



## **SPMHA Coach Selection Policy**

### **1.0 SPMHA Coach Selection Policy Statement**

The purpose of the Coach Selection Policy is to provide for fair, transparent and consistent selection of coaches from a set of coach candidates to identify coaches that best exemplify the goals of the association.

The SPMHA 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 taking into consideration the tier and division requiring a coach.

The SPMHA Coach Selection Committee may commence interviews and the coach selection process, including coach selection, prior to evaluations commencing.

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, SPMHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found.

### **2.0 Coach Selection Committee**

The Coach Selection Committee is responsible for making all final coach selections. This is done in conjunction with the appropriate Divisional Directors who participate as part of the Coach Selection Committee.

#### **2.01 Committee Organization**

The SPMHA Coach Selection Committee consists three of the following members:

1. VP Hockey Operations or Development Director (Coach)
2. VP Senior or Junior, whichever is applicable
3. Divisional Director (one per Division)

Division Directors participate in coach selections for their division only. Therefore, the makeup of the committee when making decisions for any one division is three (3) members. In the event of a conflict the conflicted director shall remove themselves and whichever of the VP Hockey Operations, Development Director (Coach) that is not on the committee shall replace such conflicted director or such other Director as determined by the committee.

#### **2.02 Coach Selection Qualifications**

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

An applicant not meeting the minimum training qualifications may be selected over one who

meets or exceeds the stated qualifications. An applicant not meeting the minimum training qualifications who is selected as a coach, must commit to attend the required courses in order to get those qualifications during the season prior to any applicable deadlines set by Hockey Alberta or SPMHA.

## 2.03 Selection Criteria

Coach Selection shall be based on the following criteria, with no specific weighting on any particular section:

### (a) Training

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

All prospective head coaches in the SPMHA program MUST have the minimum NCCP designation as required by Hockey Alberta, or have committed to obtaining the minimum designation before December 1 in the hockey season. 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 division/level.

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

### (b) Experience

Experience qualification is based on:

- years as head coach
- years as assistant coach
- the Division and level of the teams coached
- the association or organization of the teams coached

Preference will be given to coach candidates that have demonstrated positive coaching experience and abilities for the SPMHA teams they have coached.

### (c) Background

Background qualification is based on:

- playing hockey experience
- the division and level of the teams played on
- the association or organization of the teams played on

Preference in this category will be given to coach candidates that can demonstrate playing at a higher division and level and more years of playing.

### (d) Evaluations

Evaluation qualification is based on the results of the yearly SPMHA Coach Evaluation Program. A coaches prior parental and performance reviews and such

other additional evaluation related material provided to the association shall be reviewed and considered.

Preference in this category will be given to coach candidates that have positive SPMHA coaching history and evaluations. This criteria will form a substantial portion of the coach selection criteria.

**(e) References**

Coach candidates that do not have SPMHA 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

**(f) Interviews**

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 and suitability in the following areas:

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

The need for an interview process will be determined by the Coach Selection Committee typically 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 SPMHA 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 and use of affiliations

If a coach candidate may be considered for one of the top 2 tiers of teams in a particular division the interview process is mandatory and such interviews will be conducted by the Coach Selection Committee.

**(g) Other Commitments**

Preference will be given to coach candidates that are relatively free of other commitments (for example, coaching another team, extensive job related travel or volunteer time in non-hockey organizations).

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

### 3.0 Coach Selection Process

The coach selection process consists of four distinct steps.

#### 3.01 Identifying Coach Candidates

Every coaching volunteer must submit a completed SPMHA Volunteer 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 SPMHA website. All applications must be submitted to the Coach Selection Committee via the Divisional Director to be considered for a coaching position.

### 4.0 Security and Reference Checks

Criminal record 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 references are checked for applicants who have not coached for SPMHA before. All information supplied by references shall be recorded on the back of the SPMHA Volunteer Application Form.
- 2) Coach candidates must complete their criminal records check in accordance with SPMHA policies which currently has been established as November 15.

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

### 5.0 Selecting from the Candidate Pool

Coaches are selected from the available volunteer pool and assigned to a team *after* player evaluation and tiering has completed except in circumstances where the Coach Selection Committee has determined it is in the best interests of the Association to select such coach prior to evaluations commencing. The selection process is:

- 1) Assign coach candidates to each team based on their child's placement. In the case where they do not have a child in the division they wish to coach, 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.
- 2) Determine which teams have no coach candidates assigned to them and recruit coach candidates to fill the position.
- 3) Select the most qualified coach for the division and level requiring a 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.

### 6.0 Selection of Assistant Coaches

Typically head coaches will select their coaching staff with the approval of their Divisional Director. 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 behaviour issues.

### 7.0 Appeals

There shall be no appeals of the decision of the Coach Selection Committee.