



NAHC TEAM ONTARIO -BENCH STAFF APPLICATIONS-

2024 NATIONAL ABORIGINAL HOCKEY CHAMPIONSHIPS (NAHC)

Application Closing Date: January 2nd, 2024, at 11:59PM EST.

CALL-OUT FOR MANAGERS, COACHES & TRAINERS

Indigenous Sport and Wellness Ontario (ISWO) will be accepting applications for volunteer Team Staff, such as **General Manager(s), Coach(es), and Trainers**. These positions will lead Male and Female Divisions for Team Ontario to compete at the 2024 National Aboriginal Hockey Championships (NAHC). In total, ISWO will take two teams to represent Team Ontario at this Hockey Canada sanctioned event which will be held in Grand Prairie, Alberta from May 5th - 11th, 2024.

OVERVIEW

The NAHC serves as a premier event that annually showcases elite minor level indigenous hockey players from across Canada. The NAHC are designed as an elite, all-star format where the best hockey players are selected to compete on behalf of their respective province/territory. This event is inclusive, meaning anyone of Indigenous ancestry, including First Nations – Status and non-Status, Inuit, and Métis, are eligible to compete.

APPLICATION PROCESS

1. Fill-out and submit an online application form. Printable Application Forms should be completed and scanned or faxed to: Team.Ontario@iswo.ca / 905-412-0325 (Fax)
[SUBJECT LINE: APPLICATION 2024 NAHC BENCH STAFF – POSITION(S) APPLIED FOR]
2. Selected candidates may be asked to have an in-person, online and/or phone interview.
3. Forms will remain open until positions are filled. All applications will be considered; however, Coaches of Indigenous descent (First Nation, Inuit, and Métis) are preferred.

GENERAL MANAGER(S)

The General Manager (GM or Manager), with the support of ISWO Staff, will be responsible for the overall preparation and management of their designated team(s) for NAHC. Reporting to ISWO, they will lead the development of the team and ensure that operations run smoothly.

- Assists in evaluating, recruiting and selecting players, planning and coordination of all off-ice hockey activities.
- Assists in the selection of the Bench Staff including Head Coach, Assistant Coaches and Trainers.
- In collaboration with Coaching Staff, responsible for all team communications and necessary paperwork.
- Responsible for all necessary preparation before, during and after the event.
- In cooperation with the Coaching Staff, is responsible for the supervision of the players **at all times** during team activities, both on and off ice.
- Works to motivate and support the players to achieve team goals and objectives and build team unity.
- In collaboration with ISWO, develop the budget for NAHC, which includes but not limited to travel, accommodations, food services, equipment and apparel.
- Ongoing communication with Team Ontario coaches, trainers, parents/guardians, players and ISWO.
- Any other duties assigned by ISWO including fundraising, operational assistance, etc.

HEAD COACH(ES) / ASSISTANT COACHES

Working in collaboration with the GM, Coaches will be responsible for creating and assisting with player evaluations. They will actively seek, research, and recommend potential Team Ontario hockey players, and attend events to assess them, among other duties.

Head Coach

- Reports to General Manager and ISWO
- Involved in the selection process for the Assistant Coaches (2) and Trainer
- Evaluates, recruits and selects players in collaboration with Team Staff
- In cooperation with Team Staff, and in consultation with ISWO, plans and conducts all on and off ice activities
- Develop practice and strategic game plan in consultation with assistant coaches.
- Plans, implements and control communication and pre-game preparation of the team.
- In cooperation with the Team Staff is responsible for the supervision of the players **at all times** during team activities
- Ongoing communication with Team Staff, Players and Parents/Guardians.
- All decisions relating to Team Ontario are to go through the General Manager and ISWOI
- Any other duties assigned by ISWO including fundraising, operational assistance, etc.

Assistant Coaches

- Evaluates, recruits and selects players in collaboration with Team Staff.
- Assist in developing and implementing practice and game plans in consultation with Head Coach.
- In cooperation with the Team Staff, is responsible for the supervision of the players **at all times** during team activities.
- Support with the operation of the team during the games.
- Assist with the scouting and evaluations of opponent.
- Any other duties assigned by ISWO including fundraising, operational assistance, etc.

TRAINER(S)

The primary objective of the Trainer is to ensure the safety of the team. They will lead the development and execution of a risk management plan and program that emphasizes the prevention of injuries and accidents.

- Assume a proactive role in identifying and minimizing or eliminating risks during all activities.
- Identify, assess and react to problems or injuries that arise during a game.
- Promote proper conditioning, warm-up, and cool down techniques as effective methods of injury prevention.
- Maintain accurate medical information files on all players and team officials.
- Provide a list for a fully stocked First Aid Kit to be maintained and brought it to all team activities.
- Recognize life-threatening and significant injuries, and take action when needed.
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- Recognize injuries that require a player to be removed from action. Refer players to medical professionals and coordinate return to play.
- Act as the equipment manager as well by ensuring the existence of extra supplies such screws, fasteners, tape, laces and elastics and the presence of important tools like screw drivers, pliers, scissors, sharpening stones and a glue gun.
- Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance.
- Promote a healthy lifestyle by educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player's health status.
- In cooperation with the Team Staff, is responsible for the supervision of the players **at all times** during team activities.
- Any other duties assigned by ISWO including fundraising, operational assistance, etc.

INDIGENOUS SPORT AND WELLNESS ONTARIO

2024 NATIONAL ABORIGINAL HOCKEY CHAMPIONSHIPS APPLICATION FORM

Application Closing Date: January 2nd, 2024, at 11:59PM EST.

