

Volunteer Application

Collingwood Minor Hockey Association

**ATTENTION – All volunteers, including Rep. & Local
League Coaches, Trainers & Managers**

Please complete the following application if you are interested in VOLUNTEERING for the 2019/2020 Season.

No individual will be permitted to volunteer in any capacity for the 2019/2020 season without a completed application with Police Vulnerable Sector Check attached.

Please return Completed Application To:

Collingwood Minor Hockey Association Mailbox at Central
Park Arena

Must be submitted by April 15, 2019

Collingwood Minor Hockey Association Ontario Minor Hockey Association

“CODE OF CONDUCT”

The Collingwood Minor Hockey Association and the Ontario Minor Hockey Association identifies the standard of behaviour which is expected of all Collingwood Minor Hockey members and participants, which for the purpose of the 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 Collingwood Minor Hockey Association and Ontario Minor Hockey Association activities and events.

The Collingwood Minor Hockey Association and the Ontario Minor Hockey Association is committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of the Collingwood Minor Hockey Association shall conduct themselves at all times in a manner consistent with the values of the Collingwood Minor Hockey Association and the OMHA, which includes fairness, integrity and mutual respect.

During the course of all Collingwood Minor Hockey activities and events, members shall avoid behaviour which brings the Collingwood Minor Hockey Association or the Ontario Minor Hockey Association or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of nonmedical drugs and use of alcohol by minors. Collingwood Minor Hockey members and participants shall at all times adhere to the Collingwood Minor Hockey Association and the Ontario Minor Hockey Association's operational policies and procedures, rules and regulations governing all Collingwood Minor Hockey and Ontario Minor Hockey Association events and activities and rules and regulations governing any competitions in which any member of the Collingwood Minor Hockey Association participates.

Members and participants of the Collingwood Minor Hockey Association 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 Collingwood 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 Ontario Minor Hockey Association Harassment and Abuse Policy. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the Ontario Minor Hockey Association. Such action may result in the member losing all privileges which come with membership in the Collingwood Minor Hockey Association, Ontario Minor Hockey Association, Canadian Hockey Association, and Ontario Hockey Federation including the opportunity to participate in Collingwood Minor Hockey Association or Ontario Minor Hockey Association activities and events, both present and future.

JOB DESCRIPTION – MINOR HOCKEY COACH

ITEM A: DESCRIPTION:

Oversee and be responsible for all aspects of the day today operation of the assigned Hockey Team, ensuring that the objectives of the Association as stated in the Bylaws and Constitution of the Collingwood Minor Hockey Association and the Manual of Operations of the Ontario Minor Hockey Association 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 in the Ontario Minor Hockey Association Manual of Operations. The position will report to the appropriate League Convenor. Performance will be reviewed and evaluated at the end of each season.

Interested applicants will be required to apply prior to **April 15th** of this year, completing a Coaching Application Form and providing the Association the names of 3 personal References as well as attending an interview.

All applicants will review and comply with the requirements of the Collingwood 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 OMHA 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 passing a Police Vulnerable Sector Check and are required at the time of application being submitted.

No Coaching application will be accepted unless a completed Police Vulnerable Sector Check is returned in a sealed envelope along with your application.

As a volunteer, the fee for the Vulnerable Sector Check will be waived. Please contact Blaine Benoit at risk_management@collingwoodhockey.com or 705 446-6484 and ask to be emailed the Volunteer Fee Waiver Form.

If you have provided CMHA a Police Vulnerable Sector Check in the 2016/17 or 2017/18 seasons all that is required this season is the completion of a declaration form. Please contact Blaine Benoit at risk_management@collingwoodhockey.com or 705 446-6484 and ask to be emailed the 2018/19 Volunteer Criminal Offense Declaration form.

ITEM B

“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 (i.e. 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.
- The board reserves the right to review coaching methods, progress and practices employed during the season and may ask for a meeting(s) to review suitability and compliance with all CMHA By-Laws and Rules of Operation.

ITEM C

“Coach as 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 behaviour will be consistently demonstrated in game play.
- Teach more than just hockey skills!

