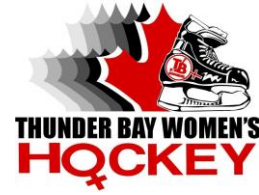




## TBWHA Queens COACHING SELECTION POLICY & PROCEDURES

(revised April 2021)



### I. SELECTION PROCESSES

#### A. Coach Selection

##### **Objective:**

To select coaches that will have the greatest benefit to the players, and meet the coaching requirements and the mandate of the Thunder Bay Queens Division.

In an effort to provide a quality hockey program, the coaching committee will select coaches it feels best meet the objectives for the program offered, the governing bodies, and the game itself. In the event of a number of candidates, then the selection process will be utilized.

##### **Selection Criteria:**

1. **Certification & Training:** must meet minimum NCCP Coaching Level, all certifications are current including Speak Out and Police Records Check.
2. **Personality/Attitude:** Assessment of the coach's ability as a leader, role model and communicator, their ability to recognize that their personality and attitude have a great influence on those around them. They must clarify expectations and roles, offer support and provide the moral leadership to help team members achieve their goals.
3. **Coaching Experience:** minimum experience qualification requirements depending on the category/level that they are applying for.
4. **Coaching Success:** Review of the candidates accomplishments as a coach.
5. **Relationship:** Understanding the relationship between coach candidates and players on the team. Preference will be given to coach candidates that are:
  - a) non – parental coaches
  - b) qualified female coaches
  - c) Coaches of existing teams who wish to continue with their current team for the following year and have met the division's expectations in the prior season.
  - d) Does not currently have or had a previous conflict of interest with the Thunder Bay Queens Hockey Association and any other hockey organization governed by Hockey Canada.

### ***Head Coach Application Process:***

1. Each year, the Rep Board will determine the need for prospective coaches. Coaching term for all teams will be 1 year.
  - a) All coaches of existing teams who wish to continue with their current team for the following year will advise the Rep Director by **Dec 31** of their intent. Continuing coaches will be asked to send in documentation of their team's performance to the Rep Director for the purpose of evaluation.
  - b) For teams in which a coaching candidate has not been identified for the next season, the Rep Board will request coaches' applications for the upcoming season. Request notice will be posted on the Queens Website by **Jan 31**.

### ***Selection Process:***

1. Coaches Selection Committee will consist of the Rep Director and at least 2 other members of the Board and one member that are not associated with the division and has the necessary knowledge and experience in minor hockey.
2. The Coach Selection Committee will meet, review and evaluate applications by **Feb 15**. The responsibility of the Committee will include the review of applications and the verification of references and credentials. The Coach Selection Committee will determine acceptable candidates for an interview.
3. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular Division and Category, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.
4. The Coach Selection Committee will make decisions on new and current coaches by **March 1** and will forward its' recommendation for approval by the Rep Board.
5. To avoid conflict of interest, potential parents and /or coaches of a given team on the Coaches Selection Committee and on the Rep Board will not be allowed to vote on the coach selection specific to that team and must absent themselves for any relevant discussion.
6. The Rep Director will advise the successful candidates of the coaching positions.
7. The Executive Board of Directors has the right to the final decision of Head Coaches. The Executive Board of Directors also has the right to revoke coaching applications or suspend any coaches due to contravention to the constitution.

### ***Assistant Coaches, Trainers and Managers:***

1. Only prospective Head Coaches will be evaluated by application and possible interview for their suitability to the team(s) that they have applied to coach. The Head Coach is responsible for the

selection of the team's Assistant Coach(es), Trainer(s) and Manager(s); however, all staff selections must be approved by the Board.

2. The maximum number of Team Officials per team (including the Head Coach) is 5 and all Team Officials must be a minimum of 18 years of age. Additional coaching staff must be approved by the T.Bay Queens Rep Board on an exceptional basis only.
3. Once the Head Coach has decided on the team staff, the Head Coach must submit the applications to the Board for approval. Some of the staff may be required by the Board to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the Association.
4. No person can be a Team Official for more than one team without the approval of the Board.

#### **B. Team Selection**

- Prior to team tryouts, coaching staff must provide to prospective players and parents a written copy of their position on such issues as individual player ice time, team rules and expectations.
- Prospective players must register and attend team tryouts and pay the tryout fee in order to be eligible to be selected to the team. Injured players need not skate if unable.
- Players will be notified of their selection according to policy established by the Queens.
- Players may not be arbitrarily cut from team rosters after OWHA rosters have been submitted (discipline situations or unforeseen circumstances excepted).

\*The Thunder Bay Queens Board reserves the right to amend and change any of the above dates under extenuating circumstances.