

**2019-20 REP / AE COACHING APPLICATION FORM**

**(This application must be completed, digitally signed and e-mailed)**

Thank you for your interest in being a coach for the CDMHA. We appreciate the fact you are willing to take the time and commit to providing the best possible experience for our players.

Before starting the application, please take the time to read through it in detail and ensure you meet or are able and willing to meet all CDMHA and OMHA requirements. For clarity please ensure to take note of the following key points.

1. **A copy of the application must be received by the Chair, Jamie McMaster and Co-Chair, Connie Scott of the committee via e-mail before February 17th, 2019 @ 8pm. Applications that are received after that date will not be considered. See e-mail information below.**
2. All coach applicants, must have the minimum coaching qualifications as outlined in the attached document (see below). Applicants not having this minimum requirement will be required to obtain certification prior to the start of the season. **Please note the OMHA’s deadline for renewal of expiring certifications is August 31st.**
3. All coach applicants must have a valid police check completed prior to being allowed to take the bench.
4. All coach applicants must have the minimum coaching requirements as noted in the document attached to this application. Applicants not having this minimum requirement will be required to obtain certification prior to the start of the season. **Please note the OMHA’s deadline for renewal of expiring certifications is August 31st.**

If you have any questions or require clarification regarding the content of this application, please feel free to email *gateandtimeconvenor@caledoniathunder.ca* *or* *pastpresident@caledoniathunder.ca*

As a coach applicant for CDMHA, I understand that CDMHA Board members and volunteers adhere to the Policy and Procedures as set in the posted manual on the website along with the OMHA Manual of Operations. By signing below, I agree to review the Policy and Procedures as well as the Rep/AE Coaches Handbook and bring any and all questions to the Coach Meeting at the start of the season. The information set out in the Policy and Procedure manual as well as the Coaches Handbook include but are not limited to:

- The Coach, Parent and Player Codes of Conduct ;

-Responsibilities of VP Rep/AE and Rep/AE Conveners;

-Required Coaching Qualifications and reimbursement policy;

-Police Checks – are due by 15 November of the coaching season, if anyone on the coaching staff does not have a police check by that date, they will be removed from the bench until such time as they provide the police check;

-Rules pertaining to the Try-Outs and the Try-Out Schedule;

-Exhibition Games (travel permits, cost reimbursement policy);

-Method used for player releases;

-Team Rosters (due dates, Registrar involvement, team numbers );

-Ice Scheduling (cost of extra ice and how to request and look for available ice);

-CDMHA Player Development program and Goalie development reimbursement program;

-Process for signing Affiliate Players, when AP’s can be used and from what divisions coaches can AP from;**.**

- Team Equipment and Jersey Policy;

- Tracking Suspensions;

-Haldimand Tricycle Race, where and when (Pee Wee Rep);

- Team Financial Policy;

- Use of ReMax Room and how to schedule;

- Tournament Guidelines with respect to playoffs;

 - CDMHA contact list for key board representatives and their contact info.

**CDMHA REP / AE COACHING APPLICATION 2019-20**

**Section 1:**  Contact Information

**Name of Applicant:       DOB**

**Phone Numbers:**

**CELL:**

**Email Address:**

**Home Address:**

 **City:       Postal Code:**

**Section 2:**  Team Application

I wish to apply as head coach for the following team or teams: (please check appropriate box or boxes, if you check multiple boxes please clearly rank your choices in order of preference)

**REP: Novice** **[ ]  Atom** **[ ]  Peewee** **[ ]  Bantam** **[ ]  Midget** **[ ]**

 **AE: Atom [ ]  Peewee [ ]  Bantam [ ]  Midget [ ]**

Preferences:

1.

2.

3.

**Would you be willing to coach a team that you did not apply for? Yes** [ ]  **No** [ ]

**Section 3:**  Experience / Qualifications

**Please provide details of prior coaching positions held:**

***NOTE:*** CDMHA will only consider coaching qualifications, refreshers, upgrades and rostered team staff experience that is on record with the OMHA. If you have experience from another Centre, Association or League, you are required to get that transferred to the OMHA so CDMHA may consider it. If there is other experience that you would like CDMHA to consider, please complete Appendix 1 and attach it to the application form

**Have you ever been dismissed or suspended by any minor sports organization?**

**Yes** [ ]  **No** [ ]  **If yes, please specify.**

**Have you ever received a Gross Misconduct/Match penalty during or following a minor**

**hockey game, as a carded team official?**

**Yes** [ ]  or **No** [ ]  **If yes, please specify**

**Have you ever been involved in a physical altercation with anyone before/during/after a game?**

**Yes** [ ]  or **No** [ ]  **If yes, please specify**

**Have you applied to coach for any other organization for the same time period? Yes** [ ]  or **No** [ ]

**Section 4:**  Coaching Philosophy (use additional pages if required)

**Why do you want to coach rep hockey?**

**Describe what knowledge or skills you are able to teach these children beyond, or in addition to, what was learned last season.**

