



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383
SOOKE, BC V9Z 1G1
www.sookeminorhockey.ca

Coach Selection Policy

Introduction

Sooke & District Minor Hockey Association (SDMHA) coaching staff are a critical component of the Association. The time commitment, training and experience required for a coach to be successful is large. SDMHA strives to select coaches with the right combination of leadership, attitude, accountability, and interpersonal skills. SDMHA players depend on coaches to mentor and develop their hockey potential as well as help them navigate difficulties in life. Coaches are expected to deliver their best at every practice and game, creating a fun, rewarding and positive experience for SDMHA players.

Effective Date

April 20, 2024

Purpose

The purpose of this policy is to ensure there is a clear understanding of the SDMHA coaching requirements, deadlines and selection process each year. Application of this policy will enable a transparent, consistent and fair selection of all coaching staff.

Scope

This policy addresses the following aspects of Coach Selection within SDMHA:

1. Coach Application Process and Timelines;
2. Selection Criteria;
3. Single vs. Multiple Applicants;
4. Selection of Assistant Coaches/Bench Staff;
5. Final Coach and Bench Staff Approvals;
6. Appeals of Coaching Appointments.

1. COACH APPLICATION PROCESS AND TIMELINES

- 1.1. The Head Coach of SDMHA is responsible for implementing a Coach Selection Process each year.
- 1.2. Individuals wishing to apply to coach **recreational teams** within SDMHA must complete a coach application (available on the SDMHA website) and submit it by the deadline indicated on the SDMHA website. Emails with your intent do not constitute an application.
- 1.3. Individuals wishing to apply to coach **representative teams** within SDMHA must complete a coach application (available on the SDMHA website) and submit it by the deadline indicated on the SDMHA website. Emails with your intent do not constitute an application.
- 1.4. Coach applicants must include current proof of all certifications with their application in the event SDMHA does not have this information on file.
- 1.5. Coach applicants who do not yet hold the appropriate coaching certification for the level that they are applying to coach can still apply. They must indicate on the application their intent to register in the appropriate certification course(s) for the coming hockey season. If selected as a coach, certification requirements must be met by dates required by SDMHA as per BC Hockey deadlines.
- 1.6. Coach applicants must have completed a SDMHA Criminal Record Check within the last 3 years with their application. Apply online through the SDMHA website.
- 1.7. All bench staff must have completed the Respect in Sport (Activity Leader) and CATT concussion program through BC Hockey prior to the hockey season.



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2. COACH SELECTION CRITERIA

- 2.1. As a baseline, the following criteria shall be used by the SDMHA Head Coach in selecting suitable applicants for approval as coaches:
 - a. Certification: coaches currently hold, or will hold by the BC Hockey deadline date, the necessary coaching, RIS and CATT certification to coach the team applied for in the current hockey season. Be sure to complete the player/coach bench staff RIS and not the parent one. Failure to do so will make you ineligible.
 - b. Experience: coaches have the necessary experience and background to effectively coach and mentor the young athletes they have applied to coach.
 - c. Appropriate: coaches have a current Criminal Record Check, include vulnerable sector check, have not faced any adverse discipline or other action from SDMHA or as a member of any minor hockey or other amateur sport/youth association and will provide a suitable role model for the team he/she is responsible for.
- 2.2. The SDMHA Head Coach may request letters of reference prior to coaching evaluations and a seasonal coaching plan. In addition, a personal interview may be conducted.

3. SINGLE VS MULTIPLE APPLICANTS

- 3.1. If two or more coach candidates qualify and apply to coach the same recreational or representative team, the SDMHA Head Coach shall with the approval of the coaching committee, appoint all of the coaches for all of the divisions.
- 3.2. The Coach Selection Committee shall include the SDMHA Vice President Operations, Head Coach and three (3) other Directors appointed by the President as per SDMHA Bylaw 8.5.1.
- 3.3. The same pre-determined criteria and interview questions will be asked of each competing team coach candidate to ensure the selection process is fair and consistent.

4. SELECTION OF ASSISTANT COACHES/BENCH STAFF

- 4.1. Assistant coaches shall be selected by the team's head coach and submitted for approval by SDMHA Head Coach by Sept 30th. Interviews will not be conducted for assistant coaches.
- 4.2. In instances where a team head coach is unable or unwilling to select his or her assistant coach(es), the coach shall refer the matter to the SDMHA Head Coach for resolution.
- 4.3. Competing candidates shall be selected by the Coach Selection Committee in a manner consistent with Section 3.

5. FINAL COACH AND BENCH STAFF APPROVALS

- 5.1. Team coach selections as recommended by the SDMHA Head Coach shall be ratified by the Coach Selection Committee.

6. APPEALS OF COACHING APPOINTMENTS

- 6.1. Coaching appointments may be appealed to the Appeals Committee as per SDMHA Bylaw 8.3.4.