



# Team Official & Volunteer Applications & Screening

## A. COMPETITIVE TEAM OFFICIAL SELECTION

### i. APPLICATION PROCESS

Each team at the U9 Level and above must have a Team Manager and a Team Head Coach. All coaches must have their Ontario Soccer certification to be able to coach. Coaches requiring the use of Trainers (paid coaches) must have that approved by the Sports Club Manager before contracting the company.

The Club reserves the right to discipline or replace a Coach/Manager/Trainer or any other team official or player/parent who fails to support, endorse, or operate in accordance to Club Rules and Policies.

All Team Staff Applications will be reviewed after an initial application period. The staff will be determined by reviewing the following:

- Number of years managing or coaching (including house league);
- The level of coaching certification achieved;
- Past feedback from both parents and players;
- Whether the coach is in good standing with the Mooredale S.C. and all other governing organizations;
- Observations from fellow coaches (including house league, where applicable);
- Number of infractions;
- The team's financial situation;
- The annual development program for players;
- For returning coaches – the previous year's assessments;
- How well the coach meets the Mooredale coach's profile requirements.

All Managers must take the Respect in Soccer online course and Making Ethical Decisions course through the NCCP. Managers planning on being on the bench during matches must take the appropriate coaching levels effective immediately. The minimum coaching level is not a pass/fail course it is a certificate.

All Female teams must have a female on the bench during matches.

### ii. APPLICATION TIME LINES

Applicants wishing to manage or coach a team must submit their application (coaching resume + references) by August 31 (Rep) and February 28 (Select) of each year to the Sports Club Manager.

### iii. SELECTION OF COMPETITIVE HEAD COACHES AND MANAGERS

A selection committee comprised of the Sports Club Manager, Assistant Sports Club Manager, and Technical Director shall review applications; conduct interviews; and come to a consensus of coaching/manager appointments.

In the event of more than one and fewer than five applicants for a Head Coach or Manager Position, the selection committee shall interview all candidates. In the event of more than five candidates for a position, the selection committee shall select for interviews the candidates' best suited for the position. Only those candidates selected for interviews will be notified.



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The criteria and/or reasoning for the decision of the selection committee is not published or made public.

Prior to the conclusion of each outdoor season the Manager and Head Coach of each team must apply for re-appointment the following year.

The coaching staff from each team ideally should consist of at least 3 people: Manager, Head Coach, and an Assistant Coach. The responsibilities for these positions are listed below. The Manager and the Head Coach are the senior decision makers of the team. It is not recommended that one person shall assume the duties of two of these positions. For the girls teams, one team official must be female and over the age of 18. That person or a certified alternate must be present at each game and practice.

The Manager and Head Coach of each team may appoint or hire additional team officials with approval of the Sports Club Manager, after the team has been selected. All additional team officials must be approved by the Technical Staff before they can be appointed or hired by the Head Coach.

### B. COMPETITIVE TEAM HEAD COACHES

#### i. QUALIFICATIONS

All rep team Head Coaches shall have the minimum coaching certification designated by the Ontario Soccer Association listed here: [www.ontariosoccer.net](http://www.ontariosoccer.net)

Provincial B, NSCAA National Diploma, USSF D, or UEFA B licenses are preferred for Rep Level Head Coaches. These coaches must also have completed Making Ethical Decisions (NCCP), Making Headway in Soccer (NCCP), Respect in Soccer (Online Course through Ontario Soccer), and a current Police Check (Vulnerable Sector Check).

All select team Head Coaches shall have at minimum age appropriate coaching designation from the Ontario Soccer Association. These coaches must also have completed Making Ethical Decisions (NCCP), Making Headway in Soccer (NCCP), Respect in Soccer (Online Course through Ontario Soccer) and a current Police Check (Vulnerable Sector Check).

Appropriate youth level certifications are preferred for our Long-Term Player Development age groups (U8-U12).

If an individual is not fully certified when he or she applies for a coaching position with a rep or select team, he or she shall undertake to acquire such certification prior to the commencement of the ensuing outdoor soccer season and shall provide proof of completion.

The Mooredale S.C. shall coordinate formal certification for competitive Coaches. All costs to obtain said certification will initially be borne by the Coach. Upon successful completion of the course, the Club will reimburse the Coach for the cost of their training program which is required to meet Ontario Soccer standards. Elective certification or training programs will be at the cost of the Coach unless the program has been presented and approved by the Club.



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Coaches will be reimbursed over two years following the course, provided they coach for the following two years at the club. They will receive ½ of the reimbursement at the completion of the first season and the second ½ at the completion of the 2<sup>nd</sup> season.

**Note:** The Published Rules of Ontario Soccer supersede the minimum qualifications as outlined in this document. Should the minimum qualifications of the Ontario Soccer change, those Published Rules will take precedent over this document, until such time as this document is updated to reflect the changes. At all times the minimum qualifications at Mooredale will be at, or above, the minimum qualifications for Ontario Soccer.

