

## ARA Team Staff Selection Procedure

### 1.0 PURPOSE

1.1 Airdrie Ringette Association believes its team staff are the heart of a successful program. Team Staff have a responsibility to not only teach athletes the fundamental skills and strategies to become better players, but also serve as role models to help them become better people. Athletes will benefit from trained and qualified coaches and team staff.

### 2.0 SCOPE

2.1 This procedure applies to all individuals interested in coaching (Head, Assistant, Junior) within ARA. It is intended to be a guideline for adequately staffing teams, at the discretion of the ARA Board and relevant parties (i.e., Coach Director, Development Committee, Interview Panels etc) deviation may be required to address unexpected occurrences and uphold the ARA Mission Statement. Team Staff Selection Policy adheres to Ringette Alberta [Policy 10. Team Staff](#) and compliments it with specific criteria outlined below.

### 3.0 PRINCIPLES

3.1 Every athlete deserves qualified team staff. Team staff should obtain required education as early in the season as possible so athletes benefit from the individual's knowledge for the bulk of the season.

3.2 Young Ringette players benefit from the positive role modelling of adult women in leadership (coaching) roles and from observing mutually respectful teamwork between adult female and adult male coaches. This principle is actively supported by female coaches, male coaches and Group Members.

3.3 The Junior Coach role exists to allow and encourage young ringette players to explore the coaching role under the guidance of qualified mentor coaches. Junior Coaches offer valuable ringette knowledge that contributes to both player and coach development.

3.4 The Manager role exists to provide administrative and office support to the coaches and players. The Manager is not a coach and cannot be on the bench during practices or games.

3.5 The Trainer role is to provide "prevention, diagnosis, and intervention of emergency, acute and chronic medical conditions" of ringette athletes in collaboration with other medical professionals. The Trainer is not a coach.

3.6 The On-Ice Assistant role exists solely for the purpose of assisting Team Staff with on ice practice sessions.

3.7 Requirements and timelines for Coach certificate will follow Ringette Alberta's Team Staff Policy 10.4.1.2

3.8 ARA requires the following courses in addition to Ringette Alberta.

- a. Keeping Girls In Sport
- b. Criminal Record Check (Vulnerable Sector Check)
- c. Safe Sport

#### 4.0 REQUIREMENT

4.1 All prospective coaches must complete a Coach Application Form. This form must be completed in all circumstances, whether new to coaching and/or assistant coaching, as well as individuals who have coached with ARA in the past. The application form will be available on the ARA website and must be completed and submitted as directed.

4.2 ARA will provide reimbursement for all required certification for Head/Assistant/Junior Coaches selected to teams per season. Any training attended during the summer months will be reimbursed to any Team Staff that is successfully selected for the season.

4.3 Team Staff roles are as follows (See [RAB Policy 10.4.3 – Team Staff Roles and Related Certifications/Qualifications](#)):

- a. Head Coach
- b. Assistant
- c. Junior Coach
- d. On Ice Assistant
- e. Manager
- f. Trainer

Coaches and Team Staff will commit to True Sport Principles and ARA core values.

#### 5.0 SELECTION CRITERIA

##### 5.0 Head Coach

ARA may consider many factors in selecting its head coaches and assistant coaches. The selection criteria includes, but not limited to:

- Formal coaching, training and certification levels;
- Coaching philosophy;
- Ringette experience commensurate with the level being coached;
- Demonstrated conformance to the Bylaws and Policies of the Association, Ringette Calgary, Ringette Alberta, and Ringette Canada;
- Parent and player references;
- Prior documented minor or major infractions within ARA and if applicable disciplinary action (written or verbal);

- Prior discipline or suspension applied by ARA, CRL, RAB/RCAN or any ringette event;
- Previous coaching evaluations and feedback; and
- Result of the RCMP Vulnerable Sector Check.

## 6.0 SELECTION PROCESS

Team staff selections are subject to approval by the ARA Board Executive. Not all applicants are guaranteed a position. The Director of Coach Development will advise candidates whether they have been selected or not once the process has been completed.

