

McKnight Hockey Association

Coach Selection Process Manual

2017-2018



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General

The Coach Selection Committee (hereafter called the "Committee") is created for the purpose of selecting coaches for the upcoming hockey season with McKnight Hockey Association. For all candidates wishing to be considered for a coaching position within the McKnight Hockey Association an online coaching application form must be received prior to the posted deadline date. The deadline dates for application submissions will be listed on the McKnight Coaches website page.

The Committee will assess the coaching applications as evaluations proceed in an effort to determine potential coaches for particular teams. Once evaluations are completed the Committee will meet to make coach selection recommendations to be presented to the McKnight Board. Recommendations will be made for head coach positions as well as assistant coach positions.

Mission Statement/Objective

The Committee's mission is to select suitable volunteer coaches that will promote and fulfill the policies, missions, objectives and goals of the McKnight Hockey Association. The Committee shall be guided by the principles of development of individual and team hockey skills together with good sportsmanship and fair play. Coaches will be selected in an effort to promote and facilitate those objectives.

The Committee recognizes that coaches, as with many McKnight volunteer positions, are critical to the success of our entire hockey program and therefore the coach selection process is a significant component of the hockey program.

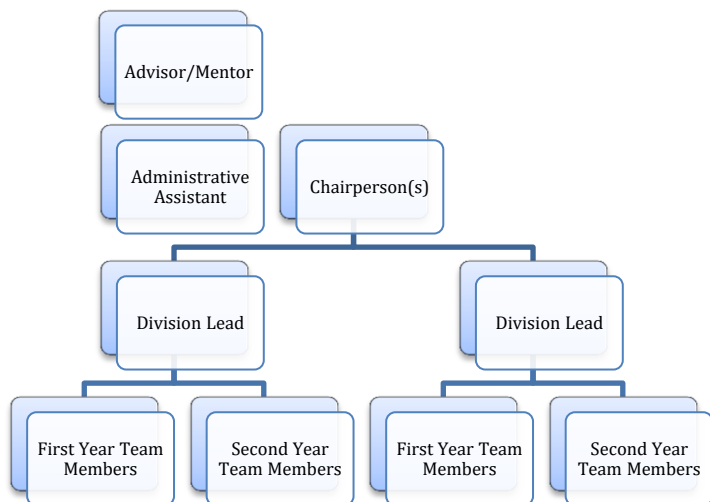
Coach Selection Committee

The Committee shall be headed by a Chair and Assistant Chair. They Chairs will oversee one of the established sub-committees. The sub-committee will be split in such a way that it facilitates the effective use of resources and knowledge and allow for the groups to work within the limited timeframe that is available. Below is a possible breakout (although it stands only as an example of how this could be broken out).

Sub-Committee #1: Timbits (sample below)

- Coach Selection Committee Chair
- One first year and one second year volunteer for each division
- Each division coordinator shall also be present or provide information for review

Sample:



Sub-Committee #2: Novice - Atom – PeeWee

- Coach Selection Committee Chair
- One first year and one second year volunteer for each division
- Each division coordinator shall also be present or provide information for review

Sub-Committee #3: Bantam – Midget Junior C

- Coach Selection Committee Chair
- One first year and one second year volunteer for each division
- Each division coordinator shall also be present or provide information for review

The committee composition includes the Chair of the Selection Committee, The Assistant Chair of the Committee, The Past Chair of the Coach Selection Committee as well as a group of volunteers that are people who demonstrated excellence in coaching. The committee is comprised of people from all age levels in the organization. The process of becoming part of the committee is based on being nominated by an existing board member, coach selection chair, or division coordinator. The nomination is reviewed by the chair and accepted/declined. The decision to accept or decline a nomination is based on qualifications, motivation, and the need for a person at the age/division level.

Any Committee member applying for a coach position shall not participate in the discussion or consideration of the coach applications for the entire team for which he or she is a coaching candidate. Similarly, if a member's spouse or partner has applied for a coaching position that member shall not participate in the discussion or consideration of the coach application for the entire team where the spouse or partner is a candidate.

Coach Selection

Criteria

The following criteria are part of the scoring that has been developed to guide the process of selecting coaches. As many of the categories noted above/ below have been standardized and given objective scores. The goal of this is to make a fair playing field.

Experience

McKnight hockey has a desire to put the best coaches in place to lead each team. Those coaches that have the most experience will be given preference. Experience will be dependent upon division, with preference given to those that have successfully coached previously. Because coaching experience can be obtained outside of hockey points will be given for significant coaching experience gained in other sports. See scoring schemata below for more information.

