



West Carleton
Minor Hockey Association

Coach Selection Process



WCMHA Coach Selection Policy Statement

Fair and consistent selection of coaches from a set of coach candidates is the goal of the WCMHA Coach Selection Process.

The WCMHA Coach Selection Process is based upon the standardized scoring of training, knowledge, and experience, against an established set of coach qualification criteria. Coach candidates are evaluated relative to the qualification criteria and the best candidate selected for the job.

Coaches are selected by the WCMHA Board of Directors Coach Selection Committee. *Coach selection will have no effect or bearing on the ranking of players and coaches will have no influence in the selection of teams.*

Coach selection is for one season only. All coach candidates must reapply each season for selection.

If all applicants for a team are deemed unsuitable, WCMHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found.

Coach Selection Committee

The WCMHA Coach Selection Committee consists of the following members:

1. Director of Hockey Operations
2. Director of competitive Programs
3. Director of Recreational Programs

The committee when making decisions for any one category is three (3) members. All coaches need to be approved by the WCMHA Board of Directors.

Committee Participation

Coach Selection Committee members will abide by the following rules:

- Members shall abstain from any decision that involves a team on which a dependent has been placed.
- Members shall abstain if there is any conflict of interest arising from a monetary relationship (ie. occupation, customer, client) with a coach candidate.

Coach Selection Qualifications

Coaches are selected based on qualification criteria. Some qualification criteria are deemed mandatory and comprise the minimum qualifications for a coach at that level and category. Others simply contribute to the overall rating of the coach candidate.

An applicant not meeting the minimum qualifications shall not be selected over one who meets or exceeds the stated qualifications, unless their experience and ability vastly exceeds those of the more qualified applicant. The selected applicant not meeting the minimum qualifications must be willing to attend the required courses in order to get those qualifications during the season.

Selection Criteria

Coach Selection shall be based on the following criteria:

Training

Training qualification is based on the National Coaching Certification Program (NCCP) standard coach certifications.

All prospective head coaches in the WCMHA program **MUST** have the minimum NCCP designation, or have committed to obtaining the minimum designation in accordance with ODMHA Rules & Regulations. Coach candidates may present registration details in the appropriate training session in lieu of designation. See the *Minimum Qualification Requirements* section for details on minimum training requirements for each category/level.

Preference will be given to coach candidates with higher levels of NCCP training.

Experience

Experience qualification is based on:

- ◆ the number of years as head coach

- ◆ the number of years as assistant coach
- ◆ the category and level of the teams coached
- ◆ the association or organization of the teams coached

Prospective head coaches in the WCMHA program may have minimum experience qualification requirements depending on the category/level that they are applying for.

Preference will be given to coach candidates with more years of experience in the category/level that is being applied for. Following that, preference will be given to candidates with more years of experience and years of experience in higher categories and levels.

Background

Background qualification is based on:

- ◆ the number of years playing hockey
- ◆ the category and level of the teams played on
- ◆ the association or organization of the teams played on

Preference will be given to coach candidates that can demonstrate background qualifications with playing at a higher category and level and more years of playing.

Evaluations

Evaluation qualification is based on the results of the yearly WCMHA Coach Evaluation Program. During each year the Coach Evaluation process produces a rating of each Coach in one of three categories:

1. Acceptable to continue coaching.
2. Conditionally acceptable to continue coaching subject to the following: (more training, identified areas for improvement, probationary basis, assistant coach only, etc.) or
3. Unacceptable for continued coaching (very extreme cases only).

Preference will be given to coach candidates that have successful (category 1) coach evaluations in the WCMHA system.

Coach evaluations in category 2 will be assessed by the Coach Selection Committee and may result in the disqualification or lowering of preference for

the coach candidate. See the WCMHA Coach Evaluation Program for a definition of *incidents* and the process by which WCMHA resolves them with coaches.

Relationships

Relationship qualification is based on the relationship between coach candidates and players on the team.

