



## CMBA Coach Selection Policy

**NOTE: THIS POLICY** has been established by the CMBA Board to identify the process to be used to select CMBA head coaches. **All CMBA Board Decisions are Final.**

*The purpose of the Coach Selection Policy is to provide fair, transparent and consistent selection of coaches from a set of candidates that best exemplify the goals of the Association. The objective of the Coach Selection Process is to select coaches who will provide the greatest benefit to players in the program, and will meet the coaching requirements and serve the mandate of Camrose Minor Ball Association by ensuring a safe and positive learning environment.*

*Coach candidates will be evaluated relative to the listed criteria, other considerations such as parent coach and their child's placement, or non-parent coaches may factor into the process. CMBA realizes that we not only have to develop players, but also coaches to maintain a successful program.*

*Coaches will be selected from the available applicant pool. The coach selection period may vary depending on the level/division of team applied to. Selection of coaches will happen either **during** or **after** the player tryout and/or evaluation process has been completed except in circumstances where the CMBA Board has determined it is in the best interests of the Association to select the coach prior to evaluations commencing.*

*The Coach selection process will consist of 4 steps, Application Submission, Qualification & Evaluation Period, Interview Period and Ratification for selected candidates. The interview period may commence prior to tryouts or evaluations. Coach selection is for one season only and all candidates must reapply each season for selection. If all applicants for a team are deemed unsuitable, the position will remain vacant until a suitable candidate is found.*

*Typically, head coaches will select their own coaching staff, however, the Coach Selection Committee and CMBA Board reserves the right to recommend and/or refuse an individual's inclusion on a team's staff for reasons such as; no RCMP Criminal Record Check, poor past coaching evaluations, inadequate NCCP certification, etc.*

### **COACH SELECTION COMMITTEE:**

- The Coach Selection Committee will be chaired by either the CMBA Technical Director, President or Vice President and will consist of a minimum of 5 members by means of either volunteering or being appointed by the designated chair of the Committee.
- No member of the Coach Selection Committee will be allowed to participate in the event a conflict of interest exists.
- All members must be impartial and unbiased when sitting on the selection committee. If a committee member feels they are unable to remain impartial and unbiased, they should voluntarily remove themselves from the selection committee.

### **COACH APPLICANT PROCESS**

- Coaching Applicants (Non-Import and Import) must complete the coaching application form found on the CMBA website and be submitted to CMBA President by the date posted on the website.
- All Coaching Applications will be forwarded by the CMBA President to the Coach Selection Committee.
- All Board Members will be made aware of the applicants for each division/team, before interviews are performed.
- Coaching Applicants will be notified by phone to determine an interview date/time, and the applicant must agree at that time to accept the position if selected.
- After the selection process for a division/team is finalized, all Coaching Applications and Interview Question sheets (documents for each interviewee) will remain the property of CMBA and be surrendered to the President to be filed away for the remainder of that season.

**QUALIFICATION/EVALUATION CRITERIA:**

Applicants will be evaluated based on the following criteria. Though some criteria are deemed mandatory, other criteria may simply play a part in the overall rating of the coach applicant.

- **Qualifications**
  - **Must** have a current Criminal Record Check on file with the Association.
  - Training qualifications are based on NCCP certification – selected coaches **must** meet minimum requirements as set out by Baseball Alberta or must commit to obtaining the minimum qualifications during the current season.
  - Preference may be given to coach candidates with current and higher levels of certification and/or additional training such as a valid first aid course, etc.
- **Experience**
  - number of years as a head or assistant coach.
  - The category or level of teams coached.
  - A personal, proactive coach development plan.
  - Practice plans.
  - On field assessment for further evaluation may be required.
- **Interview**
  - Knowledge of the game.
  - Coaching philosophy and style.
  - Adherence to fair play.
  - Conduct with officials.
  - Character evaluation.
  - Discussion on the use of assistance coaches.
- **References**
  - Coach applicants must provide references that can verify their background and experience.
- **Playing Experience** (*experience playing the game can be a valuable asset for a coach, but it must be noted that many exceptional players may not make for good coaches. Therefore, the Committee may consider playing experience to be a minimal aspect of the coach selection process*)
  - The number of years playing baseball.
  - The category and level of the teams played on
  - The association or organization of the teams played on
  - Other sports played, level of competition, etc.
- **Evaluations**
  - Results of coaching evaluations conducted by the association, or through consultation with parents, players and/or other coaches and umpires may factor into applicant evaluations.
  - Preference may be given to coach candidates that have demonstrated positive coaching experience and abilities for CMBA teams they have coached.
- **Commitment Level**
  - Preference may be given to coach candidates that are relatively free of other commitments. (eg; coaching another team, extensive job-related travel or volunteer time in other organizations are things that would be considered as other commitments)

**INTERVIEW PROCESS:**

- An Interview Committee (minimum 3 members from the chosen/approved committee), will conduct an interview for divisions/teams with more than 1 applicant (15 - 25 minutes in length). In the event there is only 1 applicant for a division/team, an interview will occur if deemed necessary by the Selection Committee.
- A Coach Interview Question sheet will be put together by the Committee Chairs (and agreed upon by the committee members) that best represents the qualities/culture of CMBA.
- Coach Selection Chairs can be part of the interview process, unless he/she is an applicant for that specific division/team, where at that time, they will be separated from the process.
- After all interviews are performed for each division/team, the Coach Selection Committee will comprise in order a list of who they deem the best candidates in adherence to the requirements listed in this policy.

**RATIFICATION & SELECTION PROCESS:**

The ratification process for selecting coaches may vary and will be at the discretion of the CMBA board. Factors such as non-parent coaches versus parent coaches, or player tryout and evaluation selections will weigh into the selection timing. The Committee Chairs will present their selection to the CMBA board members for ratification. After a selection has been ratified by the majority of CMBA board members (more than half the board members based on the numbers at that meeting), the selected applicant will be notified by phone of the decision and posted to the CMBA website. The selected applicant will then have two to three weeks to get all the required documents (i.e. Police Check) approved. **Unsuccessful candidates will NOT be notified.**

**In the event that a Committee Selection is not ratified the following voting process will take place;**

**One Applicant**

- Board members will have a short discussion regarding the applicant, and then will re-vote on whether this applicant is qualified/appropriate for the position or whether to continue looking for additional applicants.

**Two Applicants**

- The Board will have a short discussion regarding both applicants, take a vote, and the applicant with the most votes will be selected. In the event of a tie, the two applicant names will be put into a hat, and the CMBA President will draw a name, the name on that ballot is the selected coach.

**Three or more Applicants**

- The Board will have a short discussion regarding all the applicants involved. Board members will vote for the applicant of their preference, and the one applicant with the most votes will be selected. If there is still no applicant with the majority of votes, but one applicant has a lower number of votes than any other, he/she will be removed from consideration. Now the Board members will vote for the remaining applicants, and the applicant with the most votes is selected. If this vote remains tied, the two applicant names will be put into a hat, and the CMBA President will draw a name, the name on the ballot is the selected coach.
- In the event of a three-way tie after voting has taken place, the three names will be put into a hat, and the CMBA President will randomly draw one name who will still be in the running for the selection. The other two names will now be voted on again by the Board members, the applicant who receives the most votes will go up against the first drawn name, and now we follow the same voting process that pertains to two applicants.

***Note: CMBA reserves the right to appoint coaches based on what the Committee and/or Board feels is in the best interest of the team and association. All CMBA Board decisions are final.***