Certifications / Training

Training qualifications are based on the National Coaching Certification Program (NCCP) standard coach certifications. Clinics in Calgary are provided by the National Sports Academy. All prospective Head Coaches must have the minimum NCCP designation, or have committed to obtaining the minimum designation before the Hockey Calgary deadline date of November 15th of the current season. Please refer to the Certification and Clinics information on the McKnight Coaches website

page. Preference will be given to coach applicants with higher level of NCCP certifications and those that have chosen to develop themselves through taking training that will advance their coaching.

Please note that the McKnight Registrars track all coach certifications. Once a coach has accepted a position with McKnight Hockey, it is the coach's responsibility to ensure certification requirements are met as required by Hockey Calgary.

McKnight Hockey will fund and support coach certifications and as such, certifications are only one factor in the coach selection process. A first time coach applicant will not be ruled out as a result of not having the required certifications at the time of the application but would be required to obtain such certifications if offered a coaching position.

Other qualifications or certifications beyond hockey are recognized as valuable. These certifications or qualifications will be given value based upon the degree and extent to which they apply and are valuable to our hockey program and the coaching position.

The forms of certifications or qualifications that may be valuable to include in your application include:

- First Aid/ Cardiopulmonary Resuscitation;
- Referee Certifications;
- Certifications from other sports;
- Concussion certification/training; and
- Other certifications

McKNIGHT HOCKEY ASSOCIATION COACH REQUIREMENTS

TIMBITS	NOVICE	ATOM	HOUSE LEAGUE	PEEWEE (Hockey Canada Safety Program Lower)	PEEWEE (Hockey Canada Safety Program ONLY)	BANTAM	MIDGET/JUNIOR
Respect in Sport (ALL COACHES)	Respect in Sport (ALL COACHES)	Respect in Sport (ALL COACHES)	Respect in Sport (ALL COACHES)	Respect in Sport (ALL COACHES)	Respect in Sport (ALL COACHES)	Respect in Sport (ALL COACHES)	Respect in Sport (ALL COACHES)
Police Check (ALL COACHES)	Police Check (ALL COACHES)	Police Check (ALL COACHES)	Police Check (ALL COACHES)	Police Check (ALL COACHES)	Police Check (ALL COACHES)	Police Check (ALL COACHES)	Police Check (ALL COACHES)
Hockey Canada Safety Program (ALL COACHES)	Hockey Canada Safety Program (ALL COACHES)	Hockey Canada Safety Program (ALL COACHES)	Hockey Canada Safety Program (ALL COACHES)	Hockey Canada Safety Program (ALL COACHES)	Hockey Canada Safety Program (ALL COACHES)	Hockey Canada Safety Program (ALL COACHES)	Hockey Canada Safety Program (ALL COACHES)
Concussion Awareness Training Tool (ALL COACHES)	Concussion Awareness Training Tool (ALL COACHES)	Concussion Awareness Training Tool (ALL COACHES)	Concussion Awareness Training Tool (ALL COACHES)	Concussion Awareness Training Tool (ALL COACHES)	Concussion Awareness Training Tool (ALL COACHES)	Concussion Awareness Training Tool (ALL COACHES)	Concussion Awareness Training Tool (ALL COACHES)
Coach Level 1 (ALL COACHES)	Coach Level 1 (ALL COACHES)	Coach Level 1 (ALL COACHES)	Coach Level 1 (ALL COACHES)	Coach Level 1 (ALL COACHES)	Coach Level 1 (ASSISTANT COACHES)	Coach Level 1 (ALL COACHES)	Coach Level 1 (ALL COACHES)
					Development Stream (or High Performance)		
					(HEAD COACH)		
		Coach Instructional Stream Checking (HEAD COACH)		Coach Instructional Stream Checking (HEAD COACH)	Coach Instructional Stream Checking (HEAD COACH)	Coach Instructional Stream Checking (HEAD COACH)	Coach Instructional Stream Checking (HEAD COACH)

Atom House League Head Coaches are NOT required to have the Coach Instructional Stream – Checking certification

A scoring grid has been established to help guide the process of selecting coaches. The basic scoring scheme is outlined below.

Background Playing

McKnight hockey recognizes that playing the game of hockey provides perspective that is beneficial to any coach. The scoring criterion recognizes that skills of a coach are a result of the number of years that a person played and the level that a candidate has played to.

