



Muskoka Rock Minor Hockey Coaching Application

Part 1

Name: _____ Email Address _____

Address _____ City _____

Province: _____ Postal Code: _____

Phone: (home) _____ (Cell/Bus): _____

Team Selection

First choice _____ Second choice _____

(category e.g. Pre-tyke, Tyke, Novice, Atom, Pee-wee, Bantam, Midget, etc,)

If these choices were not available would you accept a different position? Yes No

Current coaching certification and expiry dates:

Respect in Sport (mandatory)

Year attained _____ Cert # _____

Past 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) and who could verify your abilities as a coach.

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please include detailed information on all members of your intended coaching staff:

What is the anticipated role of your co-coaches, assistants, managers, and trainers?

What are your team initiatives, objectives, and goals?

I understand that completing a coaching application with Muskoka Rock Minor Hockey does not ultimately guarantee me a coaching position with Muskoka Rock Minor Hockey.

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

Applicant signature

Date

Muskoka Rock Minor Hockey – Coaching Application

Part 2

Authorization for collection of personal information

I, _____, authorize Muskoka Rock Minor Hockey to collect personal information appropriate to the position applied for by verify the character references I supplied

I also understand that in order for my application to be considered, I must submit to a vulnerable sector 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

Muskoka Rock Minor Hockey – Coaching Application

O.M.H.A.

"Code of Conduct "

Part 3

Muskoka Rock Minor Hockey and the Ontario Minor Hockey Association identifies the standard of behaviour which is expected of all Muskoka Rock Minor Hockey members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in any and all of Muskoka Rock Minor Hockey and Ontario Minor Hockey Association activities and events.

Muskoka Rock Minor Hockey and the O.M.H.A. committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of Muskoka Rock Minor Hockey shall conduct themselves at all times in a manner consistent with the values of Muskoka Rock Minor Hockey and the O.M.H.A., which includes fairness, integrity, and mutual respect.

During the course of all Muskoka Rock Minor Hockey activities and events, members shall avoid behaviour, which brings Muskoka Rock Minor Hockey or the O.M.H.A. or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. Muskoka Rock Minor Hockey members and participants shall at all times adhere to the Muskoka Rock Minor Hockey and the O.M.H.A. operational policies and procedures, rules and regulations governing all Muskoka Rock Minor Hockey and O.M.H.A. events and activities and rules and regulations governing any competitions in which any member of Muskoka Rock Minor Hockey participates.

Members and participants of Muskoka Rock Minor Hockey shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of Muskoka Rock Minor Hockey shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the O.M.H.A. harassment and abuse policy. (section 1.0 page 114 in the O.M.H.A. manual of operations). Failure to comply with this code of conduct may result in disciplinary action in accordance with the discipline policy of the O.M.H.A. such action may result in the member losing all privileges, which come with membership in Muskoka Rock Minor Hockey, O.M.H.A., C.H.A, O.H.F., including the opportunity to participate in Muskoka Rock Minor Hockey or O.M.H.A. activities and events, both present and future.

Signature of Coaching Applicant

Date

Muskoka Rock Minor Hockey

Information Sheet for Coaches

Job Description - Minor Hockey Coach

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 Muskoka Rock Minor Hockey and the manual of operations of the O.M.H.A. are met. Be a spokesperson for the team and represent the team at all meetings and functions.

This position requires a level of certification as stated by the O.M.H.A. manual of operations. This position will report to the executive of Muskoka Rock Minor Hockey. Performance will be reviewed and evaluated at the end of each season. Interested applicants will be required to apply prior to July 1st of each year, completing a coaching application and providing the association with the names of 3 personal references as well as attending an interview.

All applicants will review and comply with the requirements of the Muskoka Rock Minor Hockey bylaws and constitution as well as the O.M.H.A. manual of operations.

Special attention should be given to the harassment and abuse policy in the O.M.H.A. 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 be required to pass a police vulnerable sector check.

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

Coach as a leader

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

Meeting with parents of athletes at least 3 times per year and at the first 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.

Coach as a teacher

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 hockey skills.

Coach as organizer

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)

Communication

Hold regular parent and player meetings (minimum of 3).

File an end of season report for AGM

Risk management (safety)

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.

Muskoka Rock Minor Hockey

Information Sheet for Coaches

Volunteers and Members with Criminal Records Policy

Muskoka Rock Minor Hockey 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 organization programs, services and activities, as well as in its policies and procedures.

Muskoka Rock Minor Hockey recognizes that some of the positions in the organization 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 placement, which are not a position of trust.

Muskoka Rock Minor Hockey 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 police record check will be required as one of the elements of the screening process. 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:

Outstanding convictions or charges pending for drug offenses 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 offenses will not be considered for a direct service position:

- Physical or sexual assault
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offenses for child abuse

Applicants may be rejected as a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors.

It should be noted that every volunteer once accepted, is obliged to inform the appropriate executive member 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.

Once accepted as a volunteer with Muskoka Rock Minor Hockey as a coach or coaching staff you will be required to complete a **VSS every 3 years and a signed declaration subsequent years.**