



## Role Descriptions and Responsibilities

This document gives an overview for the following roles:

- Head Coach
- Assistant Coach
- Team Manager
- Regional Centre/Camp Administrators

### Head Coach

The role of the head coach is to lead all aspects of the programme to develop individual players, enhance performance and achieve team success

- Is responsible for the development and preparation of the players for competitions
- Instructs all the players in the skills and techniques necessary to meet the demands of the competition and being on a provincial/regional/district squad
- Assesses their ability to carry out these instructions
- Supervises training sessions and team talks
- Determines tactics and methods to be used in each match
- Selects the team in consultation with other coaching staff
- Is responsible for the opposition analysis and game plans, providing the tactical lead
- Directs technical and tactical components of the team and shares with other coaches
- On the Bench – makes strategic decisions re positions, substitutions etc.
- Leads briefings and debriefs using other management team members as appropriate
- Adheres to the LHA Code of conduct for Sports Leaders and Coaches
- Ensures there is a good all round communication in place and an open/honest environment
- Manages the leadership group (other coaches & manager) and players, providing feedback and direction as appropriate
- Delegates any aspects of the program as appropriate (to management team, support coaches and athletes)
- Arranges a physical fitness programme (if necessary – can delegate) and monitors the fitness and conditioning of the squad

## Assistant Coach

The role of the assistant coach is to support the head coach throughout the programme.

From time to time the head coach may invite in assistant specialist coach to assist with sessions (e.g. goal-keepers) or performance analysis.

An assistant coach

- Assists the coach in squad coaching and performance evaluation
  - Delivers training aspects of a session as directed by the Head Coach
  - Takes the lead in design and delivery of game components of training using appropriate tools and technology (e.g. SportPlanner)
- Assists with team selection – providing evidence based advice on selections
- Completes post match analysis and feedback to other coaches – using appropriate tools and technologies as agreed with Head Coach (e.g. Video analysis/Gamebreaker)
- Prepares debrief material for head Coach
- Provides individual player feedback to head coach and players as agreed by Head coach
- Works closely with the management team to ensure the success of the squad
- Adheres to the LHA Code of conduct for Sports Leaders and Coaches
- Is available to fulfil commitments associated with this position
- Has knowledge and/or interest in the implementation of training and fitness

Additional assistant or support coaches may supplement the coaching team and perform additional activities in relation to performance analysis and opposition analysis to provide information to the Head Coach

- Video and tag (where possible) matches, video to be provided to coaching staff ASAP after match
- Develop and keep database of opposition PC, Outlets, Press and goalscoring opportunities

## Team Manager

The team manager's role is extensive and requires an individual who has excellent planning, organization, communication and relationship skills. Normally team managers would have prior experience managing at club level before taking on an Inter-provincial or Regional team manager role.

General Management

- Provide off-the-field management support to the Coach and any other personnel directly or indirectly involved with the squad
- Liaise with the Head Coach and agree dates and times of training sessions for each programme cycle.
- Arrange for training venues, dates, equipment required

## Player Management

- Act as a first point of contact for players and/or player's parents/guardians who have any queries or concerns.
- When appropriate act as the players' representative with the LHA

## Finance

- Manage costs to ensure that they keep within approved budgets.
- Monitor and ensure payments are completed in line with agreed payment schedules

## Equipment

- Maintain equipment inventory of balls, bibs, training aides
- Ensure first aid kit fully stocked and available for all training sessions and matches
- Manage the ordering and purchasing of team clothing.
- Arrange for the collection and distribution of LHA owned teamwear to the squad, maintaining a record of distribution and a record of the player's acknowledgment of their responsibilities in this regard

## Behaviour

- Adhere to LHA Code of Conduct
- Ensure all players are made aware of the LHA Code of Conduct
- Arrange for the LHA Children's Officer to meet with the Squad and Management team (Under 18 and Under 16 panels)
- Ensure the good conduct of all team personnel (including management team) both on and off the pitch

## Logistics

- Arrange the necessary team accommodation, travel and eating facilities
- Advise the details to players regarding training and tournament
- Ensure training sessions are arranged and inform team personnel
- Attend all training sessions unless otherwise arranged with the coach
- Ensure that at least one of the management team attending training sessions is of the same gender for under age teams or that a suitably qualified 'same gender' leader is available at the sessions in case of illness or injury
- Ensure squad trainings/matches are operating in line with all Government, Sport Ireland and Hockey Ireland COVID regulations in effect

## Tournaments/Competitions

- Co-ordinate pre-tournament meeting with players and, in the case of U16 and U18 teams, with parents/guardians including arranging for a talk from the children's officer
- Take adequate precautions to ensure that no property damage or loss is incurred by team personnel
- Act as sole spokesperson for the team in dealings with the management of other teams, organising committee, tournament officials
- Have a good knowledge of the latest copy of the tournament guidelines

- Carry out any action to necessitate the welfare of any injured player and have sole discretion in respect of injuries

### Regional Centre / Camp administrators

The administrator requires an individual who has excellent planning, organization, communication and relationship skills.

They will be responsible for all local camp/regional centre management aspects – including communications with the players and parents/guardians

- Liaise with development programme manager and agree dates and times of training sessions for each programme cycle.
- Arrange for training venues, dates, equipment required
- Ensure first aid kit fully stocked and available for all training sessions and matches
- Manage costs to ensure that they keep within approved budgets.
  - Monitor and ensure payments are completed in line with agreed payment schedules
- Act as a first point of contact for players and/or player's parents/guardians who have any queries or concerns.
- Maintain equipment inventory of balls, bibs, training aides
- Manage the ordering and purchasing of team clothing as required
- Arrange for the distribution and collection of LHA owned teamwear, maintaining records including a player's acknowledgment of their responsibilities in this regard
- Adhere to LHA Code of Conduct
- Ensure all players are made aware of the LHA Code of Conduct
- Arrange for the LHA Children's Officer to meet with players and coaching/management team
- Ensure the good conduct of all team personnel (including management team) both on and off the pitch
- Attend all training sessions
- Ensure that at least one of the management team attending training sessions is of the same gender for under age teams or that a suitably qualified 'same gender' leader is available at the sessions in case of illness or injury
- Arrange the inter-district blitz events in conjunction with LHA Development Programme Manager
- Ensure centre/camp is operating in line with all Government, Sport Ireland and Hockey Ireland COVID regulations in effect