



METCALFE AND DISTRICT RINGETTE ASSOCIATION

Coach and Team Staff Selection Process and Application

Metcalfe and District Ringette Association shares Ringette Ontario's beliefs that its team staff are the heart of successful teams. Team Staff have a responsibility to not only teach players the fundamental skills and strategies to become better players, but also serve as role models to help our players become better people. Athletes will benefit from trained and qualified coaches and supportive team staff.

SCOPE

These guidelines should be applied to all individuals seeking a head coach position with Metcalfe and District Ringette Association.

PRINCIPLES

- ✓ Every athlete deserves qualified coaches.
- ✓ Coaches should obtain education as early as possible so that the athletes benefit from the individual's knowledge for the majority of the season. Preference will be given to prequalified candidates.
- ✓ Young ringette players benefit from the positive role modelling of adult women in coaching roles and from observing mutually respectful teamwork between adult women and adult male coaches. Preference will be given to qualified, female coaches while also respecting the need for a diverse bench staff.
- ✓ All interested candidates shall formally apply to a head-coaching position and will be assessed in an open, fair, and transparent manner.

REQUIREMENTS

1. All prospective head coaches shall complete the *MDRA Head Coach Application Form*. This form should be completed in all circumstances, whether new or returning to coaching.
2. A Selection Committee comprised of no less than three individuals from the Executive and none of whom has conflicts of interest, shall be established for each team requiring a coaching selection process. The MDRA Executive, ahead of receiving coaching applications, will approve these committees. The recommendations of the selection committee are based on a majority position of the members of the committee. Every member has an equal voice.
3. The VP of Coaching (or designate if in conflict) shall lead the selection process and be responsible for:
 - a. contacting all interested parties to review completeness of applications and communicating expectations of the positions;
 - b. gathering information about all interested candidates for all age groups and all levels;
 - c. reviewing the coaching evaluations from the previous seasons (when available) with the selection committee; and
 - d. communicating the results of the selection process.



4. In the event of two or more individuals seeking the head coach position for one team, the VP, Coaching along with the Selection Committee will assess the applicants against a set of established criteria to determine the successful candidate.
5. The MDRA Executive must approve all appointments prior to coaches receiving notification of the selection process results.

SELECTION CRITERIA

MDRA considers the following factors when selecting head coaches:

ESSENTIAL CRITERIA

- Certifications
 - Evaluate what certification each candidate has and attach a score relevant to Requirements based on Ringette Ontario's (RO) Bench Staff Qualification Requirements. Those candidates who meet the requirements for the level applied for will receive a higher score.
- Experience
 - This category is a combination of previous coaching and playing experience. Greater emphasis should be placed on past coaching experience rather than on playing experience. This can include sports other than ringette however, the Coach Selection Committee will consider past coaching experience of ringette to be a higher score.
- Past Performance
 - How a coach has performed in the past when given the responsibility of coaching children is important. This information should be collected and recorded from a variety of sources in a confidential manner. Speak with other coaches and volunteers that have worked with the coaches. Also, consider issues like effort, organization, discipline, historical problems, and any major incidents that were brought to the Executive's attention. First hand information collected from parents and players in the form of coaching evaluation surveys will also be considered.
- Communication
 - We need to choose candidates who can communicate effectively with families and players alike to share their expectations. Coaches are expected to communicate at an age appropriate level. Scores for communication will be determined by reviewing that candidate's application, responses during the coach selection interview (if conducted) and by collecting information in a confidential manner from various sources as listed above.

ASSET CRITERIA

- In accordance with Ringette Canada's Female Coach on the Bench Policy and Action Plan, preference will be given to qualified female coaches.



APPLICATION PROCESS

Interested candidates shall:

- Complete the *MDRA Coach and Team Staff Application Form*
- With the form complete a one-page summary with the following information
 - Your coaching philosophy – including but not limited to: Warmups, Practices, Communication (Players & Parents), Officials;
 - Explain what you can contribute to the team;
 - How your previous experience prepares you for this position;
 - Strengths & Weakness (and how you manage them);
 - Personal Coaching goals – short & long term

SELECTION PROCESS

Before the official call-out for coaching applications MDRA will establish a Selection Committee that must include:

- MDRA VP, Coaching
- Other members of the MDRA not in conflict

The Committee may canvass applications for all coaching positions, review all applications by prospective candidates, apply weighted criteria, interview prospective candidates and other relevant parties and make its determination of the appropriate candidates for each team.

