



SPMHA COACH SELECTION POLICY

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1. 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 training, knowledge and experience of a candidate. The best candidate will be 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. COACH SELECTION COMMITTEE

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

2.1. Committee Organization

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

1. A member of the SPMHA's Hockey Operations Team;
2. VP Senior or Junior, whichever is applicable; and
3. The respective Division Director

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 of interest, the conflicted director shall remove himself/herself and shall be replaced by another Executive member that meets the criteria of either Item (1) or (2) above, as determined by the committee.

2.2. 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.



2.3. 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 November 15th in the hockey season. Coach candidates may present registration details in the appropriate training session in lieu of designation. See the [Coaching Requirements section of the Hockey Alberta website](#) 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
- non-team relevant experience including, but not limited to: instruction of skills camps, participation in a Coach Mentor program or relevant experience in hockey administration.

Preference will be given to coach candidates that have demonstrated positive coaching experience and abilities for the SPMHA teams that 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 coach's 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. These 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 candidate's past experiences with the association including, but not limited to, adherence to Association policies, practices and program goals such as fair play, behavior 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. Coaching Multiple SPMHA Teams in the Same Season

It is recognized that a candidate may apply to coach more than one SPMHA team during a season. SPMHA is apprehensive in assigning an individual more than one head coaching role within a season, specifically if one or more of those roles are with one of the top 2 tiers of teams in a particular division. This is based on the time commitment required to deliver an extraordinary experience to SPMHA members. Another consideration will be the number of qualified candidates for each division. SPMHA believes in providing opportunity to coaches and may consider awarding only one team to a candidate that has applied for multiple roles, while asking that candidate to operate in a supporting role for other teams that he/she has applied for. With that said, the Coach Selection Committee has the final discretion and will select the candidates deemed most appropriate for the role after taking all factors into consideration.

H. Other Commitments

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

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



3. COACH SELECTION PROCESS

The coach selection process consists of four distinct steps:

3.1. Identifying Coach Candidates

Every coaching volunteer must submit a completed SPMHA Volunteer Application Form indicating the volunteer position that 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 Division Director to be considered for a coaching position.

3.2. 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.

3.3. 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 that 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 Section 2.3.

3.4. Selection of Assistant Coaches & Supporting Staff

Typically, head coaches will select their assistant coaches and supporting staff (i.e. Manager, Treasurer, Trainer (if applicable), etc.) with the approval of their Division 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 behavior issues.



4. APPEALS

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