### ii. RESPONSIBILITIES

- Attend all games and practices of the team;
- Monitor the behavior of the coaching staff, players and parents and take disciplinary action when needed;
- Endorse and support Mooredale Soccer Club and its policies at all times;
- Assist with selection of players at team tryouts
- Develop and lead team practices;
- Develop team objectives and philosophy and communicate such to players and parents prior to the commencement of the season;
- Be responsible for on-field decisions during games;
- Appoint Assistant Coaches, with approval by the Mooredale S.C.;
- In case of absence during a game, the Head Coach must delegate his/her responsibilities to an assistant coach or volunteer with required certification and make such delegation of duties known to all the players and parents in advance of the game;
- Attend all Mooredale Technical Meetings;
- Formulate Player Assessments a minimum of two times per season in writing;
- Work with Technical Staff at Mooredale Soccer Club and follow the Mooredale Technical Pathway;
- May not run private academies or private training sessions with Mooredale Members without prior approval of Technical Staff and Sports Club Manager

## C. COMPETITIVE TEAM ASSISTANT COACHES

### i. QUALIFICATIONS

All REP and SELECT team Assistant Coaches shall have a Police Check (Vulnerable Sector Check) and the minimum coaching certification designated by Ontario Soccer listed here:

[www.ontariosoccer.net](http://www.ontariosoccer.net)

If an individual is not fully certified when he or she applies for a coaching position with a rep or select team, he or she shall undertake to acquire such certification prior to the commencement of the ensuing outdoor soccer season.

The Mooredale S.C. shall coordinate formal certification for competitive Coaches. All costs to obtain said certification will initially be borne by the Coach. Upon successful completion of the course, the Club will reimburse the Coach for the cost of their training program which is required to meet Ontario Soccer standards. Elective certification or training programs will be at the cost of the Coach unless the program has been presented and approved by the Club.



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**Note:** The Published Rules of the Ontario Soccer supersede the minimum qualifications as outlined in this document. Should the minimum qualifications of the OSA change, those Published Rules will take precedent over this document, until such time as this document is updated to reflect the changes. At all times the minimum qualifications at Mooredale will be at, or above, the minimum qualifications for the Ontario Soccer.

### ii. RESPONSIBILITIES

- Assistant Coaches shall be responsible for various duties that have been delegated by the team's Head Coach.
- Assistant Coaches must be capable of performing the duties of the Head Coach.
- Attend Coaching Workshops held by Mooredale Technical Staff

## D. COMPETITIVE TEAM MANAGER

### i. ROLE AND RESPONSIBILITIES

The Manager is responsible for overseeing all of the administrative duties with the team; this includes all travel/tournament paperwork, correspondence between team/parents and the Club, budgeting, uniform ordering, sponsorship, fundraising, booking facilities, among other items. The Manager is not responsible for any on-field issues, coaching, technical direction, or team training in which the team participates. One team official (manager, assistant manager or coach) must be present at all league meetings, MSC Competitive team meetings, and the MSC AGM.

It is important that each Team Official understand all of the Club and league rules/policies. The Club constitution and league rules can be found on each respective website. The Team Book Submission Form will require all Team Officials to sign off that they have read the Club and league rules.

## E. RECREATIONAL (HOUSE-LEAGUE) COACHES

### i. APPLICATION PROCESS & SELECTION

Those wishing to volunteer as coaches or assistant coaches in Mooredale SC's House-League need to submit a volunteer application via our registration system (PowerUp Sports) prior to the start of the season. MSC Staff (Sports Club Manager, Assistant Sports Club Manager, General Sports Assistant) shall review all applications and follow up if any further information is required.

Formal coaching certification is not required for house-league coaches.

The Club reserves the right to discipline or replace a Coach/Manager/Trainer or any other team official or player/parent who fails to support, endorse, or operate in accordance to Club Rules and Policies.

## F. POLICE RECORDS CHECK/SCREENING

All competitive team officials must have a valid Police Records Check at the start of every season. The Police Checks are good for 3 years. MSC staff shall view a copy of the Police Records Check by June 1<sup>st</sup> and complete a Declaration & Review Form (to be signed by the applicant & MSC staff member upon review of the Police Records Check). MSC will keep a copy of the Declaration & Review Form in the office, but the original police records check shall be returned to the applicant.



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Toronto residents must apply for a vulnerable sector check through MSC, as TPS does not process applications from individuals. Forms are available via the MSC office. Note that wait times for completed checks can sometimes take months due to increased volume of applications. Please be sure to request an application via MSC well in advance of the season.

Team officials residing outside of Toronto should check with their local police on what is required for a Vulnerable Sector Check to be completed. Many regions require a letter from the organization for which the check is being completed. If this is the case – please inform the MSC office and we can prepare the letter for you.