In the event of two or more individuals seeking the head coach position for one team the VP, Coaching will first contact each candidate. Some decisions may be made following this initial communication. In other cases, discussions with the selection committee and possible interviews before the selection committee may be required. Selection criteria will be used to assess each candidate (see selection criteria above). Following the interviews the selection committee will then make a recommendation to the Executive. The Executive will then vote for the final selection.

All selected team staff are at the discretion of the Coach Selection Committee. Not all applicants should be guaranteed a position.

In the event that there are no applicants for coaching positions, the Coach Selection Committee should canvass to fill the vacancy and may temporarily appoint acting coaches until the position is filled.

The Coach Selection committee should advise all candidates of their status in the timeliest possible manner. All decisions of the committee should be.

Coaches, with recommendations and suggestions from the VP of Coaching, are to pick their own assistants, with priority given to applicants who have filled out an MDRA bench staff/coaching application form. To the best of a coach's ability, if a team is made up of a combination of 2 age groups, there should be representation of both age groups on the bench to ensure continuity of development of players and continued growth of coaching staff.



The Coach Selection Committee should recommend to Head Coaches potential Assistant Coaches and other team staff for consideration by the Head Coach. The Selection committee should have the authority acting in the best interest of the athletes and all parties involved with the team to decline any Assistant Coach. Assistant Coaches should be approved by the Coaching Committee-before being offered a spot on the staff.

As a minimum requirement, the team's coaching staff shall be comprised of one head coach, and two assistant coaches. Coaching staff is not to be involved as bench staff on more than one team in the MDRA unless the following criteria is met; The volunteer shall indicate which team has their priority and a third assistant coach must be selected for the other team in order to ensure each team meets the minimum staff requirement for each game. The MDRA Executive will review individual cases when available bench staff is limited. The aim is not to limit the number of volunteers on a bench, but to ensure growth of its coaching staff by encouraging parent volunteers in all bench roles and to facilitate mentoring of new volunteers by current and experienced bench staff.

In the interest of player development, the MDRA executive encourages the rotation of coaches within an age group every couple of years (when possible).

Important: criminal record forms must be completed by all bench staff before November 1st.

All courses/qualifications required by bench staff (theory, technical, manager and basic first aid) will be paid for by the MDRA.



Application

SECTION 1: PERSONAL INFORMATION

Name: _____
Date of Birth: _____
Telephone: _____
Current Address: Street _____ City _____
 Province _____ Postal Code _____

Addresses for the past three years: same as above

1. _____
2. _____
3. _____

Email Address: _____

SECTION 2: POSITION APPLYING FOR

Division	1	2	3	Level	1	2	3	4	Position	1	2	3
FUN 1									Head Coach			
FUN 2									Asst. Coach			
FUN 3									Trainer			
U12				C / B / A					Manager			
U14				C / B / A / AA					On-Ice Helper			
U16				C / B / A								
U19				C / B / A								
<i>For each Division, Level and Position please indicate your first, second and third choice by checking the appropriate column.</i>												

SECTION 3: QUALIFICATIONS (check courses that you have attended and enter the date and number of the certificates issued)

		Certificate				Certificate	
		#	Date			#	Date
CC Number	<input type="checkbox"/>			Ethics Course	<input type="checkbox"/>		
RO Number	<input type="checkbox"/>			Manager	<input type="checkbox"/>		
CSI Workshop	<input type="checkbox"/>			Trainer	<input type="checkbox"/>		
CI Workshop	<input type="checkbox"/>			First Aid	<input type="checkbox"/>		
'AA' On-ice Evaluation	<input type="checkbox"/>			Other(s)	<input type="checkbox"/>		
Gradation Workshop	<input type="checkbox"/>			IP Intro Coach - Hockey	<input type="checkbox"/>		



SECTION 4 - To be completed by individuals applying for the position of head/assistant coach. Coaching staff are not to be involved as bench staff with more than one in the MDRA (see exception on pg 4 of this document).

Past Coaching or Ringette Experience: Please identify the organization and the length of time of your involvement. Use and attach a separate sheet if necessary.

