



Collingwood Girls Hockey Association *2024-25 Volunteer Coaching Application*

Thank you for your interest in volunteering for the 2024-25 hockey season. We appreciate the support and look forward to receiving your completed application.

Please return completed application to Ivy Martin:

- 1) Via e-mail: collingwoodgirlshockey@outlook.com
- 2) In a sealed envelope: 434 Fourth Street West Collingwood, ON L9Y 1S8

Please be aware of the following key dates:

Competitive/Rep Applications:

- March 8: application submission deadline
- March 9 to 30: in-person interviews
- April 15: coaching positions will be announced

House/Local League Applications:

- June 15: application submission deadline
- June 16 to 30: in-person interviews
- July 1: coaching positions will be announced

PLEASE NOTE: No individual will be permitted to volunteer in any capacity for the 2024/2025 season without a completed application with Police Vulnerable Sector Check or Eligible Declaration Form.

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Section 1: Overview & General Requirements

Before commencing your application, please note the following:

1) Accountability

All Team Officials and COLGHA volunteers are accountable to the Executive per the [By-Laws and Operating Rules of the COLGHA](#).

2) Collection of Personal Information

Every volunteer must sign and date the “Authorization for Collection of Personal Information”, which is included in this application. This information will be permitting the COLGHA to obtain and collect personal information on file.

3) Police Record Check / Vulnerable Sector Check

All volunteers (without exception) must provide a Police Record Check / Vulnerable Sector Check.

It is **mandatory** to provide before the interview process begins.

If you have completed your VSC within the last two years with COLGHA, please submit a [completed declaration form](#).

If you have not completed a VSC or your VSC is 3 or more years old, you will need to complete a new one with the OPP. Info can be found [here](#).

Please reach out ASAP to Rob Cranston at colgha.safety@gmail.com to obtain a letter from COLGHA that will need to be submitted with your VSC request.

NOTE: if you have a completed PRC/VSC from another organization that was completed in the last 6 months, it will be accepted.

4) Respect in Sport

All volunteers must have/obtain a Respect in Sport for Activity Leaders certificate before they are eligible to volunteer. This can be completed [here](#).

COLGHA recommends completing a Keeping Girls in Sport certificate, which can be completed [here](#).

Section 2: OWHA & COLGHA Code of Conduct

The Collingwood Girls Hockey Association and the Ontario Women's Hockey Association identifies the standard of behaviour which is expected of all Collingwood Girls 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 Girls Hockey Association and Ontario Women's Hockey Association activities and events.

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

During the course of all Collingwood Girls Hockey activities and events, members shall avoid behaviour which brings the Collingwood Girls Hockey Association or the Ontario Women's 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 Girls Hockey members and participants shall at all times adhere to the Collingwood Girls Hockey Association and the Ontario Women's Hockey Association's operational policies and procedures, rules and regulations governing all Collingwood GHA and Ontario Women's Hockey Association events and activities and rules and regulations governing any competitions in which any member of the Collingwood Girls Hockey Association participates.

Members and participants of the Collingwood Girls 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 Girls 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 Women's 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 Women's Hockey Association. Such action may result in the member losing all privileges which come with membership in the Collingwood Girls Hockey Association, Ontario Women's Hockey Association, Canadian Hockey Association, and Ontario Hockey Federation including the opportunity to participate in Collingwood Girls Hockey Association or Ontario Women's Hockey Association activities and events, both present and future.

Section 3: Job Descriptions – COLGHA Hockey Coach

ITEM A: 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 Constitution of the Collingwood Girls Hockey Association and the Manual of Operations of the Ontario Women's 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 Women's 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 March 8th of this year to be considered for a Competitive coaching position, and June 15th for House League coaching position. Please complete the Coaching Application Form and provide the Association the names of 3 personal references. In person interviews will take place March 9-30 for Competitive Level and June 16-30th for House League. Coach announcements for Competitive April 15th, and House League July 1st 2024.

All applicants will review and comply with the requirements of the Collingwood Girls Hockey Associations Bylaws and Constitution as well as the Ontario Women's Hockey Association's Manual of Operations. Special attention should be given to the Harassment and Abuse Policy in the OWHHA 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.

ITEM B: "Coach as a Leader"

Standards:

- 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 COLGHA By-Laws and Rules of Operation.

ITEM C: "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 player before the required behaviour will be consistently demonstrated in game play.
- Teach more than just hockey skills!

ITEM D: “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. (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 their solution of difficulties at an early stage and improve overall hockey program on an ongoing basis.

JOB DESCRIPTION – COLGHA HOCKEY ASSISTANT COACH

Assume ALL responsibilities for the coach when absent or under suspension.

JOB DESCRIPTION – COLGHA HOCKEY TRAINER/ASSISTANT TRAINER

Act as Trainer for team as per OWHA.

JOB DESCRIPTION – COLGHA HOCKEY MANAGER

The COLGHA Hockey Manager shall handle administration of the team, including but not limited to, correct processing of electronic 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 Girls Hockey Association.

Section 4: Application Form

Contact Information	
Legal Name:	
Address:	
Cell #:	
Home #:	
E-mail Address	

Team Selection	
Age Group: <i>(U9, U11, U13, U15, U18, Senior)</i>	
Level: <i>(Competitive or House/Local League)</i>	
Position Requested <i>(Head Coach, Assistant Coach)</i>	
If your preferred choice is not available, would you accept a different team or role? (Yes/No)	

National Coaching Certification			
<i>(Please fill out applicable areas)</i>			
Level	Yes/No	Year Attained	Card Number
Coach 1			
Coach 2			
Develop 1			
High Performance			
PRC Preventive Services			

Please note: OWHA coaching qualification requirements can be [found here](#).

Coaching Experience

Team / Association	Age Group	Level	Position/Role

What is your philosophy in coaching minor hockey?

What are some of the tournaments you would consider participating in?

What are some of the initiatives, objectives and goals for your team?

Personal References

Please provide three references that we can contact (no relatives are permitted).

Name	E-mail	Phone

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

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

Applicant Signature

Date

Section 5: Authorization for Collection of Personal Information

I authorize the Collingwood Girls Hockey Association to collect personal information appropriate to the position applied for by verifying the character references I have supplied.

I also understand that 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 to obtain an appropriate volunteer position.

Applicant Signature

Date

Witness Signature

Date

Section 6: Policy on Volunteers and Members with Criminal Records

Collingwood Girls Hockey Association accepts its significant responsibilities to its vulnerable athletes.

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 Girls 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 Girls 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 Girls Hockey Association as a coach or coaching staff you will be required to complete a police check every year or complete a declaration form when eligible.