**What, in your opinion, is a successful season?**

**What is your personal opinion on the subject of equal ice time?**

**When do you feel a player should be AP’d? How do you plan to use an AP?**

**Have you read the CDMHA policy on the use of AP’s?**

**Yes** [ ]  or **No** [ ]

**How do you plan to run a power play both in the regular season and play offs?**

**Are you aware that CDMHA is now using an electronic system for informing players of being cut from the team? What are your thoughts on this?**

**Section 5:**  Discipline (use additional pages if required)

**How would you take action in the following scenarios?**

**Disrespect towards the coaching staff, fellow team members, spectators or game officials:**

**Habitual lateness or absence from practice:**

**You have a parent who is not acting in accordance with our Parent Code of Conduct and Haldimand County’s Public Conduct on County Property. How will you handle this situation?**

**As the Head Coach, you will be the sole contact with CDMHA and are 100% responsible for the team. How do you plan to communicate with CDMHA and will you use the Association to assist with discipline issues?**

**Section 6:**  Player Capability

 **Yes No**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Will you potentially have a child(s) who may be part of the team(s) you are applying for? |  **[ ]**  | **[ ]**  |
| 2 | Is your child(s) a goalie and may be part of the team you are applying for? |  **[ ]**  | **[ ]**  |
| 3 | If selected for a coaching position, do you already have assistant coaches and trainers selected? \If Yes, please list name and position below.

|  |  |  |
| --- | --- | --- |
| NAME | POSITION | Do they potentially have a player on this team? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |  **[ ]**  | **[ ]**  |
|  |  |  |  |
| 5 | If you have a child who could potentially be on this team, how would you rate their ability? |  |  |
|  | Top 5 Player **[ ]** Top 10 Player **[ ]**  | Other **[ ]**  |  |  |
|  | If you are applying for a second team and potentially have a child on that team please rate their ability. Top 5 Player **[ ]** Top 10 Player **[ ]** Other **[ ]**  |  |  |

**Section 6:**  References \*Note: Must not be a CDMHA Member

|  |  |
| --- | --- |
|  | **Name Home Phone Business Phone** |
| 1 |                   |
| 2 |                   |
| 3 |                   |
|  | Please attach any additional references you would like considered. |

**Thank you for taking time to apply with Caledonia Minor Hockey, Good Luck!**

**Please read the following instructions:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorize Caledonia & District Minor Hockey Association (C.D.M.H.A.) to collect personal information appropriate to the position applied for concerning my academic, employment background and contact the references supplied. I further understand that all courses regarding Certification, are mandatory courses prescribed by the Ontario Minor Hockey Association (OMHA), and agree to obtain. **I agree to complete a Police Record Check from the Haldimand OPP service, as per CDMHA protocol prior to the teams first scheduled ice time.**

The C.D.M.H.A. Coaching Selection Committee will review this application. The Committee will be choosing successful candidates on the basis of the submitted application and will reserve the right to conduct an interview if and only if there is a requirement to do so. C.D.M.H.A. will maintain confidentially of all information associated with this application.

Signature: Date:

Completion of this application in no way confirms that your application will be accepted. The C.D.M.H.A. Coaching Selection Committee may contact you for an interview. The C.D.M.H.A. Coaching Selection Committee will notify the successful candidates prior to the commencement of the hockey season.

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**APPENDIX 1: EXPERIENCE**

**Appendix 1:**  Experience

**Applicant Name:**

**Position Applying for:** (please ensure to select correctly for each level you are applying for)

**REP: Novice [ ]  Atom [ ]  Peewee [ ]  Bantam [ ]  Midget [ ]**

 **AE: Atom [ ]  Peewee [ ]  Bantam [ ]  Midget [ ]**

**Please provide details of prior coaching positions held:**

**Year:** **Association:**

**Position held and remarks:**

**Year:       Association:**

**Position held and remarks:**

**Year:       Association:**

**Position held and remarks:**

**Year:       Association:**

**Position held and remarks:**

TEAM OFFICIAL QUALIFICATION REQUIREMENTS

2018-2019

• All qualifications listed are the **MINIMUM REQUIREMENT**

• All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS) - Activity Leader or Speak Out!

• All Team Officials (Coach, Trainer, & Manager) require Gender Identity & Expression Course

