



North East Minor Hockey Association

PO Box 1082
Torbay, NL
A1K 1K7
Email: office@northeasteagles.ca

COACHING STAFF/VOLUNTEER APPLICATION

Name: _____

Email: _____

Phone #: _____

Child/ren registered with NEMHA:

Name: _____

Division: _____

Division and Position Applied For: (List by desire priority)

Division: _____

All-Star House League

Position: Head Coach

Assistant Coach Trainer Manager

Division: _____

All-Star House League

Position: Head Coach

Assistant Coach Trainer Manager

Division: _____

All-Star House League

Position: Head Coach

Assistant Coach Trainer Manager

Have you previously completed an HNL Volunteer screening application? Yes No

- If no, please see application form on page 4

Have you submitted Criminal Record & Vulnerable Sector check within the last 3 yrs. Yes No

- If No, See note below (see page 11 for letter to waive processing fee)

Hockey Canada NCCP Certificates Completed (check all appropriate boxes)

- | | | | |
|-------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Coach 1 | <input type="checkbox"/> Coach 2 | <input type="checkbox"/> Development 1 | <input type="checkbox"/> Hockey Canada Safety Person |
| <input type="checkbox"/> (online) | <input type="checkbox"/> Trained | <input type="checkbox"/> Trained | <input type="checkbox"/> High Performance (Advanced) |
| <input type="checkbox"/> (in-class) | <input type="checkbox"/> Certified | <input type="checkbox"/> Certified | <input type="checkbox"/> Respect in sport (Activity Leaders) |
| | | | <input type="checkbox"/> Planning A Safe Return to Hockey |

Important Note: All volunteers must obtain a letter from NEMHA see page 11 and apply for a Certificate of Conduct and a Vulnerability Check; applications can be completed online via the following link <https://www.rnc.gov.nl.ca/services/certificate-of-conduct/> This must be completed every 3 yrs.

Completed Volunteer applications can be sent to office@northeasteagles.ca



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Coaching Code of Conduct

1. All Coaches are to lead by example and teach fairness, good sportsmanship and the development of a team concept. This includes skills, fair play, respect for authority, etc. The coach must treat all players with respect and expect the same in return from his/her players and parents.
2. All Coaches will treat each opposing players and opposing coaches, parents and administration with respect, dignity and show good sportsmanship at all times.
3. Coaches are to have respect for all players on his/her team. The use of obscene language during games, practices, in the dressing rooms or during team off-ice functions will not be tolerated. NEMHA will have zero tolerance policy.
4. Coaches are to work towards the development of the players on his/her team.
5. All Coaches, Assistants and Team Managers are not to smoke in the presence of players or at the entrance of the rinks where players may view them.
6. Under no circumstances will coaches give or permit players to consume, use, or have in their possession illegal substances.

As a Coach I must:

- Never verbally or physically abuse a child during or after a game for poor performance.
- Never come to the rink intoxicated or under the influence of drugs.
- Never use bad language, nor harass athletes, coaches, officials or other spectators.
- Never get caught up in the heat of the moment.

Notwithstanding any of the forgoing policies, procedures and guideline, the NEMHA reserves the right to act in contravention to any of these policies and guidelines, should the circumstance of a specific situation warrant.

I have read and understand the above statements and agree to conduct myself in a matter that demonstrates the standards established in the Coaches Code of Conduct.