Preference will be given to coach candidates that are:

- ◆ the parent or legal guardian of a player on the team
- ◆ a *proxy* guardian of a player on the team

Proxy guardians are individuals who are associated with a player in cases where the parent(s) or legal guardian is unable to act in the role of coach. Examples of such cases include (but are not restricted to):

- ◆ single parent families
- ◆ disability
- ◆ unusual living circumstances

The Coach Selective Committee will review applications for coach candidates that wish to apply as a proxy guardian and determine whether or not they qualify.

References

Coach candidates that do not have WCMHA evaluations must provide references that can verify their background and experience. References should include:

- ◆ coaching philosophy and style
- ◆ adherence to fair play
- ◆ conduct with officials
- ◆ character evaluation

Interview

In some cases, the Coach Selection Committee may choose to conduct interviews with candidate coaches in order to establish a better sense of candidate qualifications. In addition, other attributes will be assessed:

- ◆ coaching philosophy and style
- ◆ adherence to fair play

- ◆ conduct with officials
- ◆ character evaluation

The interview process will be an unusual step for the Coach Selection Committee to undertake, and will usually only be done in cases where:

- The coach candidates have qualifications that are too closely matched to make a decision.
- The coach candidate is new to the WCMHA system and/or does not have any dependents playing in the system.

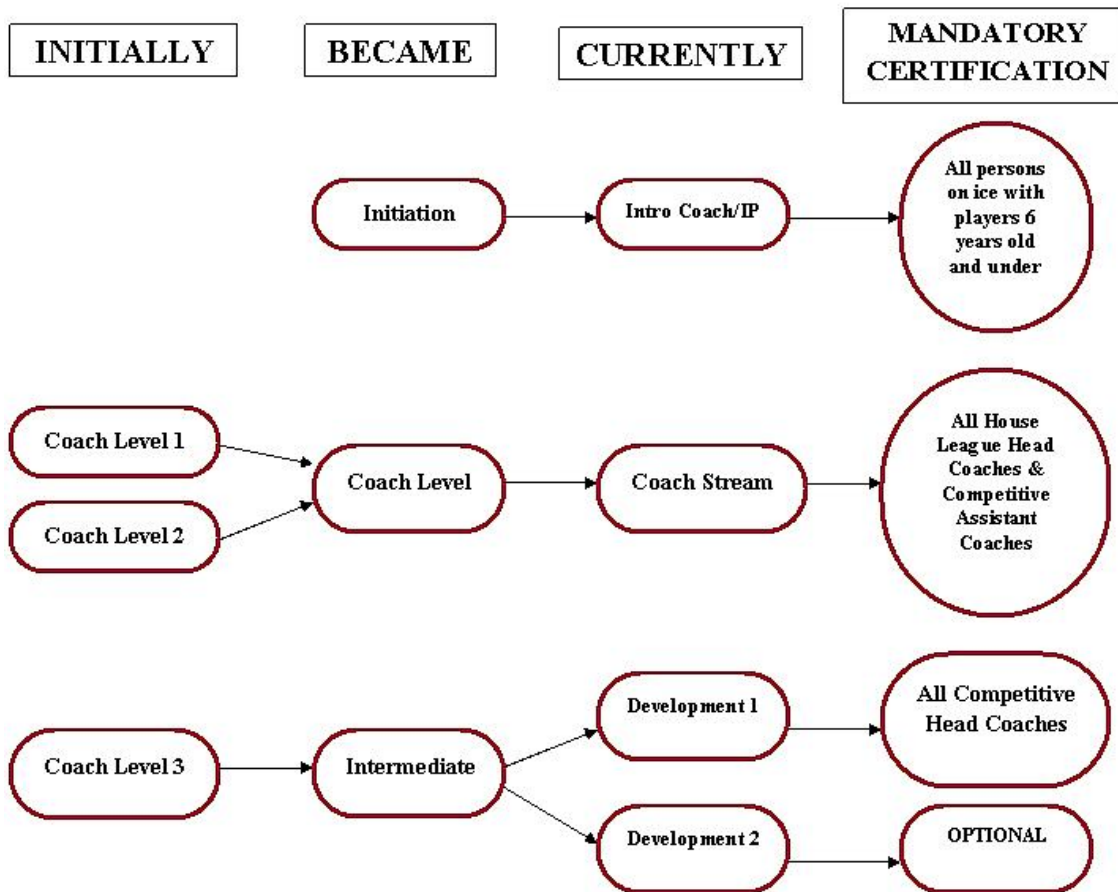
Other Commitments

Preference will be given to coach candidates that are relatively free of other commitments. Specifically, coaching another team, serving on the WCMHA Board of Directors, extensive job related travel or volunteer time in non-hockey organizations are things that would be considered as other commitments.

