

	Title	Coach Selection
	Policy #	Operational – 8.5
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		September 12, 2024
	Owned By	Coach Coordinator/Executive Committee

1.0 OVERVIEW

This document will serve as the guidelines for selecting coaches for both our paid and volunteer positions each season. The main purpose of this policy is to provide for fair, transparent and consistent selection processes of selecting Head Coaches that best exemplify the goals of AMHA.

2.0 COACH ELIGIBILITY

For our volunteer coaches, only people who apply and register each year through the RAMP Coach Registration process will be considered to coach within AMHA for that upcoming season. For the paid coaching positions, postings will be done via the AMHA website to ask for applications, including references and a coach history.

Coaches with a wide range of experience and coaching background will be eligible for Head Coach roles. Coach interviews will take place with the Coaching Coordinator and other members of the AMHA Coach Selection Committee.

All AMHA Coaches must complete, at a minimum, the Respect in Sport Activity Leader course and provide a clear RCMP Criminal Record Vulnerable Sector Check as per Policy #5.1 Volunteer Screening. Head Coaches will/may be required to obtain more Hockey Alberta courses based on the level of hockey they will be coaching. Refer to the Hockey Alberta website for Coach Education Requirements and deadlines to have the courses completed by.

3.0 COACHING SELECTION COMMITTEE

The Coach Selection Committee may be restructured for each division/application as required (ie. the AA committee may consist of different members than the RHL committee).

The committee will consist 1 or 2 Executive Board Members and a minimum 3 of the following :

- Director of the applicable Stream
- Coordinator of the applicable Division
- Coaching Coordinator(s)
- Development Coordinator(s)
- AMHA members upon request

4.0 SELECTION PROCESS

- Head Coach interviews may occur as part of the Year End process and be applicable to the following season
- The Coach Coordinator will draw the list of applicant coaches from the RAMP Coach Registration system and determine current credential status, acceptability to coach, previous history.
- Coach Coordinator will send the names of any Board Members who desire to Coach, be a Manager or Treasurer to the Executive Committee, to be approved as per the AMHA Code of Conduct. Any persons deemed ineligible will be notified via letter.
- The Coaching Coordinator will present the results to discuss with the selection committee before designating a list of potential Head Coaches.
- This will all be completed in August or September, before the season starts, and a list of possible Head Coaches will be compiled. This list will be division and stream specific, distributed to the Executive Committee for approval, and revised as required to reflect all acceptable registered coaches.
- Any Head Coach not listed requires vetting by the Coach Selection Committee prior to acceptance and/or may not be considered suitable for the role.
- Following a similar process, with less stringent criteria, Assistant Coaches will be vetted and listed for Coordinator distribution. Head Coaches have the choice of Assistants from the vetted list. If someone not listed wishes to be an Assistant, he/she will need to complete the vetting process prior to team rostering.
- The Coach Selection committee will present lists of vetted, approved coaches to the Executive Committee for final approval of the current season coaches. It will also present a list of non-approved coaches with explanations for each.

5.0 DETERMINATION CRITERIA

Applicants acceptability will be based on previous interviews, current training status, current Hockey Alberta coach certifications, experience, past conduct, results from previous coach surveys.

6.0 HIGH-PERFORMANCE COACH SELECTION

Wherever possible, it is the mandate of AMHA to fill AA Coaching positions with non-parent coaches; however, this may be reviewed on an individual basis annually.

AA Coaches will be approved by the Executive Committee.

These coaches will be paid an honorarium monthly, from September to March, amount set by AMHA upon hiring and paid for by the individual Teams funds.

7.0 TEAM STAFF

The minimum volunteer staff of each team in every category will be 3.

- Head Coach – Selected by the Coaching Selection Committee
- Assistant Coach – Selected by the Head Coach
- Team Manager – Selected by the Head Coach

Each team can roster up to 6 coaches, 1 Head Coach and 5 Assistant Coaches and more with AMHA approval, however a team can only have a maximum of 5 team staff on the bench for a game. Teams are not allowed to have “on-ice helpers”; the only additional coaches permitted to be on the ice is another coach already rostered to another AMHA team, or a Junior Coach. Both these members are only allowed to be on ice for practices.

It is not allowed to have married/common law partners be a Head Coach and Team Manager of the same team.

Should the Head Coach wish to change their selected Assistant Coaches after selection, the coaching staff must consult with their stream coordinator, director, VP and have in person meetings. The meeting must include a facilitator such as the Discipline Coordinator. This meeting must occur prior to any change in staff.

Head or Assistant coaches can be removed by the stream Coordinator, Director and VP, with consultation with the Discipline Coordinator for policy violations, including, but not limited to Respect Matters and Code of Conduct policies.

8.0 COMMITMENT

All Coaches must commit to participate in the start of the season Coach Meetings/Symposium, Evaluations of their or other divisions, and Coach Development Clinics held throughout the season, upon request.