



**Thunder Bay Queens**  
**Coaching Application Package for Head Coach**  
**2025/2026 Season**  
amended July 24, 2024



The Coaching Application package consists of the attached application form, plus the information requirements outlined below.

**Incomplete applications will not be considered.**

**Information Requirements (please attach to your completed application form).**

**1. Coaching Philosophy**

An outline of the principles that you would call upon to coach the team applied for. This should include your philosophy on player development and equal ice time.

**2. Annual Plan**

At minimum, provide an outline of the team goals and objectives for the season, specifically from both a skills and team development perspective. Include proposed tournaments, and other details of your plan for the season.

**3. Budget (Proposed)**

An estimate of the anticipated costs associated with your proposed plan. Use the following guidelines to produce your budget:

Revenues

- Player Fees
- Corporate Sponsorship
- Fundraising
- Miscellaneous

Expenditures

- Tournaments: Entry Fees, Motorcoach Transportation, Air Fares, Coach Expenses
- Ice
- Additional Ice: Referees/Timekeepers
- Equipment: Team Apparel, Hockey Bags
- Misc: Sponsor Plaques, Banquet Tickets, Bank Service Charges, Sponsor Plaque, etc.

**4. Coaching Resume**

Provide a detailed outline of your prior coaching experience, including both educational/theory and practical.

**APPLICATIONS MUST BE RECEIVED BY JULY 13TH 2025**



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**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

**Team(s) for which you are applying:** <sup>13BB</sup> \_\_\_\_\_

If you and your coaching staff is interested in more than one team, please prioritize your choices.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Provide a list of all staff members that will be included on your roster.

Note: You must provide at least two staff members. All staff members require board approval.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Coach Certificates Achieved:**

COACH

C1 C2

INTERMEDIATE

D1 D2

ADVANCED

HP1 HP2

NCCP # \_\_\_\_\_

**Please list all other pertinent certificates:**

Trainer Certification # \_\_\_\_\_

Speak Out Training Certification # \_\_\_\_\_

Criminal Reference Check To be provided upon request

Other: Certificates/Seminars \_\_\_\_\_

\_\_\_\_\_



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**Coaching Experience:**

Total Number of Years \_\_\_\_\_

Year	Association	Division (Atom, Novice, etc)	Level (House, A, etc.)

**Other Related Sports Experience (playing, coaching, etc.)**


**References:**

Please provide the name and contact information of three references who can comment on your qualifications to coach the team for which you are applying. The first reference must be a Board member of your most recent association.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Board/Association: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship to Reference: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship to Reference: \_\_\_\_\_



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**By signing this application, you certify that:**

- i) All information you have provided is accurate and complete;
- ii) You and all members of your staff WILL obtain a Thunder Bay Police Records Check by September 1, 2025;
- iii) All members of your staff will provide proof of applicable certification (speak out mandatory for all staff, trainers' certificate required for all trainers) by September 30, 2025;
- iv) You agree to abide by the TBWHA Constitution and Bylaws, Playing Rules, and Queens principles, policies and guidelines;
- v) You agree to upgrade your coaching skills as required; and
- vi) You consent to release of your personal information to the Thunder Bay Queens organization by the associations listed in your resume and by governing bodies including Hockey Northwestern Ontario, the Ontario Hockey Federation, and OWHA.

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PRINT NAME

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SIGNATURE

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DATE