Feedback

Feedback from previous years is another tool used to determine who would be best candidate to coach, assistant coach a team. A three staged process is in place to guide this system (a stoplight approach). This will be determined by the coach selection committee leadership with advice from the Coach Development Directors. Those who have exhibited patterns of behavior that leads to negative feedback from multiple sources or who has been noted by Hockey Calgary or McKnight's internal systems will be deemed red. This means they will have one of the following occur; a year of not coaching or they will only put in a situation where their behavior can be monitored directly. This will be reviewed prior to the next year. Those that are yellow have exhibited some behavior that is negative (again from multiple sources). Those that are green have had mostly positive feedback and are without concerns for coaching.

Feedback is used first to prevent coaches that have exhibited a pattern of negative behavior from being coaches. Secondly, it is used as part of the final process (voting) in situations where multiple candidates have similar scores (within 2). When used a part of the voting a review of the past 2-3 years of feedback will be done for each coach (assistant coach) in the process.

For Timbits, Novice house and Atom house where there may be potential coaches that don't have much experience or certification another scoring guideline is in place to guide the selection. Volunteer for the greater good of McKnight hockey. This includes such items Leadership role such as Board, Coordinator (2), Volunteer such as Evaluator (1).

On a case by case basis the coach selection committee may use the following to determine the coach of a team.

Coaching Philosophy

An applicant's coaching philosophy will be considered when assessing a coaching application. In particular, the focus will be upon having a coaching philosophy consistent with or appropriate of the coach position and the McKnight Hockey program as a whole. All applicants are encouraged to develop their own coaching philosophy. This philosophy will be graded by the coach selection committee based upon its content, consistency with McKnight and Hockey Calgary/ Hockey Canada values.

Other

Parent / Non-Parent Coaches

McKnight Hockey has a preference and specified policy of selecting parent coaches throughout the McKnight Hockey program. McKnight's policy states that all skilled, qualified, and interested coaches, whether parent or non-parent coaches, are encouraged to apply for all coaching positions. McKnight Hockey recognizes that there is often a need for such coaches in various positions throughout the organization. Non-parent coach applicants will be considered for positions where a parent coach is not available or where there is not a parent coach applying for a specific coaching position and is recognized as an asset to the McKnight Hockey program. Selection of parent coaches and non-parent coaches alike are subject to McKnight Board approval.

Rotation of Coaches

The Committee recognizes that there is value in allowing and promoting a variety of coaches the opportunity to coach within the McKnight Hockey program. As such, an applicant that is qualified and experienced as a head coach or assistant may be successful in obtaining that position as a result of rotation of coaches. This is not to be taken to the exclusion of the other coach selection factors. In particular, a coach will not be excluded from consideration solely on the basis that he or she has coached the previous season or the fact that another candidate did not coach the previous season. Rotation is to be assessed among the available candidates and may utilize other factors of the selection process.

Community Coaches

The Committee recognizes that McKnight Hockey is comprised of 4 community associations and that whenever possible consideration will be taken to represent coaching staff from each community for a particular team. The Committee acknowledges that this does not supersede the qualifications, composition of the team, and the other coach selection factors.

References

Coach applicants must provide 2 references that can verify their background and/or experience. References may be used to assist in Committee decisions. Coach applicants that do not have coach evaluations may be required to provide references that can verify their background and experience. References should include:

- Reference contact information
- Coaching philosophy and style
- Adherence to fair play
- Conduct with officials
- Character evaluation
- Hockey Playing background and coach experience

Written references may also be provided. The Committee may rely on such references at their discretion and may follow up with the author if it deems necessary.

Interview

In some cases, the Coach Selection Committee may choose to conduct interviews with coach applicants (by phone or in person) in order to establish a better sense of coach qualifications. The following attributes will be assessed:

- Coaching philosophy and style
- Adherence to fair play
- Conduct with officials
- Character evaluation
- Hockey Playing background and coach experience

Police Information Check

All successful coach applicants will be required to complete a standard police information check. This police information check will be valid for a 3-year term and renewal every 3 years will be required to continue coaching with McKnight. The completion of the check will be the responsibility of the applicant. Failure to provide a police information check by the specified deadline date will result in

removal of the coach from his/her position until provided. Other Factors Each coach selection decision is based on the specific application and the available candidates for the same coaching position. There may be any number of factors that the Committee deems relevant for that decision. Any one or more factors may gain in importance given the particular situation and as such this document is not meant to be a comprehensive list of the factors to be considered but is to serve as a guideline for the Committee.