A. PERSONAL INFORMATION					
Last Name:					
First Name:					
Preferred Name to be Called:					
Middle Name:		Middle Initial(s):			
Preferred Gender Pronoun:	<input type="checkbox"/> They	<input type="checkbox"/> Ze	<input type="checkbox"/> He	<input type="checkbox"/> She	<input type="checkbox"/> No pronoun preferred
	<input type="checkbox"/> A pronoun, not listed:				
Ethnicity:	<input type="checkbox"/> First Nation (Status) <input type="checkbox"/> First Nation (Non-Status)		<input type="checkbox"/> Métis Status	<input type="checkbox"/> Inuit	<input type="checkbox"/> Non-Native
Status #: <i>If Applicable</i>					
ALL APPLICATIONS WILL BE CONSIDERED; HOWEVER, COACHES OF INDIGENOUS DESCENT ARE PREFERRED					
Health Card #: <i>10 Digits and Version Code (two letters), If Applicable</i>					
Date of Birth: <i>(dd/mm/yyyy)</i>			Current Age:		
Community/Band(s) Represented:					
Mailing Address:					
City/Town:			Postal/Zip Code:		
Province/State:			Country:		
Phone #: <i>(Primary)</i>			Phone #: <i>(Secondary)</i>		
Email:					

B. POSITION PREFERENCE(S) – IDENTIFY WHAT YOU ARE APPLYING FOR

***WITH THE EXCEPTION OF CHAPERONES & HIGH PERFORMANCE 1 "TRAINED/CERTIFIED" COACHES, TEAM STAFF CANNOT OVERSEE ATHLETES WHOM ARE THEIR OWN CHILD(REN), GRANDCHILD(REN) OR SIBLING(S)**

Select team(s) you want to be considered for:	<input type="checkbox"/> Team Ontario - Male	<input type="checkbox"/> Team Ontario - Female
<input type="checkbox"/> General Manager	<input type="checkbox"/> Head Coach	
<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Trainer	
In the event you are not selected as Coaching Staff, would you consider becoming a Chaperone?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
For planning purposes, please include any concerns or known dates that you will be unavailable to be perform any general Roles & Responsibilities as a Coach in the space provided below:		

C. COACHING EDUCATION & EXPERIENCE – REQUIREMENTS TO VOLUNTEER

National Certification Coaching Program (NCCP) #:		
REQUIREMENTS TO COACH	DATE OBTAINED (mm/yyyy)	
<i>Aboriginal Coaching Module (ACM)</i>		
<i>Respect in Sport – Activity Leader Program</i>		
<i>Sport-Specific Certification(s), or equivalent (As listed in the 2024 NAHC Sport Technical Package)</i>		
IF ANY OF THE ABOVE REQUIREMENTS TO VOLUNTEER ARE NOT YET OBTAINED: By checking this box (right) - I understand that by the month of May 1 st , 2024 I must have obtained ALL the above requirements or risk forfeiting my position to another eligible Applicant <input type="checkbox"/>		
Additional Eligibility Assets – Please Check all that apply		
<input type="checkbox"/> Making Ethical Decisions (MED): <u>Class Module</u> , AND/OR <u>Online Evaluation</u>	<input type="checkbox"/> Making Headway in Sport	<input type="checkbox"/> Respectable Character
<input type="checkbox"/> Valid Driver's License	<input type="checkbox"/> Standard CPR/ First Aid	<input type="checkbox"/> Age of 18+ upon Application Submission
<input type="checkbox"/> Able to stand, walk or wheel for an extensive duration of time and/or distance		

OTHER: List any other relative course(s) or certification(s) obtained in a listing by title and date acquired.

Please tell us about your experience related to the position you are applying for:

D. REFERENCES

Please list two references: 1) from either a league, club, or organization and 2) from a parent/guardian or community member to verify your skills and abilities. Please note family & ISWO staff are not eligible references.

Reference #1			
First Name		Last Name	
Relation to the applicant (Previous Manager, Colleague, etc.)			
Primary Phone #		Alternative Phone #	
Email Address			
Reference #2			
First Name		Last Name	
Relation to the applicant (Previous Manager, Colleague, etc.)			
Primary Phone #		Alternative Phone #	
Email Address			

POLICE REFERENCE			
Please provide the name and address of your local police station that corresponds with information from two pieces of accepted valid identification (i.e. - driver's license, status card, birth certificate). This information may be used for a letter that may be provided to obtain reference checks as the requesting organization.			
Name of Police Station			
Mailing Address (Street)			
City/Town		Province	
Postal/Zip Code		Country	
Phone #			

F. DECLARATION – STATEMENT OF UNDERSTANDING	
<p>I understand and agree that submitting this application form does not automatically register me for a volunteer Team Staff position, and that there are certain qualifications I must meet. If selected, I will provide ISWO with the appropriate reference checks requested. By submitting this form, I attest that the information I have provided is true and accurate. I am aware that this application submission is for purposes of my possible participation in a quality sport leadership position during the National Aboriginal Hockey Championships which will take place in Grand Prairie, Alberta from May 5th - 11th, 2024.</p>	
<p>_____</p> <p><i>Name of Applicant (Printed)</i></p>	<p>_____</p> <p><i>Signature of Applicant</i></p>
<p>Date: ____/____/____</p> <p style="text-align: center;"><i>dd / mm / yyyy</i></p>	