



Team Ontario Staff Roles & Responsibilities

GENERAL MANAGER

Introduction

This agreement outlines the responsibilities, conduct, and expectations for the **General Manager (GM)** of Team Ontario. The GM is a key member of the Football Ontario High-Performance program, responsible for supporting team operations, communication, and logistics to ensure a safe, organized, and high-performing environment for athletes and staff.

Through collaboration, leadership, and attention to detail, the GM helps deliver an athlete-centred experience that upholds Football Ontario's values of professionalism, inclusion, and excellence.

Football Ontario Mission Statement

"To Provide Football for All, Through Leadership, Promotion, and Development."

Football Ontario Core Values

- **Innovation:** Pursuing innovative approaches as the provincial governing body.
 - **Alignment:** Aligning football across Ontario under a unified vision.
 - **Excellence:** Committing to high standards and excellence at all levels.
 - **Wellness:** Ensuring the wellness and health of all participants.
 - **Community:** Involving the community in decision-making.
 - **Inclusion:** Promoting an inclusive environment for the growth of football.
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1. CORE OBJECTIVE

The General Manager's core objective is to oversee the operational, administrative, and logistical success of the Team Ontario program. This includes coordinating communication between Football Ontario staff, coaches, athletes, and parents; ensuring adherence to policies and procedures; and supporting all aspects of the athlete experience from selection to competition.

2. ROLES AND RESPONSIBILITIES



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A. Leadership & Team Operations

<i>Responsibility Area</i>	<i>Key Tasks</i>
Program Leadership	Support the Head Coach and Football Ontario staff in the overall management of the Team Ontario program. Act as the central liaison for staff, athletes, and parents.
Event Coordination	Collaborate with Football Ontario staff to plan and execute ID Camps, Development Camps, Training Camp, and the National Championship. Ensure schedules, rosters, and team logistics are communicated clearly.
Staff Support	Assist in coordinating coaching staff needs, practice schedules, and athlete supervision logistics throughout all team events.
Professional Representation	Represent Football Ontario in a professional manner at all times, fostering positive relationships with athletes, families, and partners.

B. Communication Responsibilities

<i>Responsibility Area</i>	<i>Key Tasks</i>
Communication Platforms	Use consistent communication tools (e.g., TeamLinkt, WhatsApp) to provide timely updates to staff, parents, and athletes. Always adhere to the Rule of Two when communicating with athletes.
Parent Liaison	Maintain open communication with parents to address questions, share schedules, and provide updates during camps and competitions.
Information Flow	Ensure all Football Ontario documents, event details, and updates are shared with the Head Coach, coaching staff, and families in a timely manner.
Collaboration with Football Ontario Staff	Provide weekly updates on team operations, raise any issues or needs, and ensure alignment with Football Ontario's policies and procedures.

C. High-Performance Pathway Responsibilities

<i>Responsibility Area</i>	<i>Key Tasks</i>
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Athlete Recruitment & Development	Collaborate with the Head Coach and staff to promote Team Ontario programming, recruit athletes, and support the development pathway.
Camp Planning	Work with the Head Coach to develop and oversee logistics for tryouts, ID Camps, Development Camp, and Training Camp.
Event Attendance	Attend all required in-person events throughout the program tenure, including ID Camps, Development Camp, Training Camp, and the National Championship.
Athlete Supervision Support	Assist coaching staff in supervising athletes during travel, meals, and downtime to ensure safety and accountability.

D. National Championship Responsibilities

<i>Responsibility Area</i>	<i>Key Tasks</i>
Parent Communication	Maintain communication with parents during the tournament through approved platforms (WhatsApp, TeamLinkt, or email).
Athlete Support	Support coaching staff with daily supervision of players, ensuring they are accounted for and aware of all team schedules.
Meal & Therapy Coordination	During the first two days of the tournament, ensure players are escorted to team meals, taping sessions, and therapy rooms until routines are established.
Curfew Management	Conduct nightly room checks to ensure curfew adherence. Knock on doors to remind players of curfew — do not enter rooms unless in an emergency situation.
Emergency Response	Report any incidents, injuries, or behavioral concerns to the Head Coach and Football Ontario staff immediately.

3. CODE OF ETHICS

The General Manager is expected to model ethical and professional behavior consistent with Football Ontario's values:

- **Integrity:** Conduct all operations with honesty and accountability.



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- **Respect:** Treat all participants—athletes, parents, coaches, and officials—with fairness and respect.
 - **Safety:** Prioritize the physical and emotional well-being of all athletes.
 - **Compliance:** Follow Football Ontario and Football Canada policies, including Safe Sport principles and the Rule of Two.
 - **Substance-Free Environment:** Refrain from the use of drugs or alcohol at any Football Ontario event or team function.
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4. REQUIRED CERTIFICATIONS

All Team Ontario General Managers must complete the following certifications through *The Locker*:

- Safe Sport – <https://thelocker.coach.ca/onlinelearning#SS>
 - Anti-Racism in Coaching - <https://thelocker.coach.ca/onlinelearning#ARIC-E>
 - Making Head-way in Football - <https://coach.ca/nccp-making-head-way-football>
 - Making Ethical Decisions Evaluation – <https://thelocker.coach.ca/onlinelearning#MED-E>
 - Understanding the Rule of Two – <https://thelocker.coach.ca/onlinelearning#URT-E>
 - **Criminal Background Check, including Vulnerable Sector Screening, must be completed and valid prior to the start of the season.**
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