



## NORTHERN ONTARIO HOCKEY ASSOCIATION

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NORTH BAY, ONTARIO P1A 2A8  
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Date: September 27, 2010

To: NOHA Associations

From: Bryce Kulik

Re: Position Changes for Team Staff

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The NOHA Office has received a number of requests from Teams to change a Team Staff's position on their card. The NOHA office cannot accommodate this request directly as the filling out of the card by the person makes it a legal document and the NOHA Office cannot just amend it. The team must make a request to their Association President and then the Association President can make the request in writing to the NOHA Office. The reason for this is that the Association President knows of the change and once they submit it in writing to the NOHA Office, they have now endorsed the change and take responsibility for their actions. Although some of the requests are made because someone could not attend the required clinics or is no longer required for a specific position on the team, many of the requests are made in an attempt to circumvent the rules and regulations of the NOHA/OHF and Hockey Canada.

To help better understand some of the potential problems that may arise from these requests, below is a brief job description for each of the staff positions.

**Manager:** The team Manager is an administrative function, which may include scheduling practices, budgeting and completing the players cards, among other duties. As the position is an administrative one, the Manager should not be on the ice. A team may have a maximum of two Managers, both of whom require Speak Out.

**Trainer:** The Trainer is responsible for the safety and well-being of the players. Some of the Trainer's duties include implementing a Risk Management program for the team, maintaining the players' medical information and dealing with injuries. The Trainer should only be on the ice to treat an injury. A Trainer must have a valid Hockey Trainers Certification card and Speak Out, while a team may have as many Trainers as they would like.

**Coach and Assistant Coach:** The role of the Coach and Assistant Coach is to lead the team, both in games and in practice. The Coach and Assistant Coach provide instruction to the players on and off the ice. All Coaches have either Initiation or Development 1 certification depending on the age group they are coaching, as well as Speak Out. Pee wee Coaches also require Checking certification.



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One of the more common questions received at the NOHA Office is, “Can I go on the ice for practice if I have only Speak Out?” Based on the job descriptions above, only the Head Coach and Assistant Coaches should be on the ice. A volunteer with Speak Out has only the appropriate certification to be a Manager, which is an administrative position as mentioned previously.

With that being said, if assistance is required during practice to set up pylons or to push pucks, a team staff member may be on the ice to perform these tasks but they **CANNOT** provide instruction to the players (i.e. demonstrate a drill) as they are not insured to “coach”.

Should a situation arise where a player is injured by someone who is not carded as a Head Coach or Assistant Coach (i.e. the player is checked into the boards by a team staff member), they will not be covered by Hockey Canada’s Insurance Program and not only will the team staff member be held responsible, but the Association will as well.

When approving staff position changes, you must consider the ramifications of those changes. Is the change being made for the right reason or is the change being requested because someone does not want to attend a specific clinic?

If you have any questions, please contact your District Council Director.

Yours truly,

Bryce Kulik  
NOHA President

cc: NOHA Executive