



Coach Selection

To provide a fair, transparent and objective Head Coach evaluation and selection process for the Barrie and District Ringette Association (BDRA) to effectively evaluate and select coaches who can best meet the needs of players, parents and BDRA.

- 1) A *Coaching Application Form* will be posted on the BDRA website. Head Coach applicants must submit their application by the prescribed deadline which will be set annually by the Board of Directors (the Board). A coaching candidate may only be selected as a Head Coach for one team. The Board will ultimately approve all applications, and an applicant may not be approved if they have a known history of misconduct.
- 2) If a Coach has a player trying out at the A or AA level they wish to coach, the player must try out and be selected through the Team Formation Process. The Coach's player will not be automatically on the team.
- 3) Head Coaches for A-level teams will be named after completion of AA tryouts.
- 4) Head Coaches applying for an A or AA team will not name any bench staff until after the Team Formation process is complete.
- 5) While not encouraged, two (2) individuals may apply as Co-Head Coaches. Their application will be considered on the sum of the merits of both individuals. i.e. a less deserving applicant may affect the ability of both to become Co-Head Coaches.
- 6) All successful Head Coaches shall agree to follow the most recent BDRA Team Formation Policy. They shall follow all directions given to them by the Moderator re: Player Offers/ Roster Spot Not Offered Letters.

Coach Selection Committee

- 7) The President, with the assistance of the Director of Competition, will establish a Coach Selection Committee (CSC) of 3 - 5 people, which will be a sub-committee of the Board. The President and the Director of Competition may be on the CSC if they meet the criteria outlined below. From this group, the CSC will establish a Chair. Members of the CSC will review applications, conduct any coaching interviews necessary, and recommend the most-suitable candidate for each level of play to the Board. A maximum of one (1) member of the CSC may be from outside of BDRA. All remaining members of the CSC must be a member in good standing with BDRA.
- 8) Members of the CSC should have varied coaching/playing backgrounds that may include, but not limited to:
 - a) Past or current head coaches in the age division being decided or higher (e.g. for a U16 selection, someone with U16 or U19 experience)



- b) At least one committee member should have a minimum of one year of head coaching experience at that level (e.g. A or AA for an A or AA selection)
 - c) A current or former experienced BDRA member in good standing with a ringette background (playing or coaching experience at the level or higher).
- 9) Perceived conflicts between any CSC member(s) with applicants will be brought to the CSC Chair prior to the review of any coaching application. CSC Members shall be deemed to be in conflict if:
- a) they have a relative playing in the specific division
 - b) they are related to a coaching candidate
 - c) they have recently coached with and/or are considered to be “friends” with the candidate
 - d) their relative has coached with, or been coached by a candidate recently

If a conflict exists, the CSC Chair will review the concern and may or may not replace the committee member. If so, a temporary replacement for that age/level only would be selected using the above criteria.

Interview Process

- 10) All coaching applicants will undergo a formal selection process which will include an interview. The CSC may ask the candidate questions which are not provided in advance (see Appendix A).
- 11) At the discretion of the CSC, Co-head Coach applicants will participate in a joint interview together. Also, they may be interviewed separately. If one of the Co-head Coach applicants is clearly superior, they may be offered a solo position as Head Coach for the team. If they decline, the CSC reserves the right to move on to the next best applicant.
- 12) All relevant current and past ringette history will be taken into consideration including, but not limited to coaching evaluations, a coaching file review (including any prior findings of misconduct) and parent references.
- 13) Any candidate who has a significant concern with how an interview was conducted will have 24 hours to notify the President in writing.

Selection

- 14) The CSC will choose the most-suitable coaching candidate, who will be ratified by the Board. If no suitable coaching candidate is named, the competition may be reopened at the discretion of the Board. Once selections are approved by the Board, all successful and unsuccessful applicants will be notified by the CSC Chair.
- 15) If the coaching positions are not filled or if only one Coach applies for an age division/level yet is unsuited for the position, the CSC may choose to re-open the competition, or approach other potential candidates. Any extensions will be posted to the BDRAA website.



- 16) Following AA tryouts, the CSC will then proceed with A level Head Coach selection in the same fashion as above. If a Coach's player does not make a higher level team (e.g. AA team), they will have the option of staying to coach at the higher level (AA), or enter the competition for the A level Head Coach. If there is a competition at the lower level, a second interview may be required at the discretion of the CSC.

