



www.forteriehockey.com



REP (TRAVEL) TEAM OFFICIAL APPLICATION 2010 - 2011 SEASON

Applications must be completed by **ALL**
Head Coaches for all Rep (Travel) Hockey Teams

Please note that ALL TEAM OFFICIALS will be required to obtain Police Clearance

Please return completed application to the attention of the
COACH SELECTION COMMITTEE by one of the methods below:

1. GFEMHA Office Mail Slot (Kinsmen rink at the Leisureplex)
2. E-MAIL to: gfmh@forteriehockey.com (scan & attach certification)
3. Mail to:
GREATER FORT ERIE MINOR HOCKEY ASSOCIATION
P.O. BOX 1015
FORT ERIE, ONT.
L2A 5N8
ATTN: COACH SELECTION COMMITTEE
4. Fax to: 905-871-3457

COMPLETED APPLICATIONS MUST BE RECEIVED BY:

(Applications will NOT be accepted after the deadline, unless no qualified applicants have applied.)

REP (TRAVEL) TEAMS – 7:00 p.m. on MARCH 31, 2010
SELECTION OF HEAD COACHES COMPLETED BY APRIL 30, 2010

PLEASE NOTE:

- Interviews may or may not be administered.
- Only coaches selected for a team will be notified.
- Team coaches will be posted on our website by May 1, 2010.

PLEASE SUBMIT PAGES 6, 7 and 8 ONLY

(If submitting via fax or hard copy)

Greater Fort Erie Minor Hockey Association

CODE OF CONDUCT

The Greater Fort Erie Minor Hockey Association (G.F.E.M.H.A.) and OMHA identifies the standard of behavior which is expected of all G.F.E.M.H.A. members and participants, which for the purposes 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 G.F.E.M.H.A. and OMHA activities and events.

The G.F.E.M.H.A. and OMHA are committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of the G.F.E.M.H.A. shall conduct themselves at all times in a manner consistent with the value of the G.F.E.M.H.A and OMHA, which includes fairness, integrity and mutual respect.

During the course of all G.F.E.M.H.A. activities and events, members shall avoid behavior, which brings the G.F.E.M.H.A. and OMHA 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.

G.F.E.M.H.A. members and participants shall at all times adhere to the G.F.E.M.H.A. and OMHA operational policies and procedures, rules and regulations governing all G.F.E.M.H.A. and OMHA events and activities and rules and regulations governing any competitions in which any member of the G.F.E.M.H.A. participates.

Members of G.F.E.M.H.A. shall not engage in any activity or behavior which interferes with a competition or with any player of a team's preparation for a competition, or which endangers the safety of others.

Members of G.F.E.M.H.A. shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the OMHA Harassment and Abuse Policy.

Failure to comply with this Code of Conduct may result in disciplinary action. Such action may result in the member losing all privileges, which come with membership in the G.F.E.M.H.A. and all other governing Associations, including the opportunity to participate in G.F.E.M.H.A. activities and events, both present and future.

Greater Fort Erie Minor Hockey Association

MINOR HOCKEY COACH:

Interested applicants will be required to apply each year, completing a Team Official Application Form and providing the Association the names of 3 Personal References as well as possibly attending an Interview.

All applicants will review and comply with the requirements of the G.F.E.M.H.A. Special attention should be given to the Harassment and Abuse Policy of the OMHA and Alliance Hockey.

The 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 RECORD 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.

Job Description: HEAD 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 the Constitution of G.F.E.M.H.A. and the governing Associations. (OMHA and ALLIANCE HOCKEY) are met. Be a spokesperson for the team and represent the team at all meetings and functions.

This position requires a Level of Certification by the appropriate governing body (OMHA or ALLIANCE HOCKEY). A photocopy of your certificate(s) **must be** included with your application. Travel Coaches will report to the Vice President of Rep. Hockey and House League Coaches will report to the Vice President of House League Operations or their designated Convener. Performance will be reviewed and evaluated at the end of each season.

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.

COACH AS A TEACHER

Standards:

- ✓ Teach the necessary hockey skills for the age group as outlined by the G.F.E.M.H.A. Program Development Committee.
- ✓ 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 behaviors will be consistently demonstrated in game play.
- ✓ Teach more than just hockey skills!

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 (e.g. team or parent liaison)

COACH AS A COMMUNICATOR

Standards:

- ✓ Regular communication with Association Convenors
- ✓ Regular communication with Association Mentor(s)
- ✓ Hold regular parent and player meetings (minimum of 3)
- ✓ File end of season report for AGM.

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.

