

Committee members with a conflict of interest will be replaced by another from the Board as chosen by the collective Board Members.

2. Coach Selection Committee

Ensures that all coaches complete the entire application process.

Make recommendations to the Board of Directors of the Association for coaching positions at the start of the year. Final decisions will be made through a committee. This committee shall include members as follows: the Chairperson of the committee is the Coach Director/Coordinator and 2 other Board members agreed on by the rest of the Board of Directors.

VMHA Coach Selection Committee Procedures: the following statements reflect VMHA's commitment to ensuring quality coaching and a good, safe, and fun experience for all youth and volunteers involved in our program. (*Further detailed process for coach selection is found later in this document*)

- a) Careful scrutiny of all coaching applications to ensure the aims and objectives of the association are fulfilled.
- b) Ensure that all coaches have the required certifications and courses as identified by Hockey Alberta and Hockey Canada prior to stepping onto the ice or in the dressing rooms at the start of the season.
- c) Encourage the use of ice time to its maximum potential.
- d) Coaches will provide instruction that is suited to the level of ability, age, and capability of our youth.
- e) VMHA will incorporate coach mentorship initiatives where wanted and supported. This may include coach meetings, workshops, and training sessions.
- f) *All* coaches are required to complete a coach application *each year*. Part of this application process is a RCMP Security Check, which *must* be submitted with the application. Record Checks are non-negotiable as they maintain our compliance with insurance through Hockey Canada, as well as ensuring our youth are protected.

COACH SELECTION PROCESS

OBJECTIVE:

Coach selection procedure has been put in place to create a fair, open, and objective process.

COACHING NOMINATIONS (All):

VMHA asks that any individual interested in coaching shall indicate their intentions at the time when Player Registration opens prior to each new season, for both Head Coach and Assistant Coach applicants. All Applications must be re-submitted annually.

The Board of Directors is responsible for advertising when nominations for coaching positions are open. This can be done via email, website, and other social media platforms the Association utilizes.

- Prospective coaches will contact the Coaching Coordinator via phone or email to let the Board member know they are interested.
- Once contact has been initiated, the Coaching Coordinator will ask for the applicant to fill out and send in a coaching application and current Criminal Record Check. Both applications are found on the VMHA homepage.
- *Please Note:* Head Coach & Assistant Coach applications can be initially submitted without the completed Criminal Record Check in order to begin the selection process. However, record check results must be submitted to the Coach Coordinator at least 2 weeks prior to the first team practice. (*Practices typically begin the first week of October*). Coaches will not be allowed onto the ice without it, as this maintains compliance with current insurance and safety requirements. Any

applicants who do not receive a clean Vulnerable Sector Record Check will not be considered for any coaching positions in VMHA.

- Once applications are received, the applicant is considered 'nominated'.
- All coaches may then be asked to participate in an interview process, if required, facilitated, and determined by the Coach Coordinator and **Coach Selection Committee**.
 - A minimum of three (3) people will form the Committee. The committee makes recommendations to the Board of Directors for a final decision for head and assistant coaches.

HEAD COACH PLACEMENT CONSIDERATIONS:

To ensure fairness and equality in the selection process, the following key areas were examined for individuals competing for Head Coach positions.

1. **Coaching Credentials:** Nominees applying for coaching positions should be recognized for ANY HOCKEY coaching certificates currently held and valid, in addition to any other coaching certificates (*i.e. basketball, volleyball, baseball, soccer, lacrosse etc.*) If a nominee has no prior experience coaching youth sports, it will be recommended that they first spend a season as an assistant coach, *if* there are more qualified nominees able to take on the Head Coach position.
2. **Coaching Progression:** Recognition of skill a nominee would gain while progressing through coaching divisions and positions attained and how this will benefit VMHA going forward.
3. **Playing Experience:** Nominees should be recognized for playing experience. As nominees who participated in hockey at various levels will have a unique insight into the game.
4. **Prior Evaluations:** Past performance evaluations and/or official grievances must be utilized in the selection process.
5. **Coaching Philosophy:** The nominee's philosophy must emphasize long term player development. Nominees must also be able to demonstrate healthy leadership on the bench, especially with strong regard to Hockey Albertas rules on Maltreatment. Respect towards players, officials, other coaches, and parents is paramount.
6. **Instructor/Teaching Experience:** The nominee's ability to pass information to others is a prime undertaking of a volunteer coach. Nominee must have a healthy working relationship with the assistant coaches and parents on the team.
7. **Growth and Continuing Education:** A nominee must show eagerness to update their hockey knowledge and skill base through seeking out additional opportunities to improve themselves.

ADDITIONAL HEAD COACH REQUIREMENTS:

1. Head coach must be able to attend at least 80% of practices and games.
2. Head coach can be involved with assistant coach selection, with the coach committee having the final decision on building a well-rounded staff with good working relationships.
3. All coaching staff will be mentored throughout the season by outside resources if initiated by the Board of Directors.
4. Coaches will comply to outside development criteria (ex. power skating) **during** practice times.
5. Head and assistant coaches must ensure that the first aid kit is on the bench for all practices and games.

