



RHRA – Coaching Selection Policy

Version: 2.0

Effective Date: April 1, 2026

Next Review: March 1, 2029

RICHMOND HILL RINGETTE ASSOCIATION COACHING SELECTION POLICY

Establishing a fair, transparent, and consistent process for selecting qualified coaches who support athlete development and uphold RHRA values.

Prepared by: Richmond Hill Ringette Association (RHRA)

Aligned With: Ringette Canada Safe Sport Framework & Ringette Ontario Policies

Version: 2.0.

1.0 Purpose

- 1.1 Establish a fair, transparent, and consistent process for selecting and appointing Head Coaches.
- 1.2 Ensure appointments align with RHRA values, athlete development, and the Ringette Ontario (RO) Club Team Formation Policy.

2.0 Scope

- 2.1 Applies to all Head Coach applicants at all competitive levels.
- 2.2 An individual may hold only one Head Coach position per season

3.0 Application Process

- 3.1 Annual Coaching Application Form posted on the RHRA website.
- 3.2 Applications due by the Board-set deadline.
- 3.3 Applicants with a history of misconduct may be deemed ineligible.
- 3.4 Applicants will be sent the Coaching Application package to be submitted by established date.
- 3.5 Applicants will be notified of the interview date and time.

4.0 Coach Selection Committee (CSC)

- 4.1 The Board appoints a 3–5 member CSC.
- 4.2 CSC acts as a Board sub-committee; Board members may serve if eligible.
- 4.3 CSC appoints its Chair.
- 4.4 CSC members should, where possible, include representation from the following groups:
 - a) Past/current Head Coach at or above the relevant age level;
 - b) Past/current Head Coach at or above the competition level (e.g., A/AA);

- c) A current/former RHRA member in good standing (e.g., playing/coaching experience at the level or higher)

4.5 CSC reviews applications, conducts interviews, and recommends candidates to the Board.

5.0 Conflict of Interest

5.1 CSC members must disclose conflicts before application review.

5.2 Conflicts include: relatives playing in the division, relationships to applicants, recent coaching or personal connections, applying to be a Head Coach for current season.

5.3 The President/Secretary and CSC Chair will review concerns and will decide on member replacement if needed.

5.4 Temporary replacements may be appointed for the applicable age/level of conflict of interest per Section 4.4 criteria.

6.0 Selection Process

6.1 Steps:

- a) Chair (or Board Secretary, if CSC not established in time) distributes application packages to all applicants simultaneously.
- b) Chair (or Board Secretary, if CSC not established in time) receives application packages and shares with CSC.
- c) CSC reviews applications and sets interview dates.
- d) Formal interviews held.
- e) Interview concerns must be submitted in writing to the President/Secretary within 24 hours.
- f) CSC abides by the current RHRA Coaching Selection Scoring and Evaluation document, Documents final recommendations.
- g) CSC Chair meets with Board to present coaching recommendations
 - i. Share applicant pool and recommendation per team
 - ii Share all Coaching Selection Scoring and Evaluation documents, to be retained for a minimum of 7 years
- h) Board ratifies CSC recommendations. Valid reasons for not approving a recommendation include:
 - i. Selection process was flawed, biased or violated policy
 - ii. Human rights-related concerns
 - iii. Violation of Safe Sport or Equity policies
- i) Upon Board approval, CSC Chair notifies successful and unsuccessful applicants via email by a pre-defined date and time.
 - i. AA Coaches shall be notified first
 - ii. A Coaches shall be notified upon completion of the AA team formation
 - iii. Unsuccessful candidates may request feedback, and it shall be provided via telephone within 7 days.
- j) If no suitable candidate, CSC may reopen competition or seek others; updates posted on RHRA website.

7.0 Team Formation Authority

7.1 Number and level of teams are subject to approval by Ringette Ontario.

7.2 RHRA may adjust team numbers and levels based on player calibre and availability.

8.0 Policy Review

This policy will be reviewed every three years, or as needed in accordance with:

- Ringette Canada
- Ringette Ontario
- Safe Sport guideline