



Coach Selection Policy & Procedure

Date Approved:

Policy Number:

Approved By:

Review/Revision Date:

Background

The purpose of the **Coach Selection Policy & Procedure** is to provide for fair, transparent, and consistent selection of coaches from a set of candidates to identify coaches that best exemplify the goals of the association. The AMHA Coach Selection Process will consider the training, knowledge, and experience of coaching candidates. Completed coaching evaluations forms from previous seasons will be made available to the Selection Committee to assist in their decisions. Coach candidates are evaluated relative to qualification criteria as outlined below. If all applicants for a team are deemed unsuitable, AMHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate can be found.

Coach Selection Committee

- AMHA will operate 3 selection committees for coach selections.
- All committees will be approved by the President before selections begin.
- The VP of Hockey Operations will sit on all 3 selection committees unless a conflict of interest is declared.

The three (3) committees will be chaired by the respective Convenors:

- I. IP and Novice Convenor—Selection of IP and Novice Coaches
- II. Local League Convenor—Selection of Local League Coaches
- III. Rep Convenor—Selection of Rep and AE Coaches

- In the event a Convenor position is vacant, or, if the Convenor is unable to chair the committee, the VP of Hockey Operations will act as Chair for that group.
- The chairs of the 3 selection committees will select a minimum of 1 and maximum of 3 other board members to sit on the committee. These members are in addition to the VP of Hockey operations. No selection committee will have less than 3 members.
- A conflict of interest will be declared when a selection committee member has applied to be the head coach of a team, will be on a team staff or has a dependent that plays in that age division. In the case of a conflict of interest the chair of the selection committee for that group will appoint another board member to the committee. If the chair is in conflict, they will step aside and the VP of Hockey Operations will assume the chair for the selection committee for that team.

Coach Selection shall be based on the following criteria:

Interviews

The Coach Selection Committee will conduct interviews with candidate coaches in order to establish a better sense of candidate qualifications and suitability in the following areas:

- Coaching philosophy and style – Practice planning
- Team work and collaboration
- Communication plan (with parents, players etc.)
- Goalie development
- Budgetary plan
- Adaptability

The need for an interview process will be determined by the Coach Selection Committee if circumstances arise such as:

- Multiple coach candidates have applied, and the qualifications are too closely matched to make a straightforward decision
- One of the coaching candidates is new to the AMHA organization. In such a case all perspective coaching candidates will be interviewed.
- There have been concerns raised in relation to a Coach candidates past experiences with the association including but not limited to adherence to Association polices, practices and program goals such as fair play, behaviour on the bench/dressing room.

Identifying Coach Candidates

Every head coaching volunteer must submit a completed **AMHA Coach Application Form** indicating the volunteer position they wish to hold and/or a Coaching Resume. This should clearly identify the position and division the coach is applying to. Application forms are available from the AMHA website - (www.ayrminorhockey.com). All applications will be submitted to the Coach Selection Committee to be considered for a coaching position.

Criminal Record and Reference Checks

Both are mandatory and shall be performed as follows:

Coach candidates must complete their criminal records check in accordance with AMHA policies. Failure to pass the security or reference check will automatically result in disqualification of the coach candidate.

Assistant Coach and Team Staff

Head coaches will select their coaching staff with the approval of the Coach Selection Committee. However, the Coach Selection Committee reserves the right to recommend and/or refuse an individual's inclusion on team sheets based on previous coaching, evaluations, or transgressions related to fair play or behavior issues.

Coach Orientation

Following the appointment of head coach, AMHA will host an Orientation session to:

- 1) Introduce AMHA's Mission, Vision and Values
- 2) Review expectations of coaches
- 3) Highlight policies and procedures that must be adhered to (Rule of Two, safety protocols etc.)
- 4) Review and acknowledge the Code of Conduct

Coaches may be required to attend additional training sessions in order to ensure AMHA standards are being met.

Coach Selection - Dispute Process

All coaching selections will be posted on the website www.ayrminorhockey.com with the posting date clearly defined. The process for protesting the selection of a coach must meet the following requirements:

1. A written letter describing the basis for the dispute must be received by the Convenor (by email) within 10 days of the official posting of the disputed coach being selected. Such disputes must not be arbitrary in nature and shall contain new information, not previously considered by the Selection Committee.
2. The Director of Conflict Resolution, the respective Convenor and at least (2) two additional Board Members shall review the merits of the dispute and whether there are sufficient grounds to change the decision.
3. The committee may ask for further information from any other person including the person who filed the dispute.
4. Once a decision has been made, the Director of Conflict Resolution shall respond with a follow-up email to the originator of the dispute confirming a final decision.
5. All dispute decisions will be final and not subject to appeal.