



KANATA KNIGHTS FOOTBALL CLUB
Building Champions On and Off the Field

Home Field: Bob Barr Field, Kanata, ON

Website: kanataknightss.com

Email: info@kanataknightss.com

Affiliated with: National Capital Amateur Football Association (NCAFA)

KANATA KNIGHTS – FLAG COACH APPLICATION – 2026 SEASON

All coaching staff must have an approved application on file before participating in any on-field activities. Applications will not be accepted verbally or through coaching staff.

Please submit your completed application by email to: info@kanataknightss.com

SECTION 1 – PERSONAL INFORMATION

Full Name: _____

Address: _____

City/Postal Code: _____

Date of Birth (DD/MM/YYYY): _____

Email: _____

Phone: _____

SECTION 2 – PROGRAM & TEAM

I am applying to be a COACH for:

☐ Girls Flag

☐ U8 ☐ U10 ☐ U12 ☐ U16 ☐ U20

☐ Boys (Open) Flag

☐ U8 ☐ U10 ☐ U12 ☐ U16 ☐ U20

Coaching Position (*Head, Assistant, Offensive, etc*): _____

Did you coach with the Kanata Knights last season? ☐ Yes ☐ No

If yes, what Level and Position: _____

Have you spoken with the Executive about your interest? ☐ Yes ☐ No

SECTION 3 — FOOTBALL & COACHING EXPERIENCE

Previous Football Coaching Experience (years, levels, leagues, responsibilities):

Leadership or Head Coach Experience (any sport):

Football Ontario / NCCP Certifications – check all that apply:

Note: Bold are Mandatory Courses for All Coaches

☐ **NCCP Number:** _____

☐ **Safe Sport (E-Learning online course)**

☐ **Making Headway (E-Learning online course)**

☐ Making Ethical Decisions (online evaluation)

Date Taken: _____

☐ **Community Sport Training (Coaching Athletes aged 6 – 14)**

Date Taken: _____

Or Date Registered for Training: _____

☐ First Aid / CPR

Date Taken: _____

☐ Other: _____

Are you available to attend 2-3 practices a week with games on the weekend?

☐ Yes ☐ No

If no, please explain and provide details regarding your availability:

Describe any coaching development sessions/clinics, camps, courses, books, or mentorship that have helped you learn more about coaching:

SECTION 4 — PROGRAM LEADERSHIP & TEAM MANAGEMENT

Motivation

Why do you want to be a Coach for the Kanata Knights?

Coaching Philosophy

Describe your coaching philosophy, including teaching style, expectations, discipline, and how you balance development with competition.

Rank the following coaching objectives from 1–3 (1 = most important):

___ Making sure players enjoy the game.

___ Maximizing individual player skill development.

___ Putting the team in the best position to succeed and win.

Practice Planning

Describe how you structure and run a typical practice (organization, drills, pace, safety protocols, progression):

Team Culture & Communication

Describe how you build team culture and communicate with players, parents, and your coaching staff.

Conflict Management

How do you handle conflict or behavioural issues with players or parents?

SECTION 5 — COACHING YOUR OWN CHILD

Do you have a child playing on the team you are applying to coach? ☐ Yes ☐ No

If yes, child's name: _____

Position(s) played previously (if applicable): _____

How will you ensure your child is treated the same as every other player (*no special treatment, equal accountability, etc.*)?

How will you ensure fair opportunities for ALL players, including: equal development, fair competition for positions, and rotations that do not favour your child?

If staff or parents feel your child is receiving special treatment, how will you address it?

Coach's Child Equity Agreement:

☐ I understand that being a Head Coach does not entitle my child to any guaranteed position, playing time, or special treatment. I agree to provide equal opportunities to all athletes based on effort, attendance, attitude, and development—not personal relationships. I agree that my decisions must be transparent and open to review by the coaching staff and Club Executive.

SECTION 6 — COACH ELIGIBILITY & DECLARATIONS

Please review and check each box to confirm:

- ☐ I agree to abide by the Kanata Knights Code of Conduct.
- ☐ I confirm that I am not listed on any public sex offender registry.
- ☐ I confirm that I have not been convicted of a violent crime.
- ☐ I have moderate knowledge of football, proper techniques, and fundamentals, or I am willing to learn.
- ☐ I am willing to complete all mandatory training for this position (coaching camps, books, videos, and required certifications).

