



**Transcona Minor Hockey
Association Inc.**

Coach Selection Process

As voted on May 23, 2017

TMHA COACH SELECTION PROCESS

Policy Statement

Selection of the best coaches, in a fair and consistent manner, is the goal of the TMHA Coach Selection Process

Selection Criteria

It is the primary objective of the committee to select the most suitable applicant. The decision is reached based on 1. Non-Parent, most qualified, 2. Parent, most qualified in addition to the selection criteria. Coach selection is based upon an examination and assessment of the following criteria:

- ❖ Certification and Training: Applicants must have, or be committed to obtaining, the minimum National Coach Certification Program (NCCP) designation for the age group applied for, as per Hockey Winnipeg, Hockey Manitoba and Hockey Canada guidelines. Coaches must also have or agree to obtain Respect in Sport Coach Certification, along with any other designation or training as required by TMHA. Depending upon age group and/or skill level applied for, preference may be given to applicants with higher levels of NCCP training.
- ❖ Coaching experience: Factors considered will include the number of years as head coach, the number of years as assistant coach, the number of years with the team, and the age and skill level of any previous teams coached. Coaching experience in other organized sports may be considered in the absence of, or in addition to, previous hockey coaching experience.
- ❖ Playing experience: Factors considered will include the number of years playing hockey and the category or level of hockey played.
- ❖ Evaluations: Shall be done at the coach's discretion. Evaluation templates will be available on the TMHA website for interested coaches. Coaches are encouraged to complete evaluation sheets.
- ❖ Relationships: It is the intent of TMHA to evaluate applicants on their own merits. However, should the applicant apply to coach at an age level in which he/she has a child, the skill level of that child may be taken into account where, in the discretion of the Coach Selection Committee, appointing the applicant as head coach of any particular skill level would result in a patently unfair and unjustifiable elevation of his/her child to that skill level
- ❖ References: Applicants must supply the names and contact information of 2 references, capable of addressing the following matters as they relate to the applicant-coaching style and philosophy, adherence to fair play, conduct and interaction with game officials, and general character evaluation. The references may not be a member of either the Coach Selection Committee or the TMHA board. References aside, the Coach Selection Committee reserves the right and ability to contact and seek information from any

person or organization having knowledge of or experience with the applicant in a coaching context. All information gathered through this process shall be recorded in writing and be appended to the relevant individual's application.

- ❖ **Interview:** In some instances, the Coach Selection Committee may require an applicant undergo an in person interview, during which any and all of the criteria noted above may be canvassed. However, interviews are not a normal part of the coach selection process, and will be conducted only in instances where, in the discretion of the A Director, they are required. Refusal to undergo an interview, where requested, shall automatically eliminate an applicant from consideration. Coach selection is for one year only. All candidates (head and assistant coaches) must reapply each new minor hockey season. Previous selection for a head coach position (or assistant) does not guarantee selection as a head coach (or assistant) in a subsequent year.

Selection Committee

Whenever practicable, within 48 hours of the close of the final registration, the A Director of Hockey will schedule the coach selection meeting and notify all participants.

The Coach Selection Committee shall ideally (if available) be comprised of two elected executive members of TMHA, the Team Officials Conduct Director, Referee In Chief, and two voting delegates from each community centre who are elected board members of East End CC, Park City West CC, Oxford Heights CC, and South Transcona CC. The A Director will sit on and serve as chairman of the committee but, shall not have a vote in the selection process unless there is a tie in respect of any particular selection.

Selection Process

Applicants (head coach and assistant) shall submit a coach application for each year in which a coaching position is sought. Application forms are available online through the TMHA website. Applications, including contact information for the applicant's references, shall be submitted to the TMHA A Director, in the form and manner as indicated on the TMHA website. Each application must clearly indicate the age and category (A1, A2 or A3 or A,B or C) being applied for. Coaching (head and assistant) applications will be accepted anytime after the AGM and before the final date of registration.

Upon receipt of all applications, the A Director shall:

- ❖ Review the application against the selection criteria noted above
- ❖ Review any coach evaluations available from past years
- ❖ Contact one or both references provided by each applicant as deemed necessary by the committee
- ❖ Contact any other individuals or organizations whom, in the Committee's sole discretion, may have relevant information in respect of the applicant
- ❖ Conduct any interviews as, in its sole discretion, the Committee deems required

Information collected by the A Director will be summarized and provided to the committee for review and questioning.

The process starts with the Novice A team and continues through to Midget or Juvenile if applicable.

Should a member of the committee have a child playing on the team in question, they may participate in the review but, will not vote.

In the course of the coach selection process, members of the Coach Selection Committee must abstain from any vote in respect of a coaching position that the Committee member or his /her spouse is an applicant.

Following the evaluation process, the Committee shall vote upon the coaches who shall be appointed to head coaching positions. The goal is for unanimity, but in the case of disagreement, approval by a simple majority of the Committee shall be sufficient. If, in the discretion of the Coach Selection Committee, none of the initial applicants for any particular team are deemed to be suitable, the Committee/TMHA is not obligated to appoint a coach for that group. In such instance, the position will remain vacant until a suitable candidate is found.

The Committee shall then provide the list of successful head applicants to the TMHA board at a regularly scheduled meeting, or a special meeting convened for that purpose. At this same meeting, the board and Committee shall identify any teams for which a head coach has not been appointed, and recommendations may be made to the Committee as to appropriate individuals whom the Committee may wish to recruit for such positions.

As soon as possible, after the Coach Selection meeting, the A Director shall notify via telephone all successful applicants, and confirm their acceptance.

Once all successful applicants have been notified, the A Director will notify the TMHA board of the teams for which coaches are still required. In respect of such teams, the A director along with convenors will search for a suitable candidate, have the candidate fill out an application and submit it to the A Director for review and acceptance.

Assistant Coaches

TMHA does not appoint or select assistant coaches – they are most often selected by the head coach chosen for each team. However, any person submitting an application for an assistant coach position will have that application reviewed by the Committee, which will make a recommendation as to whether the applicants is acceptable or not acceptable. Any applicant deemed not acceptable is not eligible to be appointed as an assistant coach by a successful head coach applicant. A list of all acceptable assistant coach applicants shall be provided to the relevant head coaches, who may, but are not obligated to, select assistant coaches from the list. However, prior to submission of team rosters to Hockey Winnipeg, each team must submit its proposed coaching staff to the 'A' Director who, in consultation with TMHA Board members, reserves the right to veto any coaching staff appointment proposed for a team.

TRANSCONA MINOR HOCKEY ASSOCIATION