JOB DESCRIPTION - ASSISTANT COACH

- ✓ Act as Head Coach in the absence of the Head Coach
- ✓ Assist with player evaluation and the player selection process
- ✓ Assist with planning, organizing and conducting practices
- ✓ Assist with pre-game preparation
- ✓ Assist with the operation of the team during games
- ✓ Assist with scouting and evaluation of opponents
- ✓ Assist with the supervision of players off and on the ice
- ✓ Assist with the formulation of the game plan
- ✓ Assist with the year end report on player evaluations
- ✓ Promote Fair Play values in all participants

JOB DESCRIPTION – MANAGER

- ✓ Team Communicator to the players, parents and G.F.E.M.H.A.
- ✓ Complete Team Rosters
- ✓ Complete Players Cards
- ✓ Complete Game Sheets and submit to appropriate board members
- ✓ Organize Team Finances
- ✓ Organize Team Ice Schedules (games, practices and tournaments)
- ✓ Organize Team Transportation
- ✓ Bench duty for Games (not mandatory)
- ✓ Promote Fair Play values in all participants

JOB DESCRIPTION – TRAINER

- ✓ Team equipment (pucks, water bottles and jerseys)
- ✓ Implement Risk Management Program
- ✓ Promote Fair Play values in all participants
- ✓ Conduct regular checks of players' equipment
- ✓ Promote proper conditioning and warm-up techniques
- ✓ Maintain accurate medical history files on all players
- ✓ Maintain fully stocked First Aid Kit
- ✓ Implement Emergency Action Plan for your team
- ✓ Recognize and manage injuries to prevent further injury
- ✓ Act as trainer for your team and your opponents if only one trainer is present
- ✓ Must be familiar with the G.F.E.M.H.A. return to play policy for injured players

All Job Descriptions are guidelines and may require more time and responsibilities than listed.

All policies are subject to change based on approved changes to the Greater Fort Erie Minor Hockey Association Constitution and Bylaws.

Greater Fort Erie Minor Hockey Association

Policy on Volunteers and Members with Criminal Records

Greater Fort Erie 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.

Greater Fort Erie 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 individual in placements, which are not in positions of trust.

Greater Fort Erie 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 element of the screen process.

Individuals with outstanding Criminal Code convictions, five years or more recent, or charges pending of 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 for charges pending for criminal driving offenses, 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 certain violent offences, 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.

- ✓ Certain violent offences, whether or not it involved weapons including 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 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 offences is relative to a position of trust held by the individual.

Once accepted as a volunteer with the Greater Fort Erie Hockey Association as a Team Official, you will be required to complete a police check every year.

The Greater Fort Erie Minor Hockey Association will accept a completed Police Check by an applicant providing it is three months or more recent.

Greater Fort Erie Minor Hockey Association

Rep (Travel) Team Official Application

Name: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Phone: _____ (Business
(Home): _____ or Cell): _____

Email: _____

Team Selection

First Choice: _____ Second Choice: _____

(Category i.e. Novice, Atom, Peewee, Bantam, Midget, Juvenile AND Minor, Major or AE)

If these choices were not available, would you accept a different position?

YES NO MAYBE

Certification

Copies of Coaches, Trainers and PRS Certificates must be included with application.
NEW THIS YEAR – THERE WILL BE NO GRACE PERIOD – ALL CERTIFICATION MUST BE OBTAINED BEFORE THE START OF THE SEASON
 Check the [OMHA](#) & [Alliance](#) websites for clinics offered by other Associations.

Comments: Click for drop-down options

Type of Certification	Certificate number	Expiry
Coach Certification: Click to select type		
Trainer Certification: Click to select type		
Prevention Services Certification:		

Experience

Comments: Click for drop-down options

Year	Association / Team	Category (Division & Rep, Select or HL)	Position

Please attach a Coaching Resume reflecting your coaching background & accomplishments.

Coaching Philosophy – What is your coaching philosophy?

(Some questions to consider, e.g. - Why do you want to coach at the level being applied for? What knowledge or skills can you teach the players beyond, or in addition to, what was learned last season? What, in your opinion, is a successful season? What is your attitude towards winning & losing? What is your definition of fair play? From a perspective of player development, what would be your greatest asset for coaching the age group you selected? If you have followed this age group through their playing years, what would be needed for this team to go to the next level of development?) (Attach separate sheet if necessary)

Additional Information

Please include information on all members of your intended coaching staff (if known) and how you will include the other members of your staff in team development. What is the minimum number of participating coaches that you feel is sufficient in attending practice times? (Attach separate sheet if necessary)

What are your team initiatives, objectives, seasonal plans and goals? (Attach separate sheet if necessary)

Have you ever been dismissed or suspended by any amateur sports organization or governing body?

No Yes We need to discuss this

Have you ever received a Gross Misconduct or Match Penalty as a team official?

No Yes We need to discuss this

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

No Yes We need to discuss this

References

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

Name	Address	Phone

Greater Fort Erie Minor Hockey Association

AUTHORIZATION FOR COLLECTION OF PERSONAL INFORMATION

I, _____, authorize Greater Fort Erie Minor Hockey Association to collect personal information appropriate to the position applied for, by verifying the character reference 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.

I agree and will abide by the Greater Fort Erie Minor Hockey Association's **Code of Conduct** as outlined on Page # 2 of this application.

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

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

Applicant Signature

Date

Witness Signature

Date

Please submit pages 6, 7 and 8 ONLY

(If submitting via fax or hard copy)

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