

AA Ringette Calgary Foundation (2013)

Policy 9

Coach Selection

Purpose

1. The purpose of this policy is to establish and outline the policies and procedures relating to Coach Selection for AA Ringette Calgary teams.
2. This policy is to be read, as applicable, in conjunction with the other policies and procedures of AA Ringette Calgary.

Head Coaches Selection Committee

3. Head Coaches for all AA Ringette Calgary teams shall be selected by a Head Coaches Selection Committee chaired by the President or designate and consisting of a minimum of three (3) other of the following individuals:
 - a) Senior ranking ringette referee
 - b) Veteran +18 AA Ringette Calgary player
 - c) Veteran AA Ringette Calgary level coach (inactive)
 - d) Veteran AA Ringette Calgary Committee Member
4. The President or designate shall approach prospective committee members to confirm their willingness to participate in the selection process. The Head Coaches Selection Committee shall administer the selection procedure in accordance with this document.
5. The President will make their best effort to fill the requirements of the existing clause. In the event of being unable to do so, the President will fill any vacant positions at its discretion, with the approval of the AA Board. In filling the requirements of the Head Coaches Selection Committee, the President will, at all times, endeavor to have impartial members. Any significant conflict of interest (eg. relative of an applicant, parent of a prospective AA Ringette Calgary player) will exclude the member in question from all discussion and voting privileges pertaining to the coaching applicant in question.
6. In the case where only one (1) coach has applied for a team, the Head Coaches Selection Committee will make the decision as to awarding the applicant the position of Head Coach. If a suitable candidate is not found for a specific team, the Head Coaches Selection Committee shall resume efforts to attract further applications for a Head Coach for that team. In this case, a late applicant(s) may be presented for consideration.
7. The term of the Head Coaches Selection Committee shall end when all final Head Coach selections have been made and confirmed in writing.

8. The President or designate shall chair the Head Coaches Selection Committee and shall act as a non-voting facilitator of the committee (except as outlined below).
9. Each member of this committee shall be entitled to 1 vote. In the case of a tie vote, the Chairperson of this committee shall be entitled to the deciding vote.
10. The majority vote of the committee members shall pass the motion. The vote may be decided by a secret ballot counted by the President or designate.
11. Individuals interested in head coaching shall complete and submit the application forms to the President. Application forms may be downloaded from the AA Ringette Calgary website. Competent Head Coach candidates who do not apply on their own may be approached by the Selection Committee to ascertain their interest in coaching next season.
12. Head Coach application and relevant details will be advertised on the AA Ringette Calgary website. Application submission will commence not before May 1.
13. All coaching applications meeting the minimum requirements shall be considered for the upcoming playing season.
14. Coaching applications for the upcoming playing season shall be due by a date set by the AA Board. Provided sufficient suitable applications have been received by the closing date, the Head Coaches Selection Committee shall proceed to interview all qualified applicants. If sufficient suitable applications have not been obtained, the Head Coaches Selection Committee shall extend the closing date and solicit further applications. All applicants shall be notified to the disposition of their application by the President or designate.
15. Confidentiality of Head Coach selection shall be maintained until the names of selected coaches have been publicized on the AA Ringette Calgary website.
16. Head Coach selections shall be final. No appeals will be considered.

Coach Eligibility and Selection Criteria

17. All individuals applying to Head Coach or Assistant Coach shall meet the following minimum criteria in order to have their applications considered:
 - a) Be a current member in good standing of Ringette Calgary and Ringette Alberta, or a current member in good standing of an association that is an active member of Ringette Canada; and
 - b) Hold NCCP certification or be capable of completing same by the Ringette Alberta and Ringette Canada deadlines, at the level required for the applicable age division. This includes Competition Development Multi-Sport Modules that may be required; and

Meet the screening requirements of the AA Ringette Calgary Policies and Procedures, including the provision of a current Police Information Check (PIC) including a Vulnerable Sector Screen or proof of PIC application submitted to the Coaching Administrator Coordinator by the Head Coach application deadline. If a

PIC has been completed within the last three (3) years, it may be submitted with a AA Ringette Calgary Screening Disclosure Form.

Head Coaches Selection Criteria

18. The Head Coach Selection Committee shall be responsible for administering the selection process and the development of a criteria scope for each division of coaching. The selection criteria shall include, but not be limited, to the following:
 - a) Must meet Ringette Calgary's, Ringette Alberta's and Ringette Canada's minimum certification requirements for the age division applied for
 - b) Previous coaching experience at AA or A level ringette
 - c) Feedback from prior seasons, and from other Associations if applicable
 - d) History of adherence to AA Ringette Calgary Policies and Procedures as well as the Code of Conduct Pledge
 - e) Ability to maintain a positive team environment
 - f) Ability and willingness to teach
 - g) Ability to provide positive reinforcement to players in both practice and game situations
 - h) Demonstrated commitment to the objectives of the AA Ringette Calgary program
 - i) Personal conduct on and off the ice
 - j) Communication skills (verbal and written)
 - k) Coach's child(ren) trying out must have the ability to play at the AA level and are eligible to play for AA Ringette Calgary. It is expected coaches will select their own child(ren) for their team.
 - l) A written application
 - m) Completion of an interview with the Selection Committee

Coaching Evaluations

19. The President shall be responsible for the preparation, distribution, and collection of electronic coaching evaluations for all AA Ringette Calgary coaches at the end of each playing season.
20. The President or designate shall be responsible to review and summarize the results of coach evaluations. Copies of the summaries may be shared with the respective Head Coaches and the Head Coaches Selection Committee and other persons only as deemed necessary by the President (eg. as requested by a legal firm or police).

Coach Responsibilities

21. Head Coaches, without exception, shall be directly responsible and accountable to the AA Board and AA Committee throughout the playing season.
22. Coaches shall familiarize themselves with the AA Ringette Calgary Policies and Procedures and shall ensure that activities related to AA Ringette Calgary's program are carried out under their care, in compliance with these policies and procedures.
23. The Head Coach shall be responsible for the discipline and behaviour of the team members before, during, and after games, practices and team events. This includes out-of-town tournaments.
24. Prior to tryouts, the Head Coach will be permitted to name one parent Assistant Coach and a limited number of non-parent coaches, subject to approval by the AA Board. The children of Assistant Coaches named prior to tryouts must have the ability to play at the AA level and are eligible to play for AA Ringette Calgary, pursuant to the Policies of AA Ringette Calgary.
25. Head Coaches are responsible for selecting their team staff, including Assistant Coaches, Manager and Trainer. Each team shall have one Head Coach, a minimum of two Assistant Coaches and one Manager.
26. AA Ringette Calgary shall inform all players (and parents depending on the age division) trying out for a AA Ringette Calgary team as to the level of commitment expected from the players (including the number and duration of weekly on-ice practices, off-ice fitness sessions, mental training sessions and home and away games and tournaments). After teams have been formed, the Head Coach shall outline their specific commitment expectations and preferences for communication. They may also outline the consequences of a player failing to provide this level of commitment once the season is underway.

This policy has been updated:

- March 22, 2023