

1.0 **Intent** - TCFIHA is focused on ensuring that all teams are well staffed with qualified personnel, while also not exceeding the budget associated to training and insuring team staff members.

2.0 **Team Staff Coordination**

2.1 The TCFIHA Risk Manager will ensure that all teams have a trained HCSP, Manager, and Team Moms.

2.2 The TCFIHA Treasurer will ensure that all teams have a designated Treasurer and will liaise with the Team Treasurers to provide any required assistance throughout the season.

2.3 The TCFIHA Coaching Coordinator will ensure that all Head Coaches, Assistant Coaches, and On-Ice Helpers obtain the required certification for the position that they are holding.

3.0 **Certification Expenses/Reimbursement** - TCFIHA will pay for Team Staff to obtain their required credentials for the age that they are assisting with up to the maximums outlined herein for each team staff position.

3.1 Reimbursement requests are to be sent once the course/certification has been completed to the TCFIHA Coaching Coordinator with proof of completion and receipt.

3.2 Expenses covered are for the cost of registration for courses/certification.

3.3 TCFIHA does not cover the cost of gas, travel, mileage, meals, time, or any other costs associated to completing or obtaining courses/certifications.

3.4 TCFIHA does not cover any expenses associated to Team Staff performing their duties for the team. Any such expenses are covered by the team through their team fees.

4.0 **Role - Head Coach**

4.1 There is to be a maximum of one Head Coach per team.

4.2 TCFIHA will cover the costs associated for one Head Coach per team that she/he is coaching up to the required level of certification.

4.3 Head Coaches, Manager, and Treasurer are required to be from separate families.

5.0 **Role - Assistant Coach**

5.1 TCFIHA will cover the costs associated for a maximum of two assistant coaches per team that she/he is coaching up to the required level of certification.

5.2 If a team has more than two assistant coaches, any certification costs are to be covered by the team.

5.3 A maximum of two assistant coaches are to be on the bench during games.

6.0 **Role – Hockey Canada Safety Person (HCSP)**

6.1 In a standard season, TCFIHA will cover the cost of two HCSP per team.

6.2 It may be determined, by the TCFIHA Board of Directors, that in seasons with exigent circumstances, that more than one HCSP will be required per team for that season. Under these circumstances, TCFIHA will reimburse the costs associated to completing the required course/certification for the number of HCSP determined to be required in these unique seasons.

6.3 HCSP are permitted on the bench during games should the Head Coach require their assistance.

7.0 **Role - On-Ice Helpers**

7.1 The intent for On-Ice Helpers is to provide a female role model for our young female athletes, encourage parents to explore becoming a coach, allow older TCFIHA players or

graduating players to give back to the TCFIHA younger teams, and/or allow older players to obtain their high school volunteer hours.

- 7.2 On-Ice helpers are not permitted to coach in any way at any time.
- 7.3 On-Ice helpers are permitted to move pucks, set up cones, demonstrate drills, and other similar tasks assigned by the Head Coach.
- 7.4 On-Ice helpers are not permitted to be on the bench during games.
- 7.5 On-Ice Helpers that are TCFIHA players must be a player within the U15 or higher division to participate in this role. They are to not be used in a one-of scenario and should be committed to as much of the season that their schedule allows.
- 7.6 Parent On-Ice Helpers are permitted with the U7 and U9 Divisions only. Parent On-Ice Helpers are not permitted for the U11 and higher divisions.
- 7.7 The maximum number of parents in the role of On-Ice Helpers that is permitted for the U7 and U9 Division is three. Any required courses/certification for On-Ice Helpers will be covered by the team that they are assisting with through their Team Fees.
- 7.8 Parent On-Ice Helpers are permitted to act in this role for one season only. After completing one season as an On-Ice Helper, if the parent wishes to assist with a team on the ice, they must apply to be a Head Coach or Assistant Coach.

#### **8.0 Role – Team Moms**

- 8.1 TCFIHA will cover the costs associated for a maximum of five Team Moms per team.
- 8.2 Any additional Team Moms that a team wishes to utilize beyond the five that TCFIHA will cover the training expenses for, will be permitted, but the training costs are to be covered by the team.
- 8.3 Team Moms are not permitted to be on the bench during practices and games.

#### **9.0 Role – Manager**

- 9.1 TCFIHA will cover the costs associated to one Manager for every TCFIHA team.
- 9.2 Teams may choose to divide the Manager's tasks between more than one parent, however, TCFIHA will not cover the costs associated to any required training for the Manager. Any such required training will be covered by the team.
- 9.3 Head Coaches, Manager, and Treasurer are required to be from separate families.

#### **10.0 Role – Treasurer**

- 10.1 Each team is required to have a Treasurer that is someone other than the team's Manager, Head Coach, and/or Assistant Coach.
- 10.2 Head Coaches, Manager, and Treasurer are required to be from separate families.
- 10.3 There is no required training associated to the Team Treasurer position.
- 10.4 The team Treasurer is required to provide a breakdown of the team expenses to all players and parents at the beginning of the season.
- 10.5 The team Treasurer is required to provide a balancing sheet for referee fees to the TCFIHA Treasurer upon request and at the end of the season.
- 10.6 The team Treasurer is to provide a final breakdown of total fund disbursement at the end of the season to all players and parents on the team.
- 10.7 Any leftover funds derived from team fees is to be returned to each player/parent in equal amounts.

#### **11.0 Bench Staff Maximums**

11.1 During TCFIHA games, a maximum of four bench staff are permitted on the bench.

11.2 Permitted bench staff are rostered team officials and include the Head Coach, Assistant Coach(s), HCSP, and Manager.

**12.0 Approval**

12.1 All team volunteers must be approved by the TCFIHA Board of Directors.

**13.0 Amendment Clause**

11.1 The TCFIHA Board of Directors has the right to amend any of these Team Staff Policies by way of a majority vote to address any unique or unforeseen circumstances in a season.