• All qualifications must be registered with the OMHA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DIVISION**  | **CATEGORY**  | **HEAD COACH**  | **ASSISTANT COACH**  | **TRAINER**  |
| INITIATION TYKE  | ALL  | Coach 1-Intro to Coach Trained 1  | Coach 1-Intro to Coach Trained 1  | HTCP Level 1  |
| NOVICE  | ALL  | Coach 1-Intro to Coach Trained **OR** Coach 2-Coach Level Trained 2  | Coach 1-Intro to Coach Trained **OR** Coach 2-Coach Level Trained 2  | HTCP Level 1  |
| MINOR ATOM ATOM  | ALL  | Coach 2-Coach Level Trained 2  | Coach 2-Coach Level Trained 2  | HTCP Level 1  |
| MINOR PEEWEE | PEEWEE MINOR BANTAM | BANTAM MINOR MIDGET | MIDGET JUVENILE  | House League (HL) Local League (LL) Minor Development (MD) Rostered Select (RS)  | Coach 2-Coach Level Trained 2  | Coach 2-Coach Level Trained 2  | HTCP Level 1  |
| MINOR PEEWEE | PEEWEE MINOR BANTAM | BANTAM MINOR MIDGET | MIDGET JUVENILE  | A/BB/B/CC/C/DD (includes AE)  | Development 1 Trained 3  | Development 1 Trained 3  | HTCP Level 1  |
| MINOR PEEWEE | PEEWEE JUVENILE  | AAA/AA  | Development 1 Certified 4  | Development 1 Trained 3  | HTCP Level 1  |
| MINOR BANTAM | BANTAM MINOR MIDGET | MIDGET  | AA  | Development 1 Certified 4  | Development 1 Trained 3  | HTCP Level 1  |
| MINOR BANTAM | BANTAM MINOR MIDGET | MIDGET  | AAA  | High Performance 1 Certified 5  | Development 1 Trained 3  | HTCP Level 1  |
|

|  |
| --- |
|  **COACHING QUALIFICATION LEGEND:**  |
| 1. Coaches in divisions below Novice (Initiation & Tyke) **must** hold Coach 1-Intro to Coach qualification - **No other qualifications are accepted** 2. Coach 2-Coach Level ‘Trained’ or higher: Coach 2-Coach Level ‘Trained’ or ‘Certified’; Development 1 ‘Trained’ or ‘Certified’; High Performance 1 & 2 ‘Trained’ or ‘Certified’ 3. Development 1 ‘Trained’ or higher: Development 1 ‘Trained’ or ‘Certified’ or; High Performance 1 & 2 ‘Trained’ or ‘Certified’ 4. Development 1 ‘Certified’ or higher: Development 1 ‘Certified’ or; High Performance 1 & 2 ‘Trained’ or ‘Certified’ 5. High Performance 1 ‘Certified’ or higher: High Performance 2 ‘Certified’  |

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| **COACHING QUALIFICATION LEGEND:**  |
| 1. Coaches in divisions below Novice (Initiation & Tyke) **must** hold Coach 1-Intro to Coach qualification - **No other qualifications are accepted** 2. Coach 2-Coach Level ‘Trained’ or higher: Coach 2-Coach Level ‘Trained’ or ‘Certified’; Development 1 ‘Trained’ or ‘Certified’; High Performance 1 & 2 ‘Trained’ or ‘Certified’ 3. Development 1 ‘Trained’ or higher: Development 1 ‘Trained’ or ‘Certified’ or; High Performance 1 & 2 ‘Trained’ or ‘Certified’ 4. Development 1 ‘Certified’ or higher: Development 1 ‘Certified’ or; High Performance 1 & 2 ‘Trained’ or ‘Certified’ 5. High Performance 1 ‘Certified’ or higher: High Performance 2 ‘Certified’  |

Coaching Staff Code of Conduct

As a coach or other team official within CDMHA, I understand that I am representing my team, our association and my community. I will therefore conduct myself at all times, while at the H.C.C.C or any other hockey facility or venue related to a minor hockey event in a respectful and sportsmanship manner.

While present at a hockey game, practice or any other hockey related activity or function, I will follow all guidelines and established principles of CDMGHA, Hockey Canada, OMHA, OHF, Haldimand County’s “Public Conduct on County Property” Policy and any other league or association rules as applicable. I will respect the H.C.C.C property and any other arena facility at all times.

I will treat executive members, my players, our opponents and other team or league official with respect and dignity. I will never verbally or physically abuse an official.

I will also adhere to the following:

1. I will read, understand and follow the guidelines as outlined in the CDMHA Constitution and Policy and Procedures Manual;
2. I will read, understand and follow the guidelines as outlined in the OMHA Manual of Operations;
3. I will read, understand and follow the guidelines as outlined in the “Public Conduct on County Property” Policy;
4. I will attend all Coach’s meetings as required;
5. I will ensure equal ice time for my players in local league;
6. I will never be alone with my players;
7. I will return all equipment and supplies provided to me by CDMHA at the end of the season;
8. I will be responsible for the wellbeing of all players while they are in my care;
9. I will request the assistance of the applicable Executive member for any issues I cannot handle;
10. I will never be under the influence of alcohol or any illegal substance while players are in my care;
11. I will report any injuries and all major penalties immediately to the application VP;
12. I will communicate with my player’s/parents on a regular basis and I will ensure a full accounting of team funds is provided with a zero balance at season end.

I understand that failure to comply with the Coaching Staff Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County “Public Conduct on County Property” Policy. Such action may result in my losing my coaching privileges and/or the opportunity to participate in CDMHA activities and events, both present and future.

COACHING STAFF SIGNATURE