Police Information Checks are tracked through the Hockey Canada Registry (HCR) and can be reviewed through your eHockey account. With this system they will only be valid now for 3 years, expiring on May 31 of the third year.

Guidelines for Scoring Novice / Atom / PeeWee and Bantam / Midget

Objective (12 points)

- Experience as a Coach (0 to 4)
 - One point for each experience level: 1,3,5,7+ years of coaching for Novice, Atom Pee Wee
 - 2,4,7,10 for Bantam/Midget (as they should have more experience)
 - (bonus for significant coaching in other sports 1 point up to a total of 4 for experience)
- Certifications/ Training (0 to 4)
 - For Novice, Atom, Pee Wee – 1 point for RIS, Safety, Coach (each one point), extra point for Checking skills, Development 1 (or other NCCP certifications (1 more point)
 - For Bantam/Midget 1 point each for safety, coach, checking and one more for a Development 1.
- Background Playing (0 to 4, really 2 for years of play and 2 for level of play)
 - For Novice, Atom Pee Wee 1-10 years of playing (1 point), 10 -20 years playing (an extra point)
 - For Bantam Midget changes in years played to 5-15, 15 -30
 - Midget 1, AA, AAA (an extra point)
 - Junior of any caliber (an extra point)
- Non parent (-1)
- Rotation (-1) for coaching same player group in previous year. 6 or more players being coached again is considered coaching same player group.

All objective scores will be calculated by the Coach Selection Chair(s) and then double-checked by another person (administrator) and then circulated to the group at the selection meeting.

Subjective (This will be done while together or previous to meetings)

- Philosophy (0 to 4)
 - 0 - No philosophy stated
 - 1 - Philosophy basic (they had to write something so they did)
 - 2 - Captures required elements (consistent with McKnight mission)
 - 3 - Coherent philosophy with a combination of key values
 - 4 - Excellent leading edge type philosophy

The philosophy of each candidate will be evaluated by the selection committee using the basic scoring chart above. The philosophies, once collected will be sent to committee members so that they can evaluate the philosophy.

Process

There is a multistage process that occurs that leads to the selection of coaches in McKnight Hockey. The basic stages are as follows:

- Applications received
- Spreadsheet of candidates completed
- Objective evaluation of candidates
- Subjective Evaluation of candidates
- Committee chair receiving potential teams (prior to last skate) and doing an evaluation of where there might be issues.
- Committee Meetings (the number depends upon dates that evaluations end and practices begin, this is often a short timeframe). Usually there is between 3 and 5 different meetings. If a person
- Presentation of coach selections to the Board
- Filling in vacant coaching positions
- Performing a post selection review

Any Committee member applying for a coach position shall not participate in the discussion or consideration of the coach applications for the entire team for which he or she is a coaching candidate. Similarly, if a member's spouse or partner has applied for a coaching position or their child is on that team that member shall not participate in the discussion or consideration of the coach application for the entire team where the spouse or partner is a candidate or their child is a participant.

After The Selection Process

Those coaches who have been selected will be notified by the Division Coordinators directly after they have been reviewed and accepted by the Board. Those coaches not selected are to receive a letter indicating that they have not been selected.

If a candidate has not been selected, they may request a meeting with the Coach Selection Chair to further understand the decision. Those who desire this meeting are asked to be patient as the Coach Selection chair is busy until after the first week of October with some divisions and filling vacant coaching positions.

Grievances

All decisions of the Coach Selection Committee are final when reviewed and approved by the McKnight Board. Post selection grievances will be addressed as quickly as practical. Grievances about coach placements must be received within 48 hours of coach selection. Grievances shall be forwarded to the Coach Selection Committee Chair for the division in question.

Post Selection Review

The Coach Selection Committee will conduct an annual post selection review (debrief) of the selection process for all age categories. Resulting recommendations for changes to the process will be presented to the McKnight Board for review and consideration.

A McKnight Coach Selection Review Committee at the direction of the McKnight Board may be formed to review the coach selection process annually. At the end of each season we will survey our members, review any post selection grievances, review the Coach Selection Committee recommendations, and we will hold a Board meeting at which the McKnight Board considers and votes its approval or non-acceptance of the Coach Selection Review Committee's recommendations for change.

Mid and Post Season Surveys

The Coach Selection Chair(s) along with the Coach Development Team will disseminate coach feedback to all coaches who desire this feedback. If a coach has negative feedback and has exhibited a serious breach of conduct or a pattern of negative behavior they will be asked to meet with the McKnight Hockey representative to hear the grievance, tell their side of the story and work toward a binding solution.