ASSISTANT COACH SELECTION & REQUIREMENTS:

1. The Head coach may be consulted when selecting/approving assistant coaches. Final decisions will be made by the Coach Selection Committee.
2. Assistants must also comply with Hockey Canada/Hockey Alberta rules on certification.
3. Assistants are encouraged to foster good working relationships with the Head coach, other assistants, manager, and parents.
4. Assist with planning, organizing, and conducting practices when requested by the Head Coach.

5. Assist with pre-game preparation and operation of the team during the games.

NON PARENT COACH CONSIDERATIONS:

VMHA recognizes the value that having nonparent coaches on teams, specifically U13 and above, can contribute to the development of the players. VMHA encourages nonparent coach involvement with a few boundaries.

1. Coach applicants must still comply with all VMHA Policies & Procedures, Code of Conduct agreements, and the Coaching requirements in place by Hockey Alberta/Hockey Canada.
2. Reimbursements will be provided on a per kilometer basis for travel to games and practices. However, car pooling is encouraged when logistically possible. VMHA Board of Directors will determine and revisit the per kilometer \$ value, annually.
3. Tournament Housing: VMHA is willing to reimburse nonparent coaches for hotel room accommodation during team tournaments. *Please note: room share is encouraged when possible and will be evaluated by the Board of Directors on a case by case basis.*

TEAM MANAGER SELECTION & REQUIREMENTS

The Team Manager is a central figure in creating the flow of communication – not only within the team (parents, coaches, & players), but between the team and all their support systems such as the MHA, Board, Officials, League, and Hockey Alberta. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. They also have a very important role of being the mediator for team decisions between parents and coaches. Any team manager is strongly encouraged to download and read Hockey Canada's Team Managers Manual. The link is available on our website.

VMHA values our volunteers who take on this integral role. Some considerations for the manager selection process are:

- Managers are not permitted to be a spouse of the Head Coach.
- Managers are expected to comply with all Codes of Conduct VMHA utilizes.
- Managers are responsible for game sheets, medical information sheets, data entry, team communication to and from the Board, appropriate League delegates, and other teams.
- Managers are encouraged to delegate other team related tasks to spread the work load out among the parents. Tasks may include: music, time box, 50/50, data entry (if manager chooses), etc.
- Managers are strongly encouraged to foster good working relationships with parents, coaches, officials, Board Members, league delegates, and other teams.
- Managers are not expected to be carded as a coach, however, if they intend on being on the ice or bench at any time they *MUST* be carded to the team to do so.

CERTIFICATION REQUIREMENTS FOR ALL COACHES AND TRAINERS

To clarify selection of coaches and the expectations the Association has for coaches; a chart is shown below indicating certification requirements for coaches in Alberta. **All certifications MUST be completed by November 15 each season to be compliant with Hockey Alberta and Hockey Canada. These requirements are non-negotiable.**

Please note: while it is not required, it is highly recommended that any coaches assigned for Female teams or have female players on their Co-Ed team, to consider completing the 'Respect in Sport: Keeping Girls in Sport' course.

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
ALL	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
TIERS 1 - 6 (incl. female)	U11		Head Coach			Head Coach	All Team Officials	One Team Official
	U13							
	U15							
	U18							
ELITE FEMALE	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*							
AA	U13			Head Coach		Head Coach	All Team Officials	One Team Official
	U15*							
	U16*							
	U18*							
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official
	U17							
	U18 Female							
	U18							
ACCREDITED SCHOOLS	All							
JUNIOR	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
SENIOR	Female						All Team Officials**	One Team Official
	Male							

*For U15 & U18 AA and Elite Female, where D1 is required, any Head Coach that posses HP1 will also be eligible. Coaches to be either CERTIFIED or be within their one-year TRAINING period.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

(chart updated April 2023. Source: Hockey Alberta Website)

PLEASE NOTE: Individuals carded to the team may *not* volunteer in the timebox/scorekeeping positions as per league rules.

TRAINING REIMBERSMENT

Individuals selected for Head and Assistant coaching positions for the season are eligible for reimbursement for training requirements, as outlined above, in the year they complete them.

REFEREE & GAME OFFICIALS

The Board of Directors fully understands the importance and value the recruitment and retention of Referees and Officials brings to VMHA. All coaches, parents, players, and volunteers are encouraged and expected to treat our officials with dignity and respect at every opportunity.

The Referee in Chief will organize a training event early in the season for our local officials.

10 Game Bonus Structure: Referees who participate in officiating at least 10 games, in Vulcan, through the season may be eligible for a bonus at the end of the season. The bonus will be based on their whole season earnings from game fees. The bonus does *not* include mileage fees.

DEVELOPMENT PROGRAMS: COACHES & PLAYERS

Coach Mentorship

The long-term goals of VMHA are to have ongoing coach development and education programs available to our coaches. Any initiatives will be the responsibility of the Board of Directors each year and will be dependent on financial resources available. The Board will be willing to consider training opportunity suggestions from coaching staff.

Skill Development