Club Programming Agreement:

- ☐ I understand that as a volunteer coach, I do not have the right to offer programming to Kanata Knights players and families without the explicit involvement and consent of the Kanata Knights Executive. I agree that all club activities, including those organized by me, must be approved by the Executive and align with the club's goals, objectives, and values.

Screening & Training Requirements:

- ☐ I understand that the Kanata Knights Football Program is interested in providing a safe, wholesome experience for all youth athletes. If I am selected as a coach, I agree to provide an up-to-date Vulnerable Sector Check and personal or professional references upon request.
- ☐ I further agree to take all required training per the provincial standards set out by Ontario Football.

Concussion & Player Safety Agreement

- ☐ I understand and agree to follow all concussion protocols as required by Rowan's Law, Football Ontario, and the Kanata Knights. I will remove any athlete suspected of injury, report all injuries to the Club Executive, and not return a player to contact until proper medical clearance has been provided.

Equipment & Club Property Agreement

- ☐ I understand that as Head Coach I am responsible for ensuring all team equipment and

jerseys are tracked, cared for, and returned at the end of the season. Any missing items must be reported immediately to the Club Executive.

Public Conduct & Social Media Standards

☐ I agree to uphold the reputation of the Kanata Knights both in person and online. I will not post negative comments about players, officials, parents, opposing teams, or the organization. I will follow all photo/video guidelines set by the club.

Officials' Respect Agreement

☐ I agree to treat all officials with respect and professionalism. I understand that confrontations, aggressive behaviour, or repeated penalties for coach misconduct may result in review or removal from my position.

Communication Agreement

☐ I agree to use the club's approved communication channels and provide timely updates regarding schedules, expectations, and changes. I will respond to parent inquiries professionally and involve the Club Executive when issues escalate.

Coaching Staff Oversight Agreement

☐ I understand I am responsible for the oversight of my coaching staff and ensuring all assistants comply with Club, NCAFA, and Football Ontario policies.

Conflict Resolution Statement

☐ I agree to follow the Club's conflict resolution process and involve the Executive if disputes with parents, players, or staff cannot be resolved at the team level.

SECTION 7 - COACHING APPOINTMENT POLICY

Coaching Appointment Policy

Submitting a coaching application **does not guarantee** a coaching position for the upcoming season. All coaching roles within the Kanata Knights Football Club are **seasonal appointments** and must be applied for each year.

All coaching appointments are made by the Director of Coaching, with input from the President, and when necessary, the Board of Directors.

The Kanata Knights Football Club reserves full discretion to appoint the candidates who best align with the Club's values, development philosophy, safety standards, and operational needs.

Reappointment

Previous coaching experience with the Kanata Knights **does not guarantee reappointment** to the same role, level, or any coaching position. Returning coaches will be evaluated equally alongside new applicants.

Multiple Applicants for the Same Position

If more than one individual applies for a Head Coach position (or any key coaching position), the selection process may include:

- Review of the application and submitted season plan
- Interview or follow-up discussion with the Director of Coaching
- Review of previous coaching performance, behaviour, and adherence to Club standards
- Input from previous coaching staff, team managers, and/or parents (if relevant)
- Reference checks (if required)
- Evaluation of alignment with Club culture, expectations, and long-term development goals

The Director of Coaching may appoint the applicant they believe is most suitable for the position, regardless of past involvement, seniority, or personal preference.

Final Authority

The Kanata Knights Football Club maintains the right to decline any application or modify coaching assignments at any time in the best interest of player safety, development, and team experience.

SECTION 8 — FINAL INFORMATION

Additional Comments (Optional)

If there is anything else you would like to add in support of your application, please include it here:

Applicant Questions (Optional)

If you have questions for the Director of Coaching or require additional information, please list them here:

Privacy Notice:

All information collected in this application is confidential and will only be used for coaching selection and screening purposes by Kanata Knights Football.

Applicant Signature: _____

Date: _____