordinator) and communicate all aspects of the competition, meals, accommodations, travel, apparel, schedules, etc.
- In conjunction with coaching staff, ensure that conflict resolution and lines of communication are established and maintained.
- In conjunction with the HAIL Coordinator maintain Program budget.
- Coordinate all written communication to players, staff and parents.
- Review all staff members' job descriptions thoroughly.
- Prepare and communicate all information required by the summer games or HAIL in a timely fashion.
- Coordinate Zone Selection Camp, including booking floor time and communicating camp details

C) Event

- Communicate every day with every player.
- Is the official representative of the Zone Team at all meetings and official tournament functions.
- Is the Official TEAM liaison with the Summer Games committee
- Chairs staff meetings nightly seeking input for the following days itineraries.
- Oversees the preparation and dissemination of daily itineraries.
- Deals with parent issues and parent communication.
- Ensure the coaching staff is aware of any changes in the daily schedules as soon as they arise.
- In conjunction with the Coaching Staff monitor TEAM rules and curfews.
- Makes final decision in regards to discipline for any breach of TEAM rules or code of conduct.
- Assists in scouting as required.
- Work closely with the Coaching staff and training staff to monitor the physical and mental state of the team.
- Participate and assist in TEAM dynamic activities as required.
- Take a lead role in assisting the coaching staff prior to practices and games.

D) Post Competition

- Responsible for submitting a report in regards to the event.



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Head Coach

REPORTS TO

- Director of Operations (DOP), Hockey Alberta Inline

RESPONSIBILITIES

a) Overall

- To uphold and embrace the Philosophies, Objectives and Guiding Principles of Hockey Alberta Inline.

b) Pre-Competition

- Work in collaboration with DOP and Assistant Coach during player selection.
- Develop player expectations and hand out at the beginning of tryout weekend.
- With Assistant Coach conduct a team building weekend/day with the players 1 week (approx) prior to the event to discuss strategies, tactics.
- Work with Assistant Coach to develop a team building plan for the tournament.
- Develop a team mission statement.
- Develop with Assistant Coach
 - 1) Team rules and guidelines
 - 2) Game day routine
 - 3) Practice plans
 - 4) Pre-game strategies
- Provide input to DOP on travel, competition, meals, accommodations, schedules, etc.
- With Assistant Coach make up room lists
- Contact each player at least once prior to leaving for the competition.

C) Event

- Communicate everyday with every player on and off the floor.
- Review changes EAP with staff.
- Review both team and individual performance with the players and assistant coach at the end of every day.
- Co-ordinate the team scouting schedule
- Present relevant scouting information to the players
- Maintain control of the dressing room during all practices and games in order to establish and maintain the performance and intensity level of the team.
- Review game sheet prior to every game
- Responsible for the communication to the officials
- With the assistance from assistant coach conduct pre-game motivational talks
- Promote and maintain a positive state with the team
- While maintaining team play focus on the execution of team plan by:
 - 1) Communication to the players
 - 2) Provide feedback to assistant coach
 - 3) Work with assistant coach on offence and defensive zone coverage in all situations
 - 4) Adjust any tactics as required through out the games.

D) Post Competition

- Submit a report to HAIL in regards to the event.



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Assistant Coach

REPORTS TO

- Head Coach
- DOP

RESPONSIBILITIES

c) Overall

- To uphold and embrace the Philosophies, Objectives and Guiding Principles of Hockey Alberta Inline.

d) Pre-Competition

- Work in collaboration with Head Coach to achieve team goals
- Provide updates on player's progress.
- Provide evaluations on players from other teams
- Develop with Head Coach and provide feedback with:
 - 5) Team play tactics that will suit our team
 - 6) Game day routine
 - 7) List of possible captains
 - 8) Practice plans
 - 9) Pre-game strategies
- Provide input whenever possible to DOP on competition, meals, accommodations, schedules, etc.
- Work on developing a team building plan and itinerary with Head coach.
- With Head Coach and DOP help make up rooming lists
- Contact each player at least once prior to leaving for the competition.

D) Event

- Responsible for the Defense.
- Communicate everyday with every player on and off the floor.
- Support role for team play development through meetings and practice sessions.
- To conduct pre game talks regarding team play, strategies and motivational talks
- Present relevant scouting information to the players
- Participate in the practice plan design
- With the head coach develop team rules and expectations regarding team demeanor
- Assist in maintaining control of the dressing room during all practices and games in order to establish and maintain the performance and intensity level of the team.
- Promote and maintain a positive state with the team
- Active post game analysis of games played and feedback to the coach and players for next game.
- Monitor room assignments and ensure things are kept well in the dorms
- As a result of team play focus on the execution of Team Alberta by:
 - 1) Communication to the players
 - 2) Provide constant feedback to the Head coach
 - 3) Monitor line match ups and shift lengths

D) Post Competition

- Submit a report to HAIL in regards to the event.



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Trainer

REPORTS TO

- DOP
- Head Coach

RESPONSIBILITIES

A) Overall

- To uphold and embrace the Philosophies, Objectives and Guiding Principles of the Hockey Canada and Hockey Alberta.

B) Pre-Competition

- Provide input or concerns to the Director of Operations regarding the competition, meals, accommodations, travel, apparel, schedules, etc.
- In collaboration with the team staff, determine and order through the Director of Operations if required all equipment and materials needed for the competition
- Take a lead role in organizing equipment needs for the team
- Review all staff members job descriptions thoroughly
- Develop warm up in conjunction with the Head Coach and players

C) Event

- Communicates every day with every player both on and off the ice
- Develop, lead and update team staff on team/event EAP
- Maintain accurate records of athlete injury and follow set HAIL reporting and return to play guidelines
- Work in collaboration with staff in ensuring that the players are going through a proper pre-floor warm-up and post floor cool down
- Leadership role in implementing and frequent monitoring of positive team standards with respect to punctuality and general team demeanor
- Will take full control and distribution of all equipment and materials, as well as working with the Director of Operations to distribute any apparel (if applicable)
- Establish and maintain accurate records of all equipment assigned to player and coaches.
- Properly monitor inventory and distribution of all team consumable supplies.
- In coordination with staff, prepare all equipment and supplies for efficient transportation
- In cooperation with the Coaching staff and players, ensure that the change room, dressing room, medical room and coaches room are well maintained and organized.
- With staff maintain repair and respond to all equipment needs during the competition in a timely fashion
- Organize all equipment on the bench and administer to player equipment needs during practices and games
- Work closely with the Coaching staff to monitor the physical and mental state of team
- Participate and assist in team building activities as required.
- Take a lead role in making sure the players are sticking to the time schedule at both practices and games.

D) Post Competition

- Responsible for submitting a report to HAIL in regards to event.