Please state your Coaching Philosophy: Explain, for instance, your attitude towards winning, losing, players, ice time, discipline and administrative matters. Use and attach a separate sheet if necessary.

Why do you want to coach this team? Use a separate sheet if necessary.

Are you interested in coaching a team other than your daughter's? Yes No



SECTION 5: DECLARATION

Police Records Check - upon acceptance of a coaching position and prior to final approval by the Coaching Committee, candidates are required to submit a Volunteer Criminal Record Check. A check will be required every 3 years and at that time the old one will be shredded and replaced with the new one.

Qualifications - in order to be registered with RO, you must now have or must attain the requisite qualifications for the position you are offered before December 1 of the playing year.

Signature

Date

The Selection Process

The Coaching Selection Committee will review all application forms and make the selection prior to team evaluation. In cases where more than one individual has expressed an interest in the same position, MDRA's selection criteria will be applied in order to make a decision. There is a possibility that the Coaching Selection Committee will want to meet with individuals before making a decision.

Thank you for your interest.



MDRA Code of Fair Play and Conduct Policy for Bench Staff

- I will be reasonable when scheduling games and practices, remembering that youngathletes have other interests and obligations.
- I will make sure that equipment and facilities are safe and match the athletes' ages andabilities.
- I will teach my athletes to play fairly and to respect the rules, officials, opponents andfans.
- I will ensure that all athletes get equal instruction, support and playing time.
- I will always offer positive encouragement and instructions. I will not ridicule or yell at myathletes for making mistakes or for performing poorly.
- I will show concern toward a sick or injured player.
- I will not use abusive or offensive language at any time on the ice or in the changerooms or in any area of the arena.
- I will treat all athletes, coaches, team staff, officials, volunteers, parents and otherspectators from my own team and opposition teams with respect.
- I will accept the officials' decisions without outward displays of anger or yelling.
- I will remember that children play to have fun and must be encouraged to haveconfidence in themselves.
- I will remember that children need a coach they can respect. I will be generous withpraise and set a good example.

Any member of an MDRA Bench Staff in violation of the MDRA Fair Play and Conduct Policy forBench Staff may be subject to Disciplinary Action.

I acknowledge and understand that the MDRA Executive may remove me from my position should I fail, refuse, or neglect to comply with the MDRA Code of Fair Play and Conduct Policy for Bench Staff.

I have reviewed and understand Ringette Ontario's [Fair Ice Policy](#).

Signed at _____, Ontario, this day of _____, 202__.

Name: _____ Signature: _____



MDRA Bench Staff Non-Disclosure Agreement

I, _____, in my role as a Coach, Manager and/or Trainer with the MDRA, hereby acknowledge and agree that I will have access to and be entrusted with detailed confidential information and records (specifically private discussions, registration data, information of a personal nature related to individuals registered or parents/guardians of individuals registered in the MDRA) relating to the functions of the MDRA, and about its members and information and material received in confidence from third parties, (the "Confidential Information") which if disclosed to registrants of the MDRA or the general public may be detrimental to the affected party, and to the MDRA.

During my tenure as a Coach, Manager and/or Trainer, I agree not to reveal, disclose or make known any Confidential Information to any person nor to use the Confidential Information for my personal benefit or for any purpose, other than for the purpose of fulfilling my MDRA Role, provided that nothing shall prevent disclosure of information which is publicly available or which is required to be disclosed under appropriate statutes, rules of law or legal process.

I acknowledge and agree that the obligations imposed will continue to apply beyond the expiration or termination of my tenure as a Coach, Manager and/or Trainer except that the obligations imposed hereunder will not apply to any Confidential Information which is or becomes generally available to the public other than as a result of a disclosure or a breach of the undersigned's obligation or by someone who is not prohibited from transmitting the Confidential Information by a legal or fiduciary obligation.

I agree to refrain from any situation in which my personal interests conflict or may appear to conflict with my duty to act impartially in my role as Coach, Manager and/or Trainer.

I acknowledge and agree that the Executive of the MDRA may remove me from my position if I fail, refuse or neglect to comply with this Non Disclosure Agreement.

Signed at _____, Ontario, this day of _____, 202__.

Signature: _____