



HIGH PRAIRIE MINOR HOCKEY ASSOCIATION
COACH SELECTION PROCESS
REVISED – December 2016

1. All persons interested in a Coaching position with HPMHA must complete a Coaching Application and all new Coaches must obtain a current Criminal Record Check; all returning Coaches with a current Criminal Record Check on file must sign a Declaration of Status and are required to obtain a current Criminal Record Check every three years.
2. Coach applications can be found in the 'For Coaches' or 'Forms' tab on the Association website at www.highprairieminorhockey.com, by calling the HPMHA Coach/Manager Director, or picked up on player registration dates.
3. The Coach Selection Committee will be comprised of the following members:
 - a) HPMHA Coach/Manager Director
 - b) HPMHA President
 - c) Two HPMHA Directors who have volunteered to sit on this committee or have been appointed by the board.
 - d) HPMHA Conduct Management Director who will advise of any disciplinary issues on file for the Coach applicants
4. Any member of the Coach Selection Committee will be excluded from the coach selection process for any division that they have either applied to be a coach in or for which they have a child registered in;
(in this case, the Vice President will be the designate or the other Committee members will appoint a suitable Director)
5. All members of this Committee will follow the coach selection process as set out by the Association.
6. Selection of Coaches will be based on the Coach Application, any disciplinary history and the last two years worth of player/parent survey results, if available. If the Coach Selection Committee feels there is further information/clarification required in selecting a coach, they may request an interview.
7. If there is any conviction flagged on the Criminal Record Check, it will be reviewed by the Coach Selection Committee and an applicable decision will be determined by the committee. The following guidelines, as used by Hockey AB, shall be used when reviewing a Criminal Record Check:

Discretionary Convictions:

Applicants with Criminal Code Convictions on their criminal record check that are dated within Five (5) years of the application date and/or criminal record conviction of certain offences may not be accepted for positions of trust. These offences include, but are not limited to, the following:

- Driving convictions (Criminal negligence, Impaired Driving, Driving with B/A over .08, etc)
- Drug offence convictions
- Convictions of violent offences (assault, robbery, etc)
- Any physical assault involving family violence
- Property offence convictions (Fraud, theft, etc) – Only to be considered if the position applied for involves the control of assets of the organization or in control of finances



Unacceptable Convictions:

Applicants with the following Criminal Code convictions (or who do not have a clear vulnerable sector check) will not be considered for any position of trust:

- Sexual Assault (in the past ten (10) years)
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

Criminal Charges:

Applicants or staff/volunteers that are charged, but have not been convicted, with certain offences may not be permitted to obtain or remain in positions of trust. These offences include, but are not limited to, the following:

- Driving charges (Criminal negligence, Impaired driving, Driving with B/A over .08, etc)
- Drug offences
- Charges of sexual assault or violent offences (Assault, robbery, etc)
- Any physical assault involving family violence
- Property offence convictions (Fraud, theft, etc) – Only to be considered if the position applied for involves the control of assets of the organization or in control of finances
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

8. The Coach Selection Committee will appoint a prospective Head Coach for the highest category team in each division prior to player evaluations. All Coaches will be confirmed by the Coach Selection Committee after teams are selected. The confirmed Head Coach will be responsible to appoint his/her Assistant Coaches. If the Head Coach feels there are no suitable applicants for the positions of Assistant Coaches the Head Coach, with the help of the Coach/Manager Director, will make every effort to recruit individuals to fill these positions.