



Port Hope Minor Hockey Association

2010 - 2011

Coaching Application

Please complete the following application if you are interested in a head coaching position with the Port Hope Minor Hockey Association, Beaver Athletic Association for the 2010-2011 season.

Applications should be dropped off at the Port Hope Minor Hockey office in a sealed envelope to the attention of the "President" and labelled "Coaching Application" before the deadlines below:

<i>Category</i>	<i>Application Deadline</i>
OMHA Representative (REP)	February 28, 2010
OMHA Additional Entry (AE)	April 30, 2010
OWHA	April 30, 2010
Local/House League	September 30, 2010
Initiation (IP) Program	September 30, 2010



Beaver Athletic Association Inc (BAA)
Port Hope Minor Hockey,

P.O. Box 243, Port Hope, Ontario, L1A 3W4, Tel/Fax: 905-885-4727

Minor Hockey Head Coach

Job 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 Rules of Operation of the BAA and the manual of Operations of the Ontario Minor Hockey Association (OMHA)/Ontario Women's Hockey Association (OWHA) 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 OMHA/OWHA Manual of Operations. The position will report to the OMHA, OWHA, or Local/House League Executive member. Performance will be reviewed and evaluated at the end of each season.

Interested applicants will be required to apply **each year** by completing and returning the accompanying Coaching Application Form (by the appropriate deadline), and providing the Association the names of three Personal References as well as attending an interview.

All applicants will review and comply with the requirements of the BAA By-law and Rules of Operation as well as the OMHA/OWHA Manual of Operations. Special attention should be given to the harassment and Abuse Policy in the OMHA/OWHA Manual of Operations.

This position will require unsupervised and possible physical contact with the athletes and may require the transportation of the athletes. Eligible applicants will be required to pass a Police Record Check, as determined by the BAA Executive.

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 and playoffs, teams may also represent the Association in OMHA/OWHA 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 (eg: encourage athletes to lead drills in practice, mentoring)
- Meet with parents of athletes at least 3 times per season and at a 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 play before the required behaviours will be consistently demonstrated in game play.
- Teach more than just hockey skills!

Job Part – Coach as an 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 (eg: team or parent liaison)

Job Part – Communication

Standards

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

Job Part – Risk Management

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 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



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COACHING APPLICATION FORM

Name: _____

Address: _____

Postal Code: _____

Home Phone #: _____

Work Phone#: _____

E-Mail Address: _____

Team Selection

Choice	Category	League
1st		
2nd		

Category: Novice, Atom, Pee Wee, Bantam, Midget
 League: OMHA/OWHA/Uchl/Tyke

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

Do you have a child playing this season? () No
 () Yes () Age(s)

National Coaching Certification Program (Please fill out applicable areas and circle where appropriate)

CHIP Certification	Yes	No	Year Attained	_____	#	_____
NCCP Certification						
Coach	Yes	No	Year Attained	_____	#	_____
Intermediate	Yes	No	Year Attained	_____	#	_____
Advanced	Yes	No	Year Attained	_____	#	_____
Theory III	Yes	No	Year Attained	_____	#	_____
Advanced II	Yes	No	Year Attained	_____	#	_____
HCTP Certification	Yes	No	Year Attained	_____	#	_____
Speak Out (PRS)	Yes	No			#	_____

Coaching Experience (Attach list if necessary)

	Last Team	2 nd Last Team	3 rd Last Team
Year			
Association			
Division			
Position			

Coaching References (list 3 personal references that we may contact – no relatives please)

(Attach list if necessary)

Name	Telephone # & Address
1.	
2.	
3.	

On the BAA Port Hope Minor Hockey website (<http://www.porthopeminorhockey.net/>) you can find the BAA/Port Hope Minor Hockey Rules of Operation, (which includes the Code of Conduct), and Bylaw.

As a Coach you must be familiar with all of these documents. Please indicate below that you are/have:

I have read and am familiar with the BAA's Rules of Operation	Yes <input type="checkbox"/>
I have read and will abide by the BAA's Code of Conduct (in BAA's Rules of Operation)	Yes <input type="checkbox"/>
I have read and am familiar with the BAA's ByLaw	Yes <input type="checkbox"/>

Coaching Questions Please answer the following questions, if you need more space, please use the back of the application form (please indicate you have used the back) or attached a separate piece of paper.

1. How will you ensure the safety, development and enjoyment of all those involved with your team – including the non-players like “parents”? What roles will you and your staff play in achieving this?
2. Explain in your own words, what you think the role of the BAA Port Hope Minor Hockey Executive is with respect to any team you coach?
3. In your opinion, how do you define or what is a successful season? How would you measure this?

8. If you intend to coach your own child – where does your child fit (skills and development wise) on your 1st choice team? If you have considered any assistant coaches and trainers for your team (if selected) with children who could play on this team, where do their skills fit in?

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

10. Why do you feel you are the best candidate for this particular age group or team?

The following are some but certainly not all of the key elements that go into making a good head coach: leadership, commitment, passion for the game, mutual respect, conflict resolution and discipline within a team environment.

Please think carefully and in your own words, describe/explain where you think you fit in. being completely honest, what are your strong points and conversely where do you feel you can improve?

11. Do you presently have any OMHA/OWHA or other association sanctions against you? Have you had any in the past, and if so for what reason?

12. Tell us anything else that might influence our decision to select you as a coach?

I understand that completing a Coaching Application with the BAA does not ultimately guarantee me a coaching position with the BAA.

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

Applicant Signature

Date



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Authorization for Collection of Personal Information

I, _____, authorize the Beaver Athletic Association Inc. to collect personal information appropriate to the position applied for by contacting 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 the volunteer position I have applied for.

Applicant Signature

Date

Witness

Date



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Policy on Volunteers and Members with Criminal Records

BAA 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.

BAA 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.

BAA 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 an element of the screening process.

Individuals with past *Criminal Code* convictions, ten 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:

Ten years or more recent –

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

Individuals with past *Criminal Code* convictions, charges pending or pardons 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
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching

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 obligated to inform the appropriate association executive if he/she is charge, tried or convicted of any offence under the Criminal code or under other provincial or federal statues, if that offence is relative to a position of trust held by the individual.

Once accepted as a volunteer with the BAA as a coach or coaching staff you will be required to complete a police check as per the timeframe to be determined by the BAA executive.

The BAA will accept a completed Police Check by an applicant providing it is four months or more recent.