

Coaching Application

NEWMARKET MINOR HOCKEY ASSOCIATION

ATTENTION: HOUSE LEAGUE COACHES

Please complete the following application if you are interested in coaching a team for the 2010-11 Season.

Please return completed application by mail, email or by fax to 905-898-3557.

**COACHING APPLICATIONS MUST BE RECEIVED BY
AUGUST 16th , 2010**

FOR FURTHER INFORMATION PLEASE CONTACT THE HOCKEY OFFICE @ 905-898-0714.

Newmarket Minor Hockey Association

Job Description – Minor Hockey Coach

Description:

Oversee and be responsible for all aspects of the day to day operation of the assigned Hockey Team, ensuring that the objectives of the Association as stated in the Bylaws and Constitution of Newmarket Minor Hockey Association and the Manual of Operations of the Ontario Minor Hockey are met. Be spokesperson for the team and represent the team at all meetings and functions.

This position requires a Level of Certification as stated in the Ontario Minor Hockey Association Manual of Operations. The position will report to the Division Convenor. Performance will be reviewed and evaluated at the end of each season.

Interested applicants will be required to apply by the last registration date of each year, completing a Coaching Application Form and providing the Association the names of 3 Personal References. Attending an interview may be required.

All applicants will review and comply with the requirements of the Newmarket Minor Hockey Associations Bylaws and Constitution as well as the Ontario Minor Hockey Association's Manual of Operations. Special attention should be given to the Harassment and Abuse Policy in the OntMHA Manual of Operations.

This position will require unsupervised and possible physical contact with the athletes and may require the transportation of athletes. Eligible applicants will require to pass a **Vulnerable Sector Scening**.

A minimum of 10 hours per week of time can be expected to fulfill the obligations of this position. In addition to regular season, teams may represent the Association in sanctioned tournaments.

Job Part – Coach as a Leader

Standards:

- Seasonal Goals and Objectives – establish seasonal goals and objectives for the Team
- Be a role model for your players in reference to appropriate behaviour towards officials, other coaches and other players.
- Develop leadership abilities in your athletes (e.g. encourage athletes to lead drills in practice, mentoring)
- Meet with parents of athletes at least 3 times per year, and at the preseason meeting outline philosophies, ice time, playing time and other important aspects of your plan.
- Demonstrate a sincere effort in helping each athlete to maximize his or her potential.

Job Part – Coach as a Teacher

Standards:

- Teach the necessary hockey skills for the age group as outlined in the NCCP Coaching course
- Develop a seasonal plan
- Teach skills using the proper sequences and progressions
- Teach skills using understandable language

- Recognize that athletes differ in learning and readiness to learn, and that learning requires the acquisition of skills and attitudes. This requires patience and perseverance of the coach and player before the required behaviours will be consistently demonstrated in game play.
- Teach more than just hockey skills!

Job Part – Coach as Organizer

Standards:

- Plan effective practices (seasonal plan should include practice plan)
- Select support staff that meets the Association standard and approval and will provide maximum benefit to you and players.
- Seek the assistance of the parents of the players in running the activities of your program (e.g. team or parent liaison)

Job Part – Communication

Standards:

- Hold regular parent and player meetings (minimum of 3)
- File and end of season report for AGM

Job Part – Risk Management (Safety)

Standards:

- Review safety action plan for Team with trainer
- **Ensure that all ice and dressing room activities have adult supervision**
- Report any arena deficiencies to Association Executive
- Review player equipment on a regular basis for defects and advise parents accordingly
- Monitor rehabilitation of injured athletes and ensure medical clearance to return to play
- Report any player abuse to Executive
- Maintain communication with Executive, to ensure that Association can assist in the resolution of difficulties at an early stage, and improve overall hockey program on an ongoing basis.



Newmarket Minor Hockey Association

An Incorporated Association

P.O. Box 71081, 570 Mulock Drive, Newmarket, ON L3X 1Y8

Tel: 905-898-0714 Fax: 905-898-3557

E-mail: nmha@on.aibn.com Website: www.nmha.on.ca

COACHING APPLICATION

Name: _____ D/O/B. ____/____

Address: _____

City: _____ Province: _____ Postal Code _____

Phone: (Res.) _____ (Bus /Cell) _____

Fax: _____ E-mail _____

TEAM SELECTION

Team(s) you are applying for: _____
(Category i.e., Mini Tyke, Novice, Minor Atom, PeeWee)