The Coach Selection Committee will evaluate the level of other commitment and MAY include that as a factor in the selection process.

Minimum Qualification Requirements

Level	IP	Novice – Midget Recreational	Atom – Midget Competitive
Speak Out	X	X	X
Intro Coach	X		
Coach Stream		X	X *Assistant Coach
Dev 1			X



NOTE: Advance I & II are identified as High Performance I & High Performance II

Coach Selection Process

The coach selection process consists of four distinct steps.

1. Identifying Coach Candidates

Every applicant shall submit a completed WCMHA Volunteer Application Form indicating the volunteer position they wish to hold. This includes specification of the:

- Role – head or assistant coach.

- Category.

Application forms are available either from the *Director of Hockey Operations* the *Registrar*, or from the WCMHA website. Applications must be submitted to the *Director of Hockey Operations* during the coach application period.

2. Security and Reference Checks

Security and reference checks are mandatory and shall be performed as follows:

- 1) New Coach: the Coach Selection Committee, by appropriate representative, shall ensure that all 3 references are checked for applicants who have not coached for WCMHA before. All information supplied by references shall be recorded on the back of the WCMHA Volunteer Application Form.
- 2) Coach candidates that have not had an Police Volunteer Security Check process MUST complete and submit all forms to the *Director of Hockey Operations*. Candidates who have not completed the forms prior to the first scheduled game of the year will be replaced.

Failure to pass the security or reference check will automatically result in disqualification of the coach candidate.

3. Selecting from the Candidate Pool

Coaches are selected from the available volunteer pool and assigned to a team. The selection process is:

- 1) Assign coach candidates to each team based on player affiliation. In the case where there is no player affiliation, then the Coach Selection Committee will assign to a team that is both short of coach candidates and for which they are qualified to coach.

Note that unaffiliated coach candidates may be considered for one of several different coaching positions, whereas affiliated coaches will typically only be considered for coaching a team with an affiliated player. This reflects the typical situation of few unaffiliated coach candidates and a strong desire by affiliated coaches to coach the affiliated player.

- 2) Determine which teams have no coach candidates assigned to them and recruit coach candidates to fill the position. In such cases, the Coach Selection Committee may have to relax some of the minimum qualifications in order to fill the position.

- 3) Select the most qualified coach from the set of candidates assigned to each team as head coach. Qualification is based on the criteria defined in the *Coach Selection Qualification* section.

4. Disputes and Appeals

In cases where there is dispute over the selection of a coach candidate, a dispute is defined on the basis of:

- A) New information has been discovered.
- B) A conflict of interest of an existing Board Member in the selection process is discovered.

The following process will be followed:

- 1) A written letter defining the basis for the appeal must be submitted to the Coach Selection Committee via the *Director of Hockey Operations*.
- 2) An appeal meeting will be convened to discuss the nature of the appeal and the details under which it can be supported.
- 3) The Coach Selection Committee will meet to discuss the appeal and either accept or reject it.
- 4) A written response to the appeal will be issued within 1 week of the Coach Selection Committee's decision.

Note that there are very few conditions under which an appeal is likely to be successful. Any successful appeal will almost certainly require that new information be provided that was not available to the Coach Selection Committee when the original selection decisions were made.

Version Control

Version	Date	Author	Change
1.0	June 1st, 2008	S. Malloy	Initial Draft
1.1	June 11 th , 2008	S. Malloy	Applied changes from Hockey Programs Committee
1.2	June 17 th , 2008	S. Malloy	Applied changes from Board of Directors