



## **Carleton Place Girls Hockey Association**

**June 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:** Head Coach

**Overview:** The coach must serve as a good role model to 100% of the players, 100% of the time. This includes the following: taking a positive approach to player mistakes, demonstrating respect for referees regardless of the call, respect for the competition, and respect for each player in front of fans, teammates, and opposing players. Coaches will teach players to be a class act, win or lose

**Responsibilities:**

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Plan on and off-ice activities in consultation with the assistant coach
- Design the practice plans in consultation with the assistant coach
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of the players

Regards,

A handwritten signature in black ink, located at the bottom left of the document. The signature is stylized and appears to be the initials 'JH' followed by a long, sweeping horizontal line.

Daniel Cole

Director of Risk and Discipline

Carleton Place Cyclones

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