Appeals Process

- 17) Upon receipt of an appeal, the President or Vice-President will establish and Chair an Appeals Committee consisting of three (3) Board members who were not part of the CSC.
- 18) Any appeal must be in writing within five (5) days of notification of the selection results (see also section 13).
- 19) The appellant will appear before a committee to explain the submitted appeal. Immediately following the meeting, the committee will deliberate for the purpose of coming to a consensus on the validity of the appeal. The Committee's decision will be communicated to the Board for discussion and comments. The Committee Chair will then pass on the decision to the appellant.
- 20) The Appeals Committee will make every effort to hear and resolve appeals within five (5) business days of receiving the appeal.
- 21) In the event an applicant successfully appeals, the Appeal Committee shall decide whether to award the team to the appellant or convene a new Coaches Selection Committee.



Appendix A: Coaching Selection Criteria

Coaching Selection Criteria below are to be used as a guide. The CSC may select which criteria to use based on a specific age/level division, which will then be applied consistently for all applicants.

A. Coaching Credentials

This information will be used to help the CSC evaluate candidates in a consistent manner. Applications should have a minimum of one point in each of the categories.

- a. Coaching Certification
 - i. CI Certified, CI Trained, CSI Training
 - ii. Must already have or plan to obtain the required coaching certification for the level by the prescribed deadline as set by RO
 - iii. Additional coaching-specific training, courses or certification applicable to the position applied for
- b. Coaching Experience
 - i. Applicant's previous coaching experience, in ringette, in total years.
 - ii. Applicant's previous coaching experience, in ringette, at or above the level being applied for
- c. Commitment to BDRA or to another Ringette Association
 - i. Applicant has demonstrated their commitment to BDRA or to another Ringette Association through a variety of volunteer positions and initiatives
 - ii. Applicant has demonstrated a commitment to the development of ringette, players or other coaches
- d. General Additional Qualifications for the Position
 - i. Experience as a competitive ringette player
 - ii. Coaching experience in another sport
 - iii. Experience as a ringette official within the last 5 years
 - iv. Team Success – Applicant has demonstrated their ability to lead a team to success (e.g. progression in standings, tournament medals in the past 5 years, demonstrate overall team development)

B. Season Plan

Applicants will be required to discuss an approach to a season plan at the interview. The CSC may ask the applicant to expand on these items in the interview:

- a. Proposed/expected coaching and management staff – is there a plan in place?
- b. Season Plan approach



- c. Short answer e.g. "Please elaborate on the aspects of training and development you will include in your season plan?"
- d. Budget
- e. Short answer "Why have you applied for this position?"

C. Applicant Competencies

Applicants will be asked questions from several different coaching competencies in five areas below at the interview.

- a. Leadership
 - i. What is your coaching philosophy and your strengths?
 - ii. Conflicts in sport are not uncommon. Looking back through your coaching experience, is there any situation you would have handled differently, or will handle differently should it occur again?
 - iii. How would you develop team unity?
- b. Communication
 - i. How are your team philosophy and rules communicated to the players?
 - ii. Describe how you would handle a parent who has a different philosophy or game plan than yours? What approach do you use when dealing with parent criticism?
 - iii. What is your approach to communicating expectations and handling conflict amongst the players?
 - iv. What will be the role of your bench staff and how do you plan to utilize them?
- c. Sport Knowledge
 - i. Listed are ten areas of responsibility for a coach. Select three that you feel the most comfortable with and why?
 - ii. Player selection
 - iii. Skill refinement and correction
 - iv. Offensive strategy
 - v. Defensive strategy
 - vi. Power Skating
 - vii. Goaltending
 - viii. Mental preparation/team building
 - ix. Off-ice fitness
 - x. Game management
 - xi. Scouting
- d. Teaching (Pedagogy)
 - i. Please describe a team defence or team offence system you typically use as a coach. Explain how you train this system.



- ii. What are your special team's philosophies and how would you implement them into your program?
- e. Motivation
 - i. Tell us about an occasion you are proud of when you were able to instill a sense of motivation into one or more players. What was the situation? What did you do? What was the result?
 - ii. Is goal setting a factor in your coaching philosophy? If so, how do you go about determining and communicating individual and team goals?
- f. References
 - i. Applicants will be asked to submit one character reference who will be contacted by a member of the CSC
- g. Previous Coaching Feedback and Evaluations
 - i. Previous coaching survey results will be reviewed for positive feedback



Appendix B – Selection Process Steps

1. Coaching Application Form submitted online.
2. CSC committee established by the President with assistance of the Director of Competition following the listed criteria. CSC appoints a Chair.
3. CSC Chair forwards the Coach Selection Policy to all applicants. All applicants receive information at the same time to allow everyone the same timeframe to respond.
4. Interview dates are set.
5. AA Interviews are held.
6. The CSC Chair will notify the Board of the results.
7. Upon Board approval the CSC Chair notifies successful and unsuccessful applicants.
8. Following AA tryouts, the CSC will then proceed with A level Head Coach selection in the same fashion as above.