



Doc. Name	Coach Selection Process	Version	1.0
Original Date	March 19, 2020	Validity	2 years
Revision Date	1.0	Document Owner	President
Doc. Number	OSRA-PRE-002		

1.0 Purpose

This document outlines the process to select coaches for the Oshawa Ringette Association. It outlines the full process including job responsibilities,

2.0 Scope

All Oshawa Ringette Association Board Members and all applicants for Oshawa Ringette Association Coaching Positions.

3.0 Definitions

None to be defined.

4.0 References

- Oshawa Storm Ringette Association Head Coach Job Description A/AA – Appendix 1
- Oshawa Storm Ringette Association Head Coach Job Description Regional/ U12P – Appendix 2
- Oshawa Storm Ringette Association Head Coach Application (online)
- Oshawa Storm Ringette Association Reference Check Form
- Oshawa Storm Ringette Association Parent - Coach Feedback Form/ Player (U12-U19) (online)
- Oshawa Storm Ringette Association Player - Coach Feedback Form (U8-U10) (coming)
- Oshawa Storm Ringette Association Coach Evaluation (pending)
- Oshawa Ringette Association Constitution
- Oshawa Ringette Association Board Member Code of Conduct (OSRA-PRE-001)
- Oshawa Ringette Association Coach Code of Conduct

5.0 Responsibilities

- President
 - Establish the Screening Committee Chair
 - Establish the timelines for the recruitment process for Provincial and Regional coaching selection process
 - Determine the date for voting on Provincial and Regional Coaching selection
- Screening Committee Chair
 - Follow the process as outlined below
 - Ensure the Screening Committee meets on a timely manner
- Screening Committee Members
 - Follow the process as outlined below
 - Support the committee to meet the requirements for the Oshawa Ringette Association
- Webmaster
 - Support the Screening Committee with all publications and weblinks as required.



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6.0 Instruction

6.1 The Oshawa Ringette Association will publicize the recruitment for the head coaches.

6.1.1 Public notification will be on the Oshawa Ringette Association website, at a minimum. It may also be published on other social media platforms.

6.1.2 Notification will outline the process, application link, team and the date range. It will also include the link to the job description (Appendix 1 and Appendix 2).

6.1.3 Applications for the Provincial Coaches will be done in advance of the Regional Coaches

6.2 The Application form will:

- Be submitted online whenever possible
- Include questions about coaching philosophy
- Collect information regarding the applicant's qualifications and experience
- Include a question about Vulnerable Sector Screening (Police Record Check)
- Require the submission of an age and stage appropriate practice plan that will be reviewed during the interview
- Require consent to obtain information from references
- Ask for at least 2 references. Candidates are required to provide the contact information for one personal and one coaching-related reference
- Be available online for a minimum of 30 days prior to the selection date

6.3 A screening committee will be formed with a chair of the committee being determined by the Oshawa Ringette Association Board. The Interview Phase of the Screening Committee will follow a defined process, including:

- 5 panel members
- Questions about technical areas and coaching philosophy
- Questions about the practice plan provided
- Provide the Screening Committee the most current copies of the OSRA Parent and Player Coach Feedback results as well as the most recent OSRA Coach Evaluation

6.4 Reference checks for positions with Oshawa Storm Ringette Association will:

- Be conducted by the Screening Committee after the interview process
- Be completed prior to offering the position
- Identify the applicant's suitability to being in a position of trust with athletes
- Capture whether there is any reason why the applicant would not be suited to coach in the OSRA

6.5 The Screening Committee will present nominations to the Oshawa Ringette Board for approval. At a board meeting;

- The Screening Committee will announce their nominations with a motion to approve
- Upon motion passing, the candidate will be announced as the successful applicant
- The OSRA President will complete the process by providing the applicant with a formal offer letter

6.5.1 The composition will include:

- This meeting will consist of only the elected members of the OSRA Board
- This meeting will not include OSRA members who are not board members
- This meeting will not include OSRA members who are no longer board members

6.5.2 Declaration of Conflicts of Interest

- Each board member will be required to state any conflicts of interest he/she has
- The conflicts will be recorded by the Secretary and included in the meeting minutes
- A conflict can be due to;
 - Board member is a parent of a child who is anticipated to play in the playing season at this age level



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- Board member is a parent of a child who is anticipated to tryout in the playing season at this age level
- A board member who has applied for the Head Coach position at this age level
- During the vote process all board members with a conflict will be removed from the room for the vote

6.5.3 Recommendation process

- Screening Committee Chair will recommend one candidate for each team with a formal motion
- Member of the Screening Committee to second the motion
- Board discussion to follow (all board members may participate in the discussion)
- Vote to follow

6.5.4 Voting process

- Individuals with a conflict of interest including candidates will be removed from the room
- A vote will take place with a “yeah” or “nay” during a roll call, results will be recorded by the Secretary
- For each vote quorum must be met, therefore there must be at least 3 executive and 5 board members who do not have a conflict
- A majority of votes by eligible board members will be required for the motion to pass, the motion will not require unanimous support
- The results of the vote will remain strictly confidential until an official announcement is made by the OSRA on our website.