Name of Coach _____

Signature of Coach _____

Association/ Organization _____

Signed on _____



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Coaches Responsibilities

1. Coaches should be on ice for all practices and attend all games or find a qualified replacement in his absence.
2. All coaches or designate should be in the dressing room one half hour before a game or practice.
3. The coach will be responsible for ensuring that at least two members of his/her staff or a coach and another adult is present in the dressing room until the last player leaves.
4. Coaches will conduct his/her practices and games so that all players will have the opportunity to improve their skill level through active participation.
5. The coach will communicate to his/her players and their parents the rights and responsibilities of individuals on the team.
6. Coaches will exercise control over players in their charge and serving as a stabilizing agent during contentious moments of games.
7. Coaches will be able to apply discipline to players that use obscene language, unsportsmanlike behavior towards their own teammates or any coaches on their team. Coach's discipline must be communicated to the coordinator for that division.
8. The coaches will cooperate with the division coordinator of NEMHA in the enforcement of rules and regulations and will report any irregularities, which violate sound competitive practices.
9. Coaches will be responsible for notifying players of all games and practices. This includes all cancellations as well.
10. Coaches will be responsible for ensuring that the team is ready to start all games on time and that all game sheets are filled out and signed.
11. Coaches are responsible for advising players that the team jerseys supplied by NEMHA are not to be used for practices or other personal use.
12. The Head Coach is responsible for the conduct of his/her coaching staff. This pertains to their awareness of and executing of their responsibilities as specified in this "Code of Conduct".
13. Coaches are responsible in communicating with the Ice Time Coordinator in canceling practice times and games within the timelines set by NEMHA.
14. Coaches are responsible in following the guideline set by the house league committee or DJHL.

Notwithstanding any of the forgoing policies, procedures and guideline, the NEMHA reserves the right to act in contravention to any of these policies and guidelines, should the circumstance of a specific situation warrant.

I have read and understand the above statements and agree to conduct myself in a matter that demonstrates the standards established in the Coaches Responsibilities.

Name of Coach _____

Signature of Coach _____

Association/ Organization _____

Signed on _____



APPLICATION FOR MEMBERSHIP HOCKEY NEWFOUNDLAND & LABRADOR

To be distributed and returned by all Associations and Divisions

Application for membership of: _____
Name

In the _____ **Minor Division** of Hockey Newfoundland and Labrador.
Association

PRIVATE AND CONFIDENTIAL

To be viewed only by
HNL Risk Management Screening Committee
32 Queensway, P. O. Box 176
Grand Falls-Windsor, NL A2A 2J4

This completed Application, Letter or Certificate of Conduct and Registration Card comprise the Application Package of the Member, and any acceptance for Membership is **conditional upon** the provision of accurate information in this Application, the receipt by HNL of all four (4) documents comprising the Application Package, and any other references and certificates as required or requested by HNL.

PART I

APPLICATION FOR MEMBERSHIP – PERSONAL INFORMATION

Legal Name of Applicant: _____

Prior Surname (if applicable) _____

Prior Full Name: _____
(to be completed in instances where Applicant has used different names or has legally changed his/her name)

Date of Birth (yyyy/mm/dd): _____

Place of Birth: _____

Driver's Licence No.: _____

Current Permanent Address: _____

Prior addresses in the last ten (10) years:
(if different from current permanent address)

1. _____

2. _____

3. _____

Home Telephone Number: _____	Cellular Telephone Number (if applicable) _____
Business Telephone Number (if applicable): _____	Facsimile Number (optional): _____

Other volunteer positions currently held or held within the last ten (10) years:

Association: _____	_____
Town/City: _____	_____
Contact Number: _____	_____
Association: _____	_____
Town/City: _____	_____
Contact Number: _____	_____
Association: _____	_____
Town/City: _____	_____
Contact Number: _____	_____

CONSENT

I, _____, an Applicant for membership in Hockey Newfoundland and Labrador, hereby permit Hockey Newfoundland and Labrador to obtain references from your organization, and authorize your organization to disclose reference information to HNL, for the purposes of confirming my prior volunteer service and certify my conduct as a volunteer, and no other purpose.

Signature of Applicant

Date

PART II

APPLICATION FOR MEMBERSHIP – HISTORY OF CONDUCT

The Applicant must complete this portion of the Application **and** obtain a Letter of Conduct or Certificate of Conduct before an Application is processed. Please note that 10-14 days' notice is necessary for the processing of a Letter of Conduct or Certificate of Conduct, so the early attention of the Applicant is encouraged.

1. Have you ever been charged and found guilty of an offence under the Criminal Code of Canada or a Criminal Offense elsewhere?