6.1 Prior to the beginning of each season, a panel of interviewers should be appointed by the Coach Development Director, who will consider the following when selecting panelists for each division:

- Females with playing and or coaching experience;
- Persons with strong backgrounds in children's sports;
- Persons with a background in interviewing; and
- Persons with a background in employee selection.

6.2 The names of the Panel will be distributed to the applicants. If a perceived conflict exists, the applicant must inform the Director of Coach Development within 24 hours. The ARA Board will review the concern and may choose to replace the panel member.

6.3 Panel Members may be in conflict if:

- They have a relative playing in the specific division;
- They are related to a coaching candidate; or
- As determined under the ARA Conflict of Interest Policy.

6.4 The Coach Development Director will review all applications by prospective candidates and may canvass or recruit applicants coaching positions as required.

6.5 The Panel will apply weighted criteria, interview prospective candidates and other relevant parties to make its recommendation for Head Coach of each team. Head Coaches will not be named until the tryouts/evaluations are complete. Head Coach Candidates are expected to watch all try out games in preparation for team selection.

6.6 All Coach recommendations will be provided to the ARA Board Executive for final approval. The Executive will consider the following information including but not limited to:

- Recommendation by the panel and reasons of being in favour;
- Previous coaching evaluations and feedback including player placement requests;

- Prior documented minor or major infractions within or outside of ARA along with disciplinary action;
- Suspension history (ARA, CRL, RAB RCAN or otherwise);
- Result of RCMP Vulnerable Sector Check.

6.7 The Coach Director will recommend to the ARA Board Executive for approval of eligible Assistant Coaches and Team Staff for consideration by the Head Coach. The ARA Board Executive will have the authority (acting in the best interest of the athletes and all parties) to approve or deny a Team Staff applicant. If there are no applicants for specific Coaching Positions, the Coach Development Director shall canvass to fill the vacancy and may temporarily appoint acting coaches until the position is filled.

6.8 The Coach Development Director will appoint Junior Coaches, ensuring fair distribution of all that are interested and consider feedback from potential Head Coaches.

## 7.0 Timelines

7.1 Dates may vary slightly from year to year:

- July 30th Applications for coaching open
- August 15th applications for coaching close. Late applications for Head Coach roles will be accepted at the sole discretion of the Coach Selection committees.
- Coach Development Director Compiles information
- Coach Selection Committee reviews the applications
- Coach Selection Committee meets to discuss applications and schedule interviews for levels where required.
- September 15<sup>th</sup>, Head Coaches appointed

## 8.0 Coach Selection Criteria

### 8.1 Training

- Qualifications based on Ringette Alberta policies
- Training in other sports where applicable
- Additional training obtained by the coach (i.e. First Aid, Conflict Management)

8.2 Experience qualifications based on:

- Years as Head Coach
- Years as Assistant Coach
- Division and level coached
- Additional coaching experience

### 8.3 Background

- Years of playing experience
- Level of sport played
- Other relevant sport experience.

### 8.4 Evaluations

- Where internal evaluations exist they shall be reviewed.

### 8.5 References

When applicable, Coaches without internal survey reviews (minimum 3 reviews) shall submit references that can verify their background and experience. The following areas should be addressed:

- Coaching philosophy and Style
- Adherence to fair play
- Conduct with officials
- Character evaluation

### 8.6 Interviews

When appropriate, the Coach Director may choose to have a panel interview the candidate coaches, to establish a better sense of candidate qualification. This may occur when:

- Multiple Head Coach candidates apply for a division.
- One of the Head Coach candidates is new to the association.
- As deemed necessary by the Coach Director or ARA Board or Executive.

### 9.0 Confidentiality and Final Decision

Out of respect for the Candidates, Panel and ARA Board, applications, panel discussions, resulting recommendations and decisions shall remain confidential. Only the result of the process will be communicated to the Applicants and Coaching Candidates.

All decisions are considered final and are not appealable.