



## Head Coach Selection Policy

### Purpose

This policy establishes the approach and process for the Whitby Ringette Association (WRA) to select Head Coaches for both Regional and Provincial Teams.

Coach selection can be a difficult task. This document will help to provide an objective process to help select the best candidate for each head coaching role. It will also help to outline the skills, values, and principles that the WRA is looking for in a Head Coach.

WRA Board Approvals may be delegated to a separate committee if agreed to by the Board.

### Policy Statement

1. The WRA will select Head Coaches in accordance with its own policies, and with guidance from a review of the policies set forth by Ringette Ontario, Ringette Canada, and shall be consistent with the principles of Safe Sport, the principles of the Office of the Sport Integrity Commissioner, and the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport* (UCCMS) with a view to the protection of its Members, Athletes, Participants, Youth and the Public-at-Large.
2. The WRA will target to find the best candidate to maximize the potential of every athlete on a given team.
3. This procedure will provide a fair and transparent coach selection process, where each candidate can be confident they are being rated and selected based on their individual merits as well as what they bring to the coaching role.
4. This procedure applies each year. In other words, a selected coach will be provided no guarantee of being selected in subsequent years regardless of the results of the season.
5. It is recommended that Provincial Coaches are announced 4 weeks prior to the First Provincial Championship Tournament; and Regional Coaches are announced 4 weeks after the Central Region Championship Tournament.
6. While a Head Coach will be selected primarily on their own merits, some consideration may be given to the Head Coach's other proposed bench staff.
7. The Head Coach will be responsible for selecting additional bench staff including Assistant Coaches, Trainer and Manager.
8. Additional bench staff may be selected at anytime following the Head Coach selection announcement, with the exception of bench staff with a family member trying out for the team who will not be considered or selected until the team is finalized.
9. All decisions are final and are not subject to appeal.

### Procedure

1. A Coaching Application Form will be opened on the WRA Website simultaneously with the announcement of teams to be hosted in the following season. The form should remain open for approximately 4 weeks. Provincial and Regional teams may be posted at different times.
2. All coaches must complete the Coaching Application Form online; no manual submissions will be accepted.
3. Once the application form closes, a 5-member Selection Committee will be formed consisting of the following:
  - a. Coach Development Director;



- b. Player Development Director;
  - c. First VP (Provincial), Second VP (Regional); and
  - d. 2 additional members (e.g., parents, other board members, representatives from other associations, etc.).
4. The same committee will be used for all teams in a category (i.e., one committee for Provincial teams and another committee for Regional Teams).
5. The Coach Development Director will be responsible for scheduling all interviews with the candidates.
6. There must be a minimum of 3 committee members present for each interview.
7. The Selection Committee may decline to interview an applicant if they feel the applicant has not provided enough information or does not have enough experience to coach the level for which they have applied. The Coach Development Director will inform the applicant that they have not been selected for an interview.
8. If the Selection Committee determines there is only one viable applicant, they may decide to nominate a candidate without performing an interview.
9. If there are scheduling conflicts, or conflicts of interest, a committee member may decline to interview for a specific team. A conflict of interest may include but is not limited to the following:
  - a. Applicant is a family member of the committee member; and/or
  - b. Committee member has a family member who is the appropriate age for the team.
10. Committees must be identical for each candidate within a team (i.e., if a committee member is not present for one applicant, they must not be present for any other applicants for that team).
11. The Selection Committee will select the best candidate considering the general criteria outlined below, aligned with the values of the WRA and the best interests of the athletes.
  - a. **Technical Acumen** - Demonstrates proficient knowledge of the sport. Proven ability to train and prepare athletes for competition. Able to maximize the potential of athletes. Able to communicate technical, tactical and strategic information to athletes and other coaches.
  - b. **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, regulations, policies and procedures as prescribed by Ringette Ontario is non-negotiable. Any prior instances of conflict with on and off-ice officials, or other governing bodies is a concern.
  - c. **Team Work** - Communicates openly and effectively in a team environment. Genuinely takes an interest in the success of all the athletes on the team. Takes the time to assist the other coaches in their efforts to maximize athlete performance. Open to taking direction from the WRA Coaching Development Director and Board.
  - d. **Coaching experience** - Does the coach have a history of successful teams, not only winning but positive feedback on both athlete development and experience from Coaching Evaluations? Has the coach demonstrated their expertise via a history of developing, training and coaching athletes?
  - e. **Positive contributor** - Every coach has strengths and weaknesses. Coaches on a team must utilize their strengths to ensure the success of everyone on the team. Each coach must know and understand their role. The coach has demonstrated their ability to play to their own strengths while encouraging team members to contribute with their own strengths to accomplish team goals.
  - f. **Communication skills** - Having effective communication skills is imperative to the success of the athletes. Moreover, positive communication skills will allow for open and honest dialogue with the athletes, other coaches, support staff and administration. Positive, effective communication fosters an atmosphere of confidence.



- g. **Motivational skills** - The coach actively motivates the athletes to perform to the best of their abilities including athletes that are not from his/her program. The coach has a genuine, honest, trusting and caring relationship with the athletes on the team. The coach is able to help athletes reach their full potential.
  - h. **Certification** - Holding the appropriate level of certification indicates the coach is committed to educating himself/herself to the highest degree possible within the organization. All coaches will gain the appropriate level of certification as outlined by Ringette Ontario.
  - i. **Organization Merit** - Does the coach has a history of working productively for the WRA? Coaches that have worked for the organization on various levels will most likely be vested in the overall success of the athletes representing the organization. Also, these coaches understand how administration, coaches, support staff, members, etc. all work together to promote athlete success.
  - j. **Disciplinary History** – WRA shall take into account with great weight the fact of any prior or ongoing disciplinary history of the coaching candidate whether it be from WRA or any other sporting organization, but such disciplinary history shall not automatically make the coaching candidate’s application invalid until a full review is performed.
  - k. **Disciplinary Conviction** – If a coaching candidate has been convicted of disciplinary conduct with the WRA and/or any other sporting organization (and such conviction is final and not subject to appeal), and the offence falls within the definition of an act of *Maltreatment, Physical Maltreatment, Psychological Maltreatment, Grooming and/or Sexual Maltreatment*, or any other such *Prohibited Behaviour* as defined in the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)* as against any *Participant* in sport, then such coaching candidate’s application shall be presumptively denied.
12. If a candidate has concerns with the interview process they are to contact the WRA President at [president@whitbyringette.com](mailto:president@whitbyringette.com) within 24 hours of the interview, before the results are finalized.
13. After all interviews are conducted for a specific team, the Selection Committee will nominate the best candidate.
14. Once all Head Coaches within a category have been nominated, the Coach Development Director will communicate the proposed selections to the WRA Board for final approval.
15. Once final approval is given, the Coach Development Director will first contact the successful applicant and receive acknowledgment of acceptance. They will then contact all unsuccessful candidates.
16. Once all candidates have been contacted the Head Coaches will be posted on the WRA Website. The Selection Committee must target 4 weeks from closure of the application form to announcing the successful candidates.

**Note: All coaching selections are subject to approval by the Whitby Ringette Association Board.**