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**Policies & Procedures  
of the  
Vancouver Thunderbird  
Minor Hockey Association**

*P-12*

**COACH DUTIES AND RESPONSIBILITIES**

Date Revised:	June 2010	Revision No.:	5
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## P-12: Coach Duties and Responsibilities

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1. Each coach, whether or not that coach has a child playing hockey with the VTMHA, is a member of the VTMHA and the person most directly responsible for ensuring that the hockey experience for players is a positive one.
2. Prior to the start of each season, each coach is required to become familiar with and agree to be bound by the Codes of Conduct – General Statement, the Code of Conduct – Coaches (Team Officials), the Player Discipline and Suspension Policy and, generally, the policies and procedures of the VTMHA.
3. Each head coach is required to attend BCAHA coaching clinics to obtain the required coaching certifications to allow them to coach at the level they have been selected for. VTMHA will support higher level coach certifications or coach seminars should the coach aspire to expand his or her coaching.
4. Each coach shall submit to a Criminal Records Check and shall provide such assistance as is reasonably necessary to facilitate the check within one week of being appointed.
5. Each coach is required to complete the “Speak Out” or “Respect in Sport” program within one week of being appointed.
6. Coaches are encouraged, but not required, to complete the Hockey Canada Safety Program (“HCSP”) within the first two years of coaching. While the HCSP program is of value for coaches, it is ideal that each team have at least one HCSP person who is not a coach.
7. Each head coach is required to appoint:
  - 7.1. one or more assistant coaches (unless co-coaches have been appointed, in which case the appointment of an assistant coach is optional),
  - 7.2. a team manager who may be a parent or guardian of one of the players on the team, and
  - 7.3. a trainer with HCSP certification.
8. Each rep team head coach shall advise the Vice President Rep Hockey, and each house or H1 to H4 team head coach shall advise their respective Division Manager, as soon as possible, and in any event no later than September 15<sup>th</sup> of each year, of the name, address and telephone number of every team official, provided further that if such personnel change during the year, the head coach shall advise the Vice President Rep Hockey or Division Manager as soon as possible thereafter of any such change. The Vice President Rep Hockey or Division Manager shall ensure that all team officials are appropriately rostered with the team.
9. Each house team coach shall cooperate with their respective Division Managers to ensure that the team selection process at the beginning of each season is fair and that the teams are initially as balanced as is reasonably possible.

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10. Each house team coach shall provide such assistance to VTMHA officials as is reasonably required to further the policy of balancing house teams in accordance with the requirements of the PCAHA.
11. Each coach is expected to make a reasonable effort to attend seminars and meetings for VTMHA coaches organized by the Coaching Coordinator or Director of Hockey Operations.
12. Each coach is expected to assist VTMHA officials, in particular the Coaching Coordinator, Director of Hockey Operations and the appropriate division manager, in maintaining effective, two-way communication within the VTMHA.
13. If a team will not use a scheduled ice time, whether for a practice or a game, the coach or the manager shall immediately notify the Ice Coordinator. If the Ice Coordinator is not notified within seven days that the team will not use an assigned ice time, the team will be subject to a fine equal to the actual cost of the ice to the VTMHA that was not used.
14. 14 When an injury or other significant medical condition prevents a player from participating in practices, games and/or other on-ice activities over a five-day period, or over a shorter period if the player has attended any doctor in respect of that injury or medical condition, before returning to active participation with his or her team, that player's coach shall obtain from the player a written statement from a medical doctor stating the doctor's opinion that the player has sufficiently recovered from the injury or medical condition to permit full participation in the on ice activities of the team.
15. Prior to the end of each season, each coach of a recreational team shall prepare a written evaluation of each player and shall give a copy of that evaluation to the player and to the division manager. The Division Manager shall in turn, make the evaluations available to coaches and other interested persons prior to the following season.
16. References in this policy to "coach" shall include both a head coach and an assistant coach unless "head coach" is specifically identified.
17. In the event of a conflict between any provision of this policy and policy P-9: *Rep Player Selection Policy*, the latter policy shall prevail.