



Mt. Clemens Hockey Association
P. O. Box 49609
Mt. Clemens, MI 48046-6909

April 1, 2009

Dear interested applicant:

Thank you for your interest in applying for a coaching / team manager position with the Mt. Clemens Hockey Association. It is the active participation of those who volunteer their time for the development of our youth, both socially and athletically that make you a standout in our community.

The Mt. Clemens Hockey Association has revised its process for House Team Applications. Overall, the only change is that we are unbundling the application into its separate components. This has been done as a means to better include all individuals who wish to participate as a coach or manager, and, to facilitate the organization of those individuals onto coaching staffs.

Any individual who wishes to be considered as a Franchise Holder / Head Coach, Assistant Coach, or, Manager must complete and submit an application for the desired position. Individuals wishing to be considered for multiple positions, or in multiple divisions, must fill out applications that reflect that desire. All individual applications will be reviewed and approved by the Mt. Clemens Hockey Association Board of Directors and, upon approval, will be considered the only acceptable staff at the divisional drafts held for the 2009 – 2010 season. Any questions or requests of clarification should be directed to the President, the Vice President, the League Director, or, the individual Divisional Directors.

Please review all of the material in this packet thoroughly and complete the necessary forms. Please return your completed application to the above address or place in the association drop box by May 21, 2009. Please be timely in returning your application. This will help insure that the proper attention will be given to its review.

On behalf of the Mt. Clemens Hockey Association thank you for your interest and your application.

Sincerely,

Kent Takacs
President
Mt. Clemens Hockey Association

Screening Policy

Individuals applying for a coaching position to the Mt. Clemens Hockey Association will be required to consent to a police records check. Refusal to consent to this process will void your application to coach/manage in the Mt. Clemens Hockey Association. The follow instances of criminal conviction will be screened for:

1. Been convicted (including crimes the record of which has been expunged and pleas of “no contest”) of a crime of child abuse, sexual abuse of a minor, or physical abuse, causing a child’s death, neglect of a child, murder, manslaughter, felony assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes.
2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
3. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection.
4. Had their parental rights terminated.
5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.
6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.
7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey.
8. Having past convictions for criminal driving offenses including impaired driving.
9. Having past convictions for drug offenses.
10. Having past convictions for violent offenses whether or not it involved weapons.

Once accepted to the Mt. Clemens Hockey Association as a coach or coaching staff, you will be required to complete a records check every year.

Mt. Clemens Hockey Association Code of Conduct

The Mt. Clemens Hockey Association, MAHA and USA Hockey are committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of the Mt. Clemens Hockey Association shall conduct themselves at all times in a manner consistent with the values of the Mt. Clemens Hockey Association, MAHA and USA Hockey, which includes fairness, integrity and mutual respect.

During the course of all Mt. Clemens Hockey activities and events, members shall avoid behaviors, which bring the Mt. Clemens Hockey Association, MAHA or the sport of hockey into disrepute. This includes but is not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

Mt. Clemens Hockey members and participants shall at all times adhere to the Mt. Clemens Hockey Association and MAHA operational procedures, rules and regulations governing all Mt. Clemens Hockey Association and MAHA events and activities. This includes rules and regulations governing any competitions in which any member of the Mt. Clemens Hockey Association participates.

Members of Mt. Clemens Hockey Association shall refrain from behaviors, which are offensive, abusive, racist or sexist. Behaviors, which constitute harassment or are abusive will not be tolerated and will be dealt with through the MAHA STAR Committee.

Failure to comply with the Mt. Clemens Hockey Association Code of Conduct could result in disciplinary action in accordance with MAHA STAR policy. Such action could result in the losing of all privileges and membership in the Mt. Clemens Hockey Association and the MAHA. This includes the opportunity to participate in Mt. Clemens Hockey Association and the MAHA current activities and events and the future.

I have received, read and agree to be held to the contents of this Code of Conduct:

Applicant's Signature

Date

Printed Name



Mt. Clemens Hockey Association Home of the Wolves

House Team Manager Application

Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ (H) _____ (W) _____ (F) _____ (C)

email address: _____ secondary email: _____

Division: _____ (Mini Mite, Mite, Squirt, Peewee, Bantam, Midget B, Midget BB)

Would your participation be: Off-Ice only ____ Both On and Off-Ice ____

If both On and Off-Ice, complete the following:

Coaching Certification: Current level: _____ Year obtained: _____ Card No. _____

Are you computer literate? Spreadsheet ____ Word Processor ____ Email ____ Internet ____

Past Team Manager / Coaching Experience:

Association: _____ Level: _____ Year: _____

Association: _____ Level: _____ Year: _____

Association: _____ Level: _____ Year: _____

Association: _____ Level: _____ Year: _____

Association: _____ Level: _____ Year: _____

What do you anticipate as your role on the team staff? _____

What are important team objectives and goals? _____

How many tournaments would you anticipate the team playing? _____

Have you ever gone before a District Council for a hearing? _____ If so, explain why:

Who would you like to be placed with? _____

Anyone you would NOT like to be placed with? _____

Are there any days or times that restrict you from practices or games?

I understand that the manager of the team takes on a special responsibility with the Mt. Clemens Hockey Association. The manager, in conjunction with the Franchise Holder, and the Head Coach, is required to process all the paperwork required to roster a team. This is a time consuming burden that must be completed in a timely manner. Also, as manager, I understand that I'm required to submit a monthly financial statement that either I or the Franchise Holder has completed at the time of my monthly ice payment. Said financial statement is to be distributed to the players' parents at that time as well. This financial statement shall meet the requirements of the Mt. Clemens Hockey Association and is reviewed by the Division Director. The particular assignments of duties for members of the staff will be decided and monitored by the Franchise Holder.

I understand that completing an application with the Mt. Clemens Hockey Association does not guarantee me a position with the Mt. Clemens Hockey Association.

I hereby certify that the above information to true and correct.

Applicant Signature

Date

MCHA Board Approval

Signature

Date

Applications must be postmarked by **May 21, 2009**. Mail to MCHA, P. O. Box 49609, Mt. Clemens, MI 48046-6909