



## **Ottawa Girls Hockey Association Coaching Application and Selection Policy**

### Statement of Purpose

1. To establish the criteria, process and manner for the application and selection process for coaches within the Ottawa Girls Hockey Association (OGHA).
2. To ensure the procedure for the selection of coaches in a fair, transparent and equitable manner.
3. OGHA will attempt to recruit the best possible head coaches for all teams, seeking the “best fit” and most qualified candidates. Should more than one (1) candidate be deemed equally qualified at all levels, a non-parent candidate and/or a female candidate shall be given preference.
4. To ensure that OGHA coaches abide by the Ontario Women’s Hockey Association (OWHA) Code of Conduct and the rules governing hockey within Ontario and in Canada.

### General

5. Experience and coaching certifications alone shall not be the only criteria for coach selection. Attitude, reputation and coaching philosophy are important criteria to be considered.
6. All applicants must provide the completed coaching application package for the present year (Annex A) indicating their interest in coaching within the timelines provided otherwise they will be excluded from the process.
7. All persons applying for an OGHA competitive level head coach position will be required to go through an interview process. No exceptions.
8. If a single candidate applies for a head coach position, the Coaching Selection Committee will evaluate the individual’s credentials, experience, references, OGHA coach survey feedback and any other criteria as indicated in the policy to ensure the candidate is suitable. In addition, for all candidates, if applicable, an in-depth evaluation on whether the candidate’s daughter can play at the level the candidate has applied for.
9. All persons applying for an OGHA house league and/or Fundamentals head coaching position will be selected by the Division Convenor in consultation with the Association’s Technical Director and Board of Directors.
10. Maintaining confidentiality of the interview process during any coach selection procedure is of utmost importance by all individuals involved in the process. Candidates cannot “apply anonymously.” The Coaching Selection Committee may reach out to the OGHA membership for feedback on their experiences as a parent/assistant coach/player on the applicant’s former team. The member and information provided will remain confidential and only shared with the Coaching Selection Committee.
11. The interview process will include a set of standard questions to provide pertinent information for coach selection, including a technical aspect. Follow up questions may be asked to provide further clarification as needed.



12. All coaching candidates must be qualified to serve on the bench as stipulated by OWHA guidelines.
13. If the OGHA Technical Director position is not occupied, all responsibility will fall upon the Board of Directors for final consultation and decisions on selection of candidates.

#### Coach Requirements

14. For eligibility to apply for the coaching position, the minimum coaching certifications must be in place at the time of the application or a plan provided including timeline as to when these requirements will be met. Minimum coaching certifications are defined by the OWHA. [UPDATED - Coaching Requirements for 2020 2021 Season \(Oct 30\).pdf \(rampinteractive.com\)](#)
15. *Coaching Certification:* Training qualification is based on the National Coaching Certification Program (NCCP) standard coach certifications. The OWHA website link indicates the requirements for all levels of play: [Coach Stream \(rampinteractive.com\)](#)
16. *Respect in Sport:* All coaches are required to take the Respect in Sport Leadership Module. [Respect in Sport for Hockey Canada Activity Leaders - Getting Started \(respectgroupinc.com\)](#)
17. *Making Ethical Decisions:* By successfully completing the NCCP Make Ethical Decisions training, coaches will be fully equipped to handle ethical situations with confidence and surety. The training helps coaches identify the legal, ethical, and moral implications of difficult situations that present themselves in the world of team and individual sport.
18. *Police Record Checks:* Police checks are valid for two (2) years within OWHA. If you do not have a valid police check on file you will be required to provide one. Police checks are a mandatory requirement for liability purposes and OGHA will be strictly enforcing adherence to this policy.

#### Application Process:

19. Once the general call for coaching applications is released by the Board of Directors, all interested applicants will be provided a minimum 2-week period to submit their application at which time the Coaching Selection Committee will be put together to review the applications and identify the potential candidates.
20. If the application meets the minimum requirements set out by this policy, the applicants will be contacted to discuss a time for the interview to occur.
21. The Board of Directors reserves the right to reject a candidate's application if they have been suspended by the OGHA, OWHA or another hockey governing body during the current season.
22. Once all applicants have been interviewed, all due-diligence completed and the Coaching Selection Committee has selected the coach, all remaining applicants will be contacted by email individually with the results of the application process.
23. Candidates not chosen for a coaching position can request an additional meeting with the



Coaching Selection Committee to discuss the reasons why their application was unsuccessful. A minimum of two (2) members of the Coaching Selection Committee will be required to be present during any face-to-face discussions to answer these questions.

24. Successful candidates will be announced on the OGHA's website and social media pages.
25. The general dates for coaching applications are as follows:
  - a) For all Tier 1 AA level teams, the application will occur in the late November or early December timeframe prior to the new season (previous year).
  - b) For all remaining competitive level teams, the application will occur during the current year of the upcoming season.
  - c) For all house level teams, applications will occur on a continuous basis but no later than 2 weeks prior to Sort-out occurring.

#### Selection Committee

26. The Coaching Selection Committee will consist of three (3) to five (5) individuals with a minimum of one (1) female committee member.