6.5.5 Official Notification Process

- Contact will be made with all candidates immediately following the board meeting by a combination of the President, the Head of the Screening Committee or another defined designate.
- Official offer letters will be emailed to successful applicants after phone calls are made
- OSRA Website will publish Coach’s names within 24 hours of board meeting

6.6 Coaching Panel Recommendations

- For each of our successful candidates, our Panel has put together a series of recommendations
- These recommendations may encompass a variety of areas including but not limited to; bench staff, practice plans, player development, budgeting, team-building and parent education
- At a mutually convenient time a meeting will be set up so that these recommendations can be shared with the Head Coaches and plans for implementation can be discussed

7.0 Records

- Application forms from prospective coaches
- Screening committee minutes
- Oshawa Ringette Association approved meeting minutes

8.0 Linkage to Budget

- Any costs associated with Screening Committee requirements (e.g. meeting room rentals)



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9.0 History

Revision	Summary of Changes	Changes made by
1.0	Summarized into policy documents from 2020/21 process determined by S. Wouters, and committee	C. Deans



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Appendix 1:

Head Coach Role Description A/AA

Purpose of Position: To provide an enjoyable and safe sporting experience for a chosen group of athletes while they learn individual and team game skills, sportsmanship, and fair play.

Responsibilities:

- Coach and lead a chosen group of athletes emphasizing skill development at a A/AA level, which would include technical, tactical and game strategies, ensuring sportsmanship and fun Provide evaluators guidelines for the tryout process
- Work with evaluators and bench staff (if chosen) to select the team
- Present a positive public image and be a strong ambassador for the Oshawa Storm Ringette Association
- Preside over team events including all practices, games, tournaments, player development sessions and any off-ice team activities
- Develop and implement a yearly plan and provide a program that supports Ringette Ontario Development Policies including but not limited to Long Term Athlete Development (LTAD)
- Select your support and bench staff, ensuring they will or have completed all necessary qualifications
- Delegation of duties to relevant bench staff
- Design and implement practice plans
- Responsible for the conduct and actions of all the athletes, bench staff and parents
- Arrange a pre-season parent meeting, where you will communicate your coaching philosophy, season plans, rules, fair ice and play policies, respect in sport, and concussion protocol with parents and players
- Adhere to all policies in accordance with Ringette Ontario and Oshawa Storm Ringette Association including but not limited to, Respect in Sport, Rowan's Law, Fair Play, Fair Ice and Rule of Two
- Be very knowledgeable of the Official Rules of Ringette
- Be familiar with the Games and Tournament Section of the Ringette Ontario Operating Manual

Qualifications:

- Head Coach must fulfil the qualifications required by the position by November 30th of the current playing season as stipulated by Ringette Ontario
- Head Coach must provide a current Criminal Record Check or confirm that one is on file with the Oshawa Storm Ringette Association
- U12 + Maintenance of Certification - Coaches must maintain their certification through Professional Development and training opportunities over a 5-year cycle. A coach who does not complete the required Professional Development credits by the end date of their maintenance cycle is no longer qualified to be on the bench until credits are obtain
- Provincial experience (on a bench staff or playing) is strongly recommended for any coaches applying for a Head coach position for A/AA teams U14 or older.



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Appendix 2:

Head Coach Role Description (Regional & U12P)

Purpose: To provide an enjoyable and safe sporting environment for an assigned group of athletes while learning individual and team game skills, sportsmanship and fair play.

Responsibilities:

- Coach and lead an assigned group of athletes emphasizing individual and team skill development, safety, fair play, sportsmanship and fun
- Present a positive public image and be a strong ambassador for the Oshawa Storm Ringette Association
- Preside over team activities including all schedule team events; practices, games, tournaments, player development sessions and any off-ice team activities
- Develop and implement a yearly plan and provide a program that supports Ringette Ontario Development
- Policies including but not limited to Long Term Athlete Development (LTAD)
- Select your support and bench staff, ensuring they will or have completed all necessary qualifications
- Delegation of duties to relevant bench staff
- Design and implement practice plans
- Responsible for the conduct and actions of all the athletes, bench staff and parents
- Arrange a pre-season parent meeting, where you will communicate your coaching philosophy, season plans, rules, fair ice and play policies, respect in sport, and concussion protocol with parents and players
- Adhere to all policies in accordance with Ringette Ontario and Oshawa Storm Ringette Association including but not limited to, Respect in Sport, Rowan's Law, Fair Play, Fair Ice and Rule of Two
- Be knowledgeable of the Official Rules of Ringette
- Be familiar with the Games and Tournament Section of the Ringette Ontario Operating Manual

Qualifications:

- Head Coach must fulfil the qualifications required by the position by November 30th of the current playing season as stipulated by Ringette Ontario
- Head Coach must provide a current Criminal Record Check or confirm that one is on file with the Oshawa Storm Ringette Association
- U12 + Maintenance of Certification - Coaches must maintain their certification through Professional Development and training opportunities over a 5-year cycle. A coach who does not complete the required
- Professional Development credits by the end date of their maintenance cycle is no longer qualified to be on the bench until credits are obtained.
- Experience (on a bench staff or playing) is recommended for any coaches applying for a Head coach position