ITEM D

“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. (i.e. team or parent liaison)

ITEM E

“Communication”

Standards:

- Hold regular parent and player meetings (minimum of 3)
- File an end of season report for the Annual General Meeting
- Responsible for end of season financial statement submitted to the Treasurer.

ITEM F

“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 the 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 there solution of difficulties at an early stage and improve overall hockey program on an ongoing basis.

MINOR HOCKEY ASSISTANT COACH

DESCRIPTION:

Assume responsibilities for coach when absent or under suspension.

JOB DESCRIPTION:

MINOR HOCKEY TRAINER/ASSISTANT TRAINER

DESCRIPTION:

Act as Trainer for team as per O.M.H.A.

JOB DESCRIPTION – MINOR HOCKEY MANAGER

DESCRIPTION:

The Minor Hockey Manager shall handle administration of the team, including but not limited to, correct processing of game sheets, obtaining travel permits, transportation, accommodations, public relations with sponsors and newspaper write ups, mandatory team pictures, liaise between coaching staff and player parents, budgets and financial statements filed with the team and Collingwood Minor Hockey Association.

PLEASE NOTE:

- 1) All Team Officials and CMHA volunteers are accountable to the Executive per the By-Laws and Operating Rules of the CMHA.**
- 2) Each and every volunteer must sign and date the attached “Authorization for collection of personal information”. This information will be permitting the CMHA to obtain and collect personal information on file.**
- 3) All volunteers must have/obtain a PRS certificate. (coaches, trainers, managers and volunteers)**
- 4) Please fill out the attached police records form and submit it to your local detachment along with 2 pieces of identification. Once you have submitted this to the police station you are responsible to pick it up and return it with your application. Failure to do this can result in your application not being processed. (Please note Nottawa residents your local detachment is Wasaga Beach) If a volunteer letter is required in order that you don't pay for this service please contact our secretary)**
- 5) If you require a police record check for employment or referee on a yearly basis a copy of the Police Record Check will be accepted if not more than 6 months old.**
- 6) Eligible applicants will require passing a Police Record Check and are required at the time of application being submitted. No Coaching application will be accepted unless a completed Police Checked is returned in a sealed envelop along with your application.**

VOLUNTEER APPLICATION

NAME: _____

ADDRESS: _____

CITY: _____ PROV: _____ POSTAL CODE: _____

CONTACT: (Tel Home) _____ (Tel Work) : _____

(Fax) _____ (Email Address) _____

Team Selection (for coach application only):

Team of Choice: _____

(Category i.e. Novice, Atom, Pee Wee, Bantam, Midget, Juvenile Rep or Local League)

If this choice is not available, would you accept a different team or position? Yes _____ No _____

Position Applied _____

(example: coach, assistant coach, trainer, or manager)

National Coaching Certification (Please fill out applicable areas)

Mark with a check mark the levels you have and year attended and card number.

CHIP/ Initiation Certification () Year Attained: _____ Card # _____

NCCP Certification:

Coach Stream () Year Attained: _____ Card # _____

Develop 1 () Year Attained: _____ Card# _____

Develop 2 () Year Attained: _____ Card # _____

Other _____ () Year Attained: _____ Card # _____

HCTP Certification

Trainer () Year Attained: _____ Card # _____

PRS Preventive Services () Year Attained: _____ Card # _____

Team / Association

Category

Position

What is your coaching philosophy? (please attach a sheet or use the space provided)

Coaching Resume – Experience

Please attach your personal resume reflecting your coaching experiences.
Below, list three personal references that we may contact (no relatives please)

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 would be some of your anticipated tournaments, etc.?

What are your team initiatives, objectives and goals?

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

I hereby certify the above information to be true and correct. I have read the code of conduct.

Applicant Signature

Date

POLICY ON VOLUNTEERS AND MEMBERS WITH CRIMINAL RECORDS

Collingwood 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.

Collingwood 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.

Collingwood 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 all positions in the Association, a Police Record Check is required as one element 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:

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 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 record 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 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.

As a volunteer with the Collingwood Minor Hockey Association as a coach or coaching staff you will be required to complete a police check every year.

AUTHORIZATION FOR COLLECTION OF PERSONAL INFORMATION

I, _____, authorize the Collingwood 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 a valid Police Record 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