



NORTHERN ONTARIO HOCKEY ASSOCIATION

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NORTH BAY, ONTARIO P1A 2A8
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Memo – Clarification Regarding Team Managers on the Bench

Purpose

This memo clarifies the NOHA's expectations for Team Managers, their roles, and their responsibilities when on the bench during games.

What is a Team Manager's Job?

A Team Manager handles paperwork and organization. Their job includes:

- Talking with families about schedules and information
- Managing rosters and game sheets
- Collecting fees and handling the budget
- Organizing travel and Team logistics
- Managing equipment

Team Managers handle administrative duties. They are not Coaches.

The Rule: Managers Must Stay in Their Role

Team Managers may be on the bench IF necessary, but they must only perform the duties they are registered to do.

This means:

- Managers **cannot** provide coaching direction, make line changes, or give tactical instructions
- Managers **cannot** act as Coaches even if the Team needs coaching help

Who performs coaching duties on the bench:

- Coaches
- Assistant Coaches

Who performs safety/medical duties on the bench:

- Trainers

Critical Point: Everyone on the bench must work within the scope of their registered role. You cannot register as one thing and then do a different job.



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Why This Rule Exists

1. Clarity of Roles

Each position has specific responsibilities. When someone operates outside their registered role, it creates confusion and accountability problems.

2. Sport Integrity and Safety Standards

Coaches and Trainers on the bench must meet specific safety and qualification standards including:

- Vulnerable Sector Checks (VSCs)
- Coaching certifications
- Safety training

These requirements exist because coaches work directly with players on development and strategy. Team Managers are not held to coaching standards because their administrative role does not require coaching qualifications.

3. Risk Mitigation

When someone operates outside the scope of their registered role, it creates unnecessary risks:

- **Rule compliance concerns** – Are we following Hockey Canada and NOHA policies about roles and responsibilities?
- **Liability concerns** – If someone without proper coaching qualifications acts as a Coach, what happens if an issue arises?
- **Accountability concerns** – Everyone should be clear about their responsibilities and work within their registered role

4. People Avoiding Coaching Requirements

We have observed situations where individuals register as Managers specifically to avoid coaching certification requirements but then function as Coaches on the bench. This practice undermines our Player safety standards and creates the exact risks outlined above.

Our Goal: Prevention Through Clear Guidelines

The NOHA's goal is to prevent problems before they happen through good risk management practices. By ensuring everyone works within their registered role and meets the appropriate standards for that role, we:



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- Protect our participants
- Maintain sport integrity
- Support our volunteers by providing clear guidelines
- Reduce the likelihood of issues that could lead to claims

Insurance exists as a last line of protection, but our first priority is creating a safe environment where issues don't arise in the first place.

What If We Need More Coaching Help on the Bench?

If your team needs more coaching support on the bench, those people must:

1. Take coaching courses through Hockey Canada
2. Register as a Coach or Assistant Coach (not a Manager)
3. Complete all required certifications:
 - Coaching certification for their level
 - Criminal background check (Vulnerable Sector Screening)
 - Respect in Sport – Activity Leader course
 - Gender Identity and Expression training

Good news: Most coaching courses can now be done online from home. You don't need to attend in-person classes for most requirements.

What You Need to Do

Associations:

- Check your Team rosters right away
- Make sure people are registered in roles that match what they actually do
- If someone is coaching, they must be registered as a Coach with proper training
- If someone is managing paperwork only, they can be registered as a Manager
- Tell all your teams about this rule

Game Officials:

- Check game sheets before games
- Observe Bench Staff during games
- If someone appears to be coaching but is registered as a Manager, report this to the Association

Team Staff:

- Be honest about what role you want to fill
- If you want to Coach, get coaching certification and register as a Coach



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- If you're registered as a Manager, you can be on the bench BUT you must only do Manager duties (game sheets, communication, administrative tasks)
- **Do not register as one thing and do another job**

Managers:

- Your work is important and valued
- You may be on the bench if needed to open the bench door
- You **cannot** provide coaching direction, make coaching decisions, or act as a Coach
- Want to Coach? Take the coaching courses and register as a Coach

Contact the NOHA Office if you have questions about roles, responsibilities, or registration requirements.

Thank you for your cooperation in maintaining clear roles and a well-managed hockey environment.