



Carleton Place Girls Hockey Association

July 2025

To Whom it May Concern:

The Carleton Place Girls Hockey Association is a place where girls ranging from age 4 to 20 foster a love of sport and develop community values.

We are a completely volunteer run association that interacts with the girls in numerous ways. The positions can range from executive members, coaches, trainers, team managers, on-ice helpers, and dressing room monitors to name a few.

Due to this our volunteers require a Police Record Check with Vulnerable Sector Screening performed to ensure the girls are in a safe environment.

This is to confirm that _____ is a volunteer with our association and will be conducting the following activities:

Position Title: Assistant Coach

Responsibilities:

- Assist with planning, organizing and conducting practices.
- Assist with pre-game preparation.
- Assist with the operation of the team during the games.
- Assist with the supervision of players off and on the ice.
- Assist with the formulation of the game plan
- Report to the head coach.

Regards,

A handwritten signature in black ink, appearing to read 'Daniel Cole', is positioned to the right of the 'Regards,' text.

Daniel Cole

Director of Risk and Discipline

Carleton Place Cyclones

riskanddiscipline@cpgha.ca