Yes No If yes, provide details.

Date: _____

Offence: _____

Province/State: _____

2. Are you, or have you ever been party to a civil action in which you were named as a Defendant?

Yes No If yes, provide details.

Date: _____

Nature of Action: _____

Province/State: _____

3. Are there any outstanding criminal proceedings against you as of the date of this Application?

Yes No If yes, provide details.

Charge: _____

Province/State: _____

City or Judicial District
of Court: _____

4. Have you ever been refused a Certificate or Letter of Conduct, or otherwise been expelled from an occupation or volunteer organization in which a reference for character was required?

Yes No - If yes, the HNL Screening Committee will contact you with respect to follow-up inquiries.

CONSENT

I, _____, an Applicant for membership in Hockey Newfoundland and Labrador, hereby grant authority to the Screening Committee of Hockey Newfoundland & Labrador to make inquiry to any police, or other lawful authority, with regard to any of the matters set out herein, and I authorize all personnel contacted by HNL to provide all information requested to the extent permitted by law, for the purposes of certifying my conduct, and no other purpose.

Signature of Applicant

Date

PART III

CONSENT FOR A CRIMINAL RECORD SEARCH FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

Identification of the Applicant

Full Name: _____ Date of Birth (yyyy/mm/dd): _____

Sex (male/female): _____ Place of Birth: _____

Address: _____ Previous Address: _____

Previous Address: _____ Previous Address: _____

Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of paid or volunteer position: _____

Name of the person or organization: Hockey Newfoundland & Labrador

Provide details regarding the children or vulnerable persons: Minor Hockey Players

Complete Consent Form on next page.

Consent

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, or have been granted or issued a pardon for, any of the sexual offences that are listed in the schedule to the **Criminal Records Act**.

I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the **Criminal Records Act** in respect of which a pardon was granted or issued, that record shall be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature of Applicant

PART IV

CONSENT TO DISCLOSURE OF RECORD

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.

This form is to be used by a person who has consented to a search being made in criminal conviction records by completing the form entitled "Consent For A Criminal Record Search For A Sexual Offence For Which A Pardon Has Been Granted Or Issued" (**Part III of this Application**) and who wishes to consent to the disclosure of information in that search to the person or organization who requested the search.

Identification of Person Consenting

Full Name: _____ Date of Birth (yyyy/mm/dd): _____
Sex (male/female): _____ Place of Birth: _____
Address: _____ Previous Address: _____

Previous Address: _____ Previous Address: _____

Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of paid or volunteer position: _____

Name of the person or organization: Hockey Newfoundland & Labrador

Provide details regarding the children or vulnerable persons: Minor Hockey Players

Complete Consent Form on next page.

Consent

Pursuant to the *Criminal Records Act* of Canada, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303.

I consent to information contained in a criminal record, found as a result of a criminal record search for a sexual offense for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position.

I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

Signature of Applicant

Hockey Newfoundland and Labrador acknowledges that, if in receipt of information gathered under this Part IV pursuant to the Consent of the Applicant under the Criminal Records Act, it may not disclose such information to any other person or organization, or any person within the organization unrelated to the screening process, and disclosure to any other such person constitutes a breach of the Criminal Records Act, RSC 1985, c. C-47.



Re: Criminal Record and Vulnerable Sector Checks

To Whom It May Concern

_____ has applied to the North East Minor Hockey Association as a volunteer to support our Minor Hockey Program.

All Volunteers within the North East Minor Hockey Association require a Criminal Records and Vulnerable Sector Screening Check every three years in accordance with Hockey Canada And Hockey Newfoundland and Labrador Requirements.

We request that the processing fee be waived given the nature of this volunteer application/role.

All completed Records can be mailed to the following

Administrator – North East Minor Hockey
Association North East Eagles Minor Hockey
Association
P.O. Box 1082
Torbay, NL, Canada A1K 1K7
Phone: 709-437-1632

James Walsh

James Walsh

President – North East Minor Hockey Association