

Roles & Responsibilities

The coach provides leadership for the team. Effective team management requires shared leadership. Shared leadership means that everyone has clearly defined roles and is committed to being accountable for their responsibilities. The coach holds everyone accountable for his or her responsibilities.

The chart below will assist in defining which roles should be the responsibility of each partner. There is no right or wrong way to assign responsibilities. Assess the strength of each volunteer and assign him or her tasks that they are capable of fulfilling. The coach is ultimately responsible and accountable for all team officials.

Task	Coach	Asst. Coach	Manager	Trainer	Parents
Carding & associated paper work					
Ice booking & scheduling					
Jerseys and equipment					
Game sheets					
Tournament bookings and associated accommodations					
Practice plans					
Developing team rules					
Dressing room supervision					
Risk management					
Fund raising					
Game officials					
Transportation to games					
Cancellation of games or practices due to weather					
Newspaper articles and other communications					
Team finances					
Dressing room monitors					