

# Vulcan & District Minor Hockey Association

COACHING APPLICATION FORM



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, Alberta, Postal Code: \_\_\_\_\_  
Main Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ (required to make a file in the hockey registry)

**Position Applying for: (please circle all that apply)**

Head Coach      Assistant Coach

**Level Applying for: (please circle all that apply)**

U7   U9   U11   U13   U15   U18

I, the undersigned, agree to follow the Codes of Conduct, Policies & Procedures, & Bylaws as set out by the Vulcan & District Minor Hockey Association, as well as any and all team policies as set out for the teams in VMHA.

**NOTE:** All coaches that are selected to coach in VMHA are required to complete a Criminal Record Check as part of Hockey Canada, Hockey Alberta, and the Vulcan & District Minor Hockey Association. The Criminal Record Check Form and instructions can be found at the end of this application. NO applications will be considered complete without the results from the RCMP.

Please be advised that if selected to coach in VMHA, you will also be required to have completed or be willing to complete National Coaching Certification Program (NCCP) course(s) to be eligible to coach in VMHA, as outlined in our Policies & Procedures, which comply with Hockey Canada & Hockey Alberta.

**FOIP:** If I am appointed as a Coach, Assistant Coach, Manager, or Trainer of a team for the upcoming season, I understand that the above and following contact information will only be shared and posted within the official VMHA database.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed applications to:**

**VMHA Coach Coordinator**  
Vulcan Minor Hockey Association  
Box 1418  
Vulcan, Alberta  
T0L 2B0

**Or** via Email to the Coach Coordinator's contact information listed on the VMHA website under "Executives".

**APPLICANT INFORMATION:**

**Please indicate your highest level of Coaching Certification(s) attained:**

Coach Course Level(s): \_\_\_\_\_ (ex. Coach 1, Coach 2, Dev 1, High Performance, etc)

NCCP# \_\_\_\_\_ Date attained: \_\_\_\_\_

Respect in Sport Activity Leader Program *Attained:* (YES/NO) Date Attained: \_\_\_\_\_

Hockey Canada Safety Program *Attained:* (YES/NO) Date Attained: \_\_\_\_\_

Hockey Canada Checking Skills *Attained:* (YES/NO) Date Attained: \_\_\_\_\_

**COACHING EXPERIENCES:**

Association – Season – Position – Division/Sport

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**REFERENCES:**

Please list two individuals that could provide a reference for you.

1. \_\_\_\_\_ Phone # \_\_\_\_\_

2. \_\_\_\_\_ Phone # \_\_\_\_\_

**COACHING ACHIEVEMENTS:**

Please list below any other pertinent information regarding coaching, courses, awards, and/or experiences that you would like to add.

_____
_____
_____

**ADDITIONAL REQUIREMENTS:**

**\*ALL** on-ice officials (*coaches, asst coaches, & trainers*) **must** complete **Respect in Sport for Activity Leaders**.

**\*U7 & U9** – 1 Coach per 10 players is required to complete **“COACH 1”** courses. Also, 1 Coach per 10 players is required to complete **“SAFETY”** courses.

**\*U11 – U18** - All Head coaches must complete the **“COACH 2”** courses and the **“CHECKING SKILLS”** courses. One team official must complete the **“SAFETY”** courses.

\*It is highly recommended (but not mandatory) that Assistant Coaches take the above-mentioned Coach, Safety, & Checking Skills courses as well.

\*Any coach/trainer that successfully completes all of the required courses for their position is eligible to be reimbursed by VMHA if receipts are submitted to the Treasurer within the year in which they were completed.

**COACH SELECTION PROCESS:**

\*Any individual interested in coaching for VMHA shall indicate their intentions at the time when Player Registration opens prior to each new season. All applications must be resubmitted annually.

\*Coach selection processes have been put in place to create a fair, open, and objective process within VMHA. Please see pg 17 of the VMHA Policies & Procedures for full details. The link to our Policies can be found on our website.



## Vulcan & District Minor Hockey Association

Box 1418 Vulcan, Alberta  
T0L 2B0

Date: \_\_\_\_\_

### REQUEST: CRIMINAL RECORD CHECK

Vulcan & District Minor Hockey Association is a non-profit organization having close contact with minor children from the ages of 4 to 18+ years. It would be greatly appreciated if you could please complete the following record checks for the individual identified below on behalf of Vulcan & District Minor Hockey Association so that they may fill a volunteer position within our organization.

Sincerely,  
VMHA Board of Directors

I, \_\_\_\_\_, am required by  
Vulcan & District Minor Hockey Association  
to obtain a Criminal Record Checks for the position of Volunteer Coaching.

(Please Indicate Requested Age Divisions: U7, U9, U11, U13, U15, U18)

I require the following record checks in order to complete my registration to be eligible to work with children.

1. Vulnerable Sector Criminal Record Check
2. Criminal Records Check for a Sexual Offence for Which a Pardon Has Been Granted

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#### **Important instructions for the person requesting the Criminal Records Check:**

1. You must apply in person to your local RCMP Detachment.
2. Bring two pieces of ID (one must be a driver's license).
3. To accept the completed form, you must appear in person to pick it up.
4. After you apply for the CRC, there is a possibility that you will need to return in person for fingerprints. This may add an approximate six week delay to the application.
5. You must submit the completed and certified CRC to the Coaching Coordinator.