**Note:** The OGHA will ensure that all committee members possess the correct skill sets/knowledge to participate in the selection process (e.g.: persons such as certified coach, trainer, interviewing background, knowledge of the Association, etc.)

27. The Coaching Selection Committee shall be convened and appointed by the Board of Directors.
28. To avoid a conflict of interest, potential parents and/or coaches at a given division will not be allowed to participate in the selection process or vote on coach selection for that division. If such an occurrence or other perceived conflict of interest exists, the person shall be removed by the interview moderator. Another member with the requisite knowledge and experience will be sought to replace such member.
29. Coaching Selection Committee members will not be permitted to vote for any coaching candidate that could be coaching their child, step-child, grand-child or niece.
30. The Coaching Selection Committee shall use a combination of the coach's application, coaches' references, interview, history with the OGHA (i.e. other volunteer positions held) and review of previous player and parent coach's evaluations during the selection process. This will be applied equally for all competing applicants.
31. Other attributes that will be assessed include, but are not limited to, coaching philosophy and style, organizational abilities, adherence to fair play, conduct with officials, conduct with OGHA membership and adherence to OWSA & OGHA code of conduct, policies and guidelines.
32. Following the interviews, the Coaching Selection Committee will provide recommendations of coach selection to the OGHA Board of Directors for approval. In the event there are no qualified applicants for coaching positions, the OGHA Board of Directors will secure coaches from qualified persons known to the subcommittee.
33. In the case where a coaching position remains vacant after the interview process, that



position may be filled by any party as approved by the Selection Committee.

### **Appeal Mechanism**

34. If any disagreement arises between coaches, parents or players regarding this policy, the OGHA Board of Directors has the authority to intervene to uphold the intent of this policy.
35. A formal appeal can be requested by the candidate upon receiving the intended decision of the selection process. This appeal must be made in writing to the OGHA Board of Directors within forty-eight (48) hours of receiving the intended decision, and include a fee of \$200 (non-refundable). The official written letter must be signed, dated and indicate the reason for the appeal including details of how the policy and procedures were not followed or violated. An independent sub-committee will be established to review the appeal and Coaching Selection Committee's process. This independent assessment will be provided to the Board of Directors. Should a formal appeal not be received within the 48-hour period, a formal announcement will be made and it will be deemed that the unsuccessful candidates have accepted the decision.
36. The Board of Directors will evaluate this assessment and decision process to validate the outcome. The Board reserves the right to overturn the Coaching Selection Committee decision if deemed that the selection was bias or unsubstantiated. If the coaching selection decision is overturned based on this appeal, the fee of \$200 will be returned to the person who filed the complaint.
37. Should the candidate or OGHA member not be satisfied with the outcome of the appeal process by the OGHA Board of Directors and independent sub-committee, they have the ability to further their appeal to the OWHHA. <https://www.owha.on.ca/content/forms-and-policies>

### **Coaching Tenure:**

38. All OGHA head coaches, at any level, are appointed for the coming season only. There is no explicit promise of a second or subsequent term with the same player group. However, the OGHA Board of Directors has the right to extend the coaching position to the following season, provided the coach has an interest in doing so, worked well with the team, has good relationships with the players and parents and the team is progressing from a development perspective. OGHA recognizes the importance of developing the coaches as well as their players.
39. The Board of Directors reserves the right to extend the coaching tenure for a subsequent year if unprecedented extenuating situations arise (e.g. Covid-19 protocols).



## **Annex A – Ottawa Girls Hockey Association** **Coaching Application Form**

Name: \_\_\_\_\_

Phone # (Home): \_\_\_\_\_ Phone # (Cell): \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **Position Applying For**

<b>Division</b>	<b>AA</b>	<b>A</b>	<b>BB/B</b>	<b>C</b>	<b>House League</b>
FUNdamentals	N/A	N/A	N/A	N/A	
U9					
U11					
U13					
U15					
U18					
U22					

- Will you have a child playing in the division you have applied for?      Yes ☐      No ☐

### **Previous Coaching Experience**

<b>Year</b>	<b>Team</b>	<b>Division</b>	<b>Position</b>

### **Coaching Clinics/Courses obtained**

<b>Certification</b>	<b>Trained / Certified</b>	<b>Year</b>	<b>Other Relevant Information</b>
Coach 1 Intro			
Coach 2 Level			
Development 1			
High Performance 1			
Respect in Sport (Coach)			






### Questionnaire

Are you applying as a non-parent coach?	Yes	No	
Have you ever been suspended by the OGHA or OWHA or any other hockey governing body?  If yes, please explain	Yes	No	
Regarding skill level, is your daughter within the top 5 players of the team being applied for?	Yes	No	N/A
Is your daughter a minor or major for the team being applied for?	Minor	Major	N/A
Are you a head coach of any spring development teams?  If yes, please explain	Yes	No	

### Declaration

I, \_\_\_\_\_, declare that all the information I have provided is accurate and true. I agree to follow the Bylaws, Regulations and Policies as set out by OGHA, OWHA, OHF Hockey and Hockey Canada

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Print Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_