



SBMHA COACH SELECTION PROCESS

Policy Statement

Selection of the best coaches, in a fair and consistent manner, is the goal of the SBMHA Coach Selection Process.

Selection Criteria

Coach selection is based upon an examination and assessment of the following criteria:

- **Certification and Training:** Applicants must have, or be committed to obtaining, the minimum National Coach Certification Program (NCCP) designation for the age group applied for, as per Hockey Manitoba guidelines. Coaches must also have or agree to obtain Respect in Sport certification, along with any other designation or training as required by SBMHA. Depending upon the age group and/or skill level applied for, preference may be given to applicants with higher levels of NCCP training
- **Coaching experience:** Factors considered will include the number of years as head coach, the number of years as assistant coach, and the age and skill level of any previous teams coached. Coaching experience in other organized sports may be considered in the absence of, or in addition to, previous hockey coaching experience
- **Playing experience:** Factors considered will include the number of years playing hockey, and the category or level of hockey played.
- **Evaluations:** Consideration will be given to the results of the yearly Coach Evaluation/Survey as provided by parents/players of previous SBMHA teams coached by the applicant. Consideration will also be given to any evaluation as may have been conducted of the applicant by the SBMHA Coach Mentor/Liaison
- **Relationships:** It is the intent of SBMHA to evaluate applicants on their own merits. However, should the applicant apply to coach at an age level in which he/she has a child, the skill level of that child may be taken into account where, in the discretion of the Coach Selection Committee, appointing the applicant as head coach of any particular skill level would result in a patently unfair and unjustifiable elevation of his/her child to that skill level
- **References:** Applicants must supply the names and contact information of at least 2 references, capable of addressing the following matters as they relate to the applicant – coaching style and philosophy, adherence to fair play, conduct and interaction with game officials, and general character evaluation. The references may not be members of either the Coach Selection Committee or the SBMHA board. References aside, the Coach Selection Committee reserves the right and ability to contact and seek information from any person or organization having knowledge of or experience with the applicant in a coaching context. All information gathered through this process shall be recorded in writing and be appended to the relevant individual's application.
- **Interview:** In some instances, the Coach Selection Committee may require an applicant undergo an in person interview, during which any and all of the criteria noted above may be canvassed. However, interviews are not a normal part of the coach selection process, and will be conducted only in instances where, in the discretion of the Committee, they



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are required. Refusal to undergo an interview, where requested, shall automatically eliminate an applicant from consideration

Coach selection is for one season only. All candidates must reapply each new minor hockey season. Previous selection for a head coach position does not guarantee selection as a head coach in a subsequent year.

Selection Committee

The Coach Selection Committee shall be comprised of three members, one of whom shall be the Coach Mentor/Liaison. The two other members shall be appointed annually by the SBMHA board. Additionally, the SBMHA Vice President shall sit on and serve as chairman of the Committee, but shall not have a vote in the selection process unless there is a tie in respect of any particular selection.

Selection Process

Applicants shall submit a coach application for each year in which a coaching position is sought. Application forms are available online through the SBMHA website. Applications, including contact information for the applicant's references, shall be submitted to the SBMHA Vice-President or for Novice and Timbits House League, to the associated SBMHA Chair, in the form and manner as indicated on the SBMHA website.

Upon receipt of all applications, the Committee shall:

- Review the application against the selection criteria noted above
- Review any coach evaluations available from past years
- Contact references provided by each applicant.
- Contact any other individuals or organizations whom, in the Committee's sole discretion, may have relevant information in respect of the applicant
- Conduct any interviews, if desired by the Committee.

Following the evaluation process, the Committee shall agree upon the coaches who shall be appointed to head coaching positions. The goal is for unanimity, but in the case of disagreement, approval by a simple majority of the Committee shall be sufficient. If, in the discretion of the Coach Selection Committee, none of the initial applicants for any particular team are deemed to be suitable, the Committee/SBMHA is not obligated to appoint a coach from that group. In such instance, the position will remain vacant until a suitable candidate is found.

The Committee shall then provide the list of successful head coach applicants to the SBMHA board at a regularly scheduled meeting, or a special meeting convened for that purpose. At this same meeting, the board and Committee shall identify any teams for which a head coach has not been appointed, and recommendations may be made to the Committee as to appropriate individuals whom the Committee may wish to recruit for such positions.

As soon as possible after the board meeting, the Vice President shall notify via telephone all successful applicants, and confirm their acceptance. Once all successful applicants have been



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notified, the Vice President shall contact and advise all unsuccessful applicants via telephone to inform them the position applied for has been awarded to another applicant. Should an unsuccessful applicant wish to discuss the reasons as to why he/she was not selected, he/she shall be offered the opportunity to have a meeting with 2 Committee members for that purpose.

Once all successful and unsuccessful applicants have been notified, SBMHA shall publish the teams for which coaches are still required. In respect of such teams, coaches may be selected through an *ad hoc* process, provided that any coach selected thereby is ultimately approved by the Coach Selection Committee.

In the course of the coach selection process, members of the Coach Selection Committee must abstain from any vote in respect of a coaching position that the Committee member, or his/her spouse, is an applicant.

Disputes and Appeals

In cases where there is a dispute or appeal over the selection of a coach, the following process shall be applied:

- The dispute or appeal shall be submitted in writing to the Vice President
- The Committee shall meet to discuss the dispute or appeal, and determine whether to accept or reject it
- The person submitting the dispute or appeal shall be provided with a written response by the Committee

There are very few circumstances under which a dispute or appeal is likely to succeed, and will almost certainly require that information of a relevant and material nature be brought to the attention of the Committee that was not previously available during the selection process.