Do you have a child on this team? _____ Name of Child: _____

NATIONAL COACHING CERTIFICATION (Please fill out applicable areas)

Initiation Program CHIP Year Attained: _____

Coach Stream Expiry Date: _____

Developmental 1 Coach Expiry Date: _____

Developmental 2 Coach Expiry Date: _____

Prevention Services Year Attained: _____

HTCP (Trainers Certification) Level: _____ Expiry Date: _____

Vulnerable Sector Screening ** Expiry Date: _____

** Please read attached VSS Policy

COACHING EXPERIENCE:

| TEAM/ASSOCIATION | CATEGORY | POSITION |
|-------------------------|-----------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

What is your coaching philosophy (attach sheet if necessary):

List 3 personal references that we may contact (no relatives please)

| Name | Address | Phone |
|-------------|----------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(Attach a personal resume if necessary)

I understand that completing a Coaching Application with the Newmarket Minor Hockey Association does not ultimately guarantee me a coaching position with the Newmarket Minor Hockey Association.

I also understand that if I am selected for a coaching position, I must submit to a Vulnerable Sector Screening.

I hereby certify that the above information to be true and correct.

Applicant Signature

Date

NEWMARKET MINOR HOCKEY ASSOCIATION

AUTHORIZATION FOR COLLECTION OF PERSONAL INFORMATION

I, _____, authorize Newmarket Minor Hockey Association to collect personal information appropriate to the position applied for by verifying the character references I have supplied.

I also understand that in order for my application to be considered, I must submit to a criminal reference check.

I understand that the information obtained will be confidential but may be shared with relevant organizations in order to obtain an appropriate volunteer position.

Applicant Signature

Date

Witness

Date



Newmarket Minor Hockey Association

Policy On Volunteers and Members with Criminal Records

Newmarket Minor Hockey Association accepts its significant responsibilities to its vulnerable clients.

This Association owes a duty of care to its clients, to staff and to the community. Acceptance of this duty will be reflected in all Association programs, services and activities, as well as in its policies and procedures.

Newmarket Minor Hockey Association recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Newmarket Minor Hockey Association will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.

For certain positions in the Association, a Vulnerable Sector Screening will be required.

Individuals with outstanding *Criminal Code* convictions, five years or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. These offences include, but are not limited to the following:

Five years or more recent:

- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Outstanding convictions or charges pending for drug offences under the CDSA or its predecessor.
- Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.

Individuals with outstanding *Criminal Code* convictions or charges pending for the following offences will not be considered for a direct service position.

- Physical or Sexual Assault
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Any Fraud related convictions

Applicants may be rejected as a result of other information gained during the vulnerable sector screening process or through the screening process as a whole, or as a consequence of other factors. Under this policy, the applicant has the right to know why he/she is being refused, and may appeal to the Executive in writing for a review of their record.

As a condition of being accepted as a volunteer with the Newmarket Minor Hockey Association, as a coach, team official, convenor or on ice volunteer, applicants will be required to complete a **Vulnerable Sector Screening**. Only Vulnerable Sector Screening letters obtained within four months or more recent of the application date will be accepted and will be valid for a period of three years from date of letter, expiring August 31st of the third year.

All volunteers are required to apply for their own Vulnerable Sector Screening to the York Regional Police Department for processing. To obtain an application form one can print it from our website at www.nmha.on.ca by clicking on the “Police Screening” tab on the bottom of our home page or you can obtain a form and complete it when attending one of the YRP Customer Service locations.

Each applicant **MUST BRING THIS FORM IN PERSON** to one of the two locations indicated on the form. The police are now obligated to make a visual identification of each applicant, **NO EXCEPTIONS**. The person will need to show two pieces of identification, one being photo ID such as a driver’s license.

Each applicant will be responsible to pay the applicable volunteer fee as noted on the application form when they submit their form to the Police (certified cheque or money order made payable to the York Regional Police, Visa, MasterCard, debit card or cash).

Each applicant will receive a response letter from the Police. The original reply with the bottom right hand corner embossed with the YRP crest must be submitted to the NMHA office in order for this process to be complete and for the applicant to be approved. Only approved applicants will be considered as a team official on an OMHA roster or an on ice volunteer. Only the original letter will be accepted and will be kept by NMHA. The response letter should be placed in a sealed envelope marked Vulnerable Sector Screening with the individual’s name and volunteer position and submitted to the hockey office.

It should be noted that every volunteer once accepted, is obliged to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Failure to submit an original VSS letter will result in the removal or rejection for the position applied for.