

HEAD COACH & BENCH STAFF SELECTION POLICY

Purpose:

This policy establishes the approach and process for the Sunderland Ringette Association (SRA) to select Head Coaches for both Regional and Provincial Teams as well as considerations for bench staff selections.

Coach selection can be a difficult task. This document aims to provide an objective process to assist in selecting the best candidate for each head coaching and bench staff role. It shall outline the skills, values and principles that the SRA is looking for in a Head Coach and other support volunteers.

SRA will adhere to Ringette Ontario's *Team Staff Qualification Policy* when determining the structure, duties, qualifications and certifications of all bench staff positions.

Policy Statement:

1. The SRA will select Head Coaches and bench staff in accordance with this Policy and the policies set forth by Ringette Ontario (RO).
2. The SRA will aim to find the best candidate to maximize the development potential for every athlete on a given team equally.
3. This procedure will provide a fair and transparent selection process, where each candidate can be confident that they are being selected based on their individual merits.
4. SRA is aligned with Ringette Ontario's Diversity, Equity and Inclusion principals and is committed to providing equal opportunities and non-discriminatory practices.
5. This procedure shall apply each year. Coaches are not guaranteed to be selected for subsequent years regardless of the season's results.
6. It is recommended that Provincial Coaches be announced 2 weeks prior to the first provincial try-out and Regional Coaches be announced 4-6 weeks prior to the start of the regular season. Recommended timing for application process for coaches and bench staff is as follows:

	AA, A (U14 - U19)	U12A and Regional Teams
Applications Open	End of February	Beginning of July (or 1 week after registration opens)
Application Deadline	Mid-March	End of July
Announcement of Head Coaches	First week in April or 2 weeks prior to first tryout	Mid-August or 4-6 weeks prior to start of season
Announcement of Bench Staff	2-4 weeks after head coach selection	2-4 weeks after head coach selection

Please note that actual dates will fluctuate year to year depending on when year end championships are scheduled by Ringette Ontario.

Procedure:

1. Coaching and bench-staff application forms will be opened on the SRA website simultaneously with the announcement of teams to be hosted for the following season. The form should remain open for a minimum of 2 weeks. Provincial and Regional teams may be posted at different times.
2. SRA will also post notices of coaching and bench-staff application deadlines on all social media sites and any other means of communication that are available to the Board.

3. All coaches and bench staff must complete the Application Form.
4. Once the application form closes, a minimum of 3-member selection committee will be determined and selected by the President and Vice President, who will also be honorary members of the selection committee.
5. The selection committee will be used for all age divisions. Regional and Provincial coach selection committees could potentially be different or made up of the same individuals.
6. The President will be responsible for scheduling all interviews with the candidates and there must be a minimum of 3 committee members present for an applicant's interview.
7. The selection committee may decline to interview an applicant if they determine that the applicant has not provided sufficient information or does not have enough experience to coach the level for which they have applied. The President will inform the applicant that they have not been selected for an interview.
8. If there are schedule conflicts, or conflicts of interest, a committee member may decline to participate in the selection process. A minimum of 3 members must be present for an interview and committee members must be consistent for each applicant within a team. As such, a member that removes themselves due to a conflict for one candidate may not present for any other applicants for that same team. A conflict of interest may include but is not limited to the following:
 - a. Applicant is a family member to the committee member;
 - b. Committee member has a family member who is the appropriate age for the team; and/or
 - c. Committee member has a bias that will prevent them from making a fair and reasonable assessment of an applicant.
9. If a candidate has concerns with the interview process, they are to contact the SRA president in writing within 48 hours of the interview and ideally before results are finalized.
10. All information collected during the interview and selection process is strictly confidential and will be destroyed immediately after the executive votes on the head coach. Applicants will not be permitted to view any committee notes but may request the committee to provide feedback as to why they were not selected. Applicants may request feedback up to two weeks after the head coach and/or bench-staff are publicly announced.
11. After all interviews are conducted for a specific team, the Selection Committee will nominate the best candidate.
12. Once all Head Coaches within a category have been nominated, the President will confirm the proposed selections to the SRA Board for final approval.
13. Once final approval is given, the President will first contact the successful applicant and receive acknowledgement of acceptance of the coaching position. The President will then contact all unsuccessful candidates to notify them of the decision.
14. Once all candidates have been contacted, the head coaches will be posted on the SRA Website and social media feeds.
15. The selection committee must target maximum 4 weeks from closure of the application form to announcing the successful candidates.
16. The President will share with the selected head coaches the applications for assistant coaches, trainers, team managers and on-ice help that have been received for their respective divisions as well as any insight and/or recommendations from the Coach Selection Committee. The Head Coach shall submit in writing to the president their chosen bench staff for approval by the SRA Board of Directors. The timeline for approval of bench-staff appointments should be within 4 weeks of head coach selection.

Note: All coaching selections are subject to approval by the Sunderland Ringette Association Board of Directors.

Coaching Criteria:

The selection committee will select the best candidate considering the below general criteria which is aligned with the values for SRA and the best interest of the athlete:

1. **Technical Acumen:** Demonstrates proficient knowledge of the sport. Proven ability to train and prepare athletes for competition. Able to maximize the potential for athletes. Able to communicate technical, tactical and strategic information to athletes and other coaches.
2. **Rules and Regulations Adherence:** To build a strong foundation of trust with administration, other coaches, athletes and support staff, it is always necessary to make ethical decision making a priority; Acting in accordance with the rules and regulations, policies and procedures as prescribed by Ringette Ontario, SRA and any other governing agent having jurisdiction is non-negotiable. Any prior instances of conflict with on and off-ice officials, member, spectators, coaches, players, board members etc., is a concern.
3. **Team Work:** Communicates openly and effectively in a team environment. Genuinely takes an interest in the success of ALL athletes on the team equally. Takes the time to assist the other coaches in their efforts to maximize athlete performance. Open to taking input from the SRA executive board or other appointed member.
4. **Coaching Experience:** A history of successful team interaction - not only winning but positive feedback on both athlete development and team interaction; Demonstration of expertise of developing, training and coaching athletes is an asset.
5. **Positive Contributor:** Every coach has strengths and weaknesses. Coaches must utilize their strengths to ensure the success of all team members. Each coach must know and understand their role. Positive reinforcement should be used to encourage player development. Applicants should be supportive to players and volunteers regardless of performance and/or outcome of games.
6. **Communication Skills:** Having effective communication skills is imperative to the success of the athletes. Positive communication skills will allow for open and honest dialogue with the athletes, parents, other coaches, support staff and administration. Positive effective communication fosters an atmosphere of confidence.
7. **Motivational Skills:** The applicant actively motivates the athletes to perform to the best of their abilities including athletes that are not from their division/team. The coach has a genuine, honest and trusting relationships with the athletes on the team.
8. **Certification:** Applicants must hold the appropriate level of certification, provide confirmation of police record check and all other screening requirements as outlined by Ringette Ontario. Certification and screening requirements are non-negotiable and must be completed prior to November 30th or as dictated by Ringette Ontario.
9. **Organizational Merit:** Does the applicant have a history of working productively with the SRA or other youth organizations either in a coaching, bench-staff or other volunteer role? Applicants that have worked within youth sport organizations on various levels will most likely be invested in the overall success of the athletes representing the Association. These coaches would understand how administration, support staff, bench-staff and members work together to promote athlete development and success. All applicants must be in good standing with SRA and RO.

End of Document

Date of last Review: June 14, 2023