

# Policy 1 – Team Staff Selection



**Applies To:** All rostered team staff members (Head Coach, Assistant Coaches, Bench Managers, and Trainers) and non-rostered team staff (Administrative Coordinators and On-Ice Helpers/Volunteers) of the Clarington Minor Hockey Association (CMHA).

## Purpose or Scope

This policy outlines the requirements and expectations for selecting and appointing CMHA team staff in accordance with CMHA bylaws, OMHA regulations, and applicable governance standards.

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## Section 1 – CMHA Staff Selection

- 1.1 All Head Coaches and staff will be appointed in accordance with the CMHA Constitution and Bylaws. Current Head Coaches are to have a year-end review of season goals and expectations.
- 1.2 No announcements or commitments can be made regarding staff selection until approval has been obtained from the Executive Committee.
- 1.3 All CMHA staff members must submit a recent Criminal Record Check (obtained within the last 60 days) that includes the Vulnerable Sector Check every two years, to the CMHA Police Record Check (PRC) Administrator. All personal records maintained by the CMHA will be obtained and secured in compliance with the CMHA Privacy Policy.
- 1.4 Head Coaches will be required to submit a PRC or proof of application for a PRC prior to tryouts. Any Head Coaches, Trainers, or other volunteers used during tryouts that have not submitted PRCs will not be allowed in dressing rooms. Considering the limited amount of time between confirmation of Head Coaches and the beginning of tryouts, and the length of time that a PRC can take to obtain, the CMHA will accept PRCs without requiring the 90-day or 2-year periods listed in 1.3 above for tryouts only.

- 1.5 All CMHA staff shall submit a CMHA Criminal Declaration Form to the General Manager of Hockey Operations prior to rostering.
  - 1.6 All CMHA staff members must obtain a valid Respect in Sport (RiS) – Activity Leader (or its predecessor Speak Out!) certification.
  - 1.7 All CMHA staff members must complete the Gender Identity Course as required by OMHA regulations.
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## **Section 2 – CMHA Rostered Staff Requirements**

- 2.1 To obtain OMHA approval of a team roster, the staff must include a minimum of a certified Head Coach and certified Trainer.
  - 2.2 Each OMHA team is permitted to roster up to five (5) bench staff members.
  - 2.3 Only rostered bench staff members are permitted to sign a game sheet and be present on the bench during a game.
  - 2.4 All CMHA rostered staff must obtain the certifications outlined in the Staff Selection Overview. The General Manager of Hockey Operations and OMHA Representative must approve any deviations from the certification criteria.
  - 2.5 Certified individual staff members are required to be PRC-compliant prior to being officially rostered as part of a CMHA team staff.
  - 2.6 The General Manager of Hockey Operations (or their designate) must approve all on-ice helpers/volunteers prior to their involvement with a team.
  - 2.7 All on-ice helpers will be required to:
    - Submit a PRC which includes a Vulnerable Sector Check
    - Complete the RIS certification prior to any involvement with a team
    - Complete Gender Identity & Expression training
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### **Section 3 – Team Administrative Coordinator Requirements**

To maintain staff independence and to ensure that the Administrative Coordinator will be accessible to the parents, the CMHA has adopted the following requirements pertaining to the selection of the Team Administrative Coordinator:

3.1 The Team Administrative Coordinator must not be related to anyone on the bench staff in any capacity.

3.2 The Team Administrative Coordinator must not be the President or Vice President of the CMHA.

3.3 The Team Administrative Coordinator must be accessible to parents and coaching staff as needed.

3.4 As a non-rostered staff member, the Administrative Coordinator is not permitted on the bench during games.

3.5 The Administrative Coordinator cannot be an on-ice helper unless the proper insurance is obtained.

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### **Section 4 – Staff Conduct, Accountability, and Removal**

4.1 All CMHA staff members are expected to conduct themselves in a manner consistent with the CMHA Constitution and Bylaws, as well as the policies of the OMHA, OHF, Hockey Canada, and applicable provincial legislation including Rowan's Law.

4.2 Any rostered or non-rostered team staff member who fails to meet certification requirements, breaches CMHA policies, or violates the Code of Conduct or other governing rules may be subject to disciplinary action, including suspension or removal from their position.

4.3 Reports of staff misconduct, abuse, harassment, policy violations, or inappropriate behaviour are to be submitted to the General Manager of Hockey Operations. All complaints will be reviewed and addressed in a timely and confidential manner.

4.4 The CMHA Executive reserves the right to suspend or remove any staff member following a formal review process. In cases where immediate action is warranted (e.g., safeguarding concerns), an interim suspension may be imposed at the discretion of the Executive.

4.5 Any removal or disciplinary decision will be documented and communicated to the affected individual in writing, including the reason for the decision and the available appeal process, if applicable.