



Representative Coach Selection Process

The Vice-President Technical and the Coaching Selection Committee is tasked with selecting the Representative Team Coaches. The Coaching Committee consists of (5) Board members (preference given to Program Directors but not limited to; goal is to have a cross section of members). The Vice-President Technical (known hence forth as the Coordinator) shall chair all meetings of the coaching selection committee and shall only vote in the event of a tie (see selection process below). In addition the Hockey Development Coordinator may be present to provide input, experience and assistance in a non-voting capacity and/or others if required.

This process is intended to establish the protocol and responsibilities surrounding the carriage of coach selection duties. The Coordinator and Selection Committee shall develop a schedule for the selection of coaches that ensures it is completed by the AGM.

The coaching selection process consists of the following activities:

(1) Application process (2) Review of Qualifications (3) Interview Process (4) Ranking and Selection Process (5) Coaching Selection Committee Report (6) Notification.

In order to have a good selection process; one must understand criteria to be used during the selection process. This process is set-up to collect the necessary information to evaluate each coach, at a minimum, in each of the following areas:

Guiding Principles

- Strong Ambassador for the association.
- Will not use coaching as a platform to emphasize their own child's development and enjoyment.
- Will conform to association systems and philosophies.

Criteria

- Canadian Hockey rules regarding minimum coaching certification
- Interpersonal Skills
- Ability to Teach and Work Positively with the Kids
- Coaching and Playing Experience
- Hockey Knowledge
- Problem Solving Skills
- Ability of child to play at the level applied for

It is understood that this process and criteria above are intended to secure the best available coaches and that while the ability of their child(ren) is a part of the criteria it is only one of many considerations and should be weighted accordingly by the Coaching Selection Committee.

1. Application Process

The Coordinator will make coaching applications available to all interested parties in April, for the upcoming season. The applications will be made available in electronic form on the web site, and by mail if requested.

The coaching application will include the application form and any other forms deemed necessary. Applicants may attach additional information that they feel may assist the committee in evaluating the applicant's qualifications.

Applicants shall make clear the positions that they are applying for. If the choice is not clear on the form, the Coordinator will contact the applicant for clarification.

All applicants for the positions will be interviewed, regardless of qualifications.

2. Review of Qualifications

Prior to beginning interviews, the Coordinator will provide the committee members with a copy of the application and attachments, coaching evaluations, and a summary of any additional information contained within TMHA records that will aid the members in evaluating the applicant against the previously stated criteria.

3. Interview Process

A minimum of four voting Coaching Selection Committee members must be present for an interview to proceed. But, it is desirable for all committee members to be present for all interviews.

Prior to any interviews, the committee will review the list of desirable qualities, traits, and skills found above and determine whether any additional criteria should be considered. The committee will also establish and approve a list of questions that will be asked of all candidates. This information will then be provided to the committee members in the form of an evaluation worksheet to allow for the committee members to track thoughts and impressions. Follow up questions will be allowed for clarification of answers given. Once the list of questions is exhausted, other questions may be asked.

A time limit for the interview will be set before any interviews begin, and that will be adhered to through all interviews.

The committee will determine the time and place of the interviews. All coaches will be given times for their interviews. Reasonable accommodations will be made for their personal schedules.

4. Ranking & Selection Process

Coach selection is the sole responsibility of the Coordinator and the Coaching Selection Committee. Hence it is important that all members of that committee be familiar with the selection process.

A. Selection Process

A quorum of voting members must be present for the selection to take place. The selection process is an important and confidential process; therefore the discussion will remain confidential in order to insure open and honest communication during deliberation, and to result in the best selections.

During the selection process, a list of all the candidates for the particular position being discussed will be presented so that all of the candidates will be discussed. The Coordinator will lead the discussion of each coach's qualification. As an aid to the discussion, the Coordinator will go through each criterion found on the evaluation worksheet and the entire committee will discuss the pros and cons associated with each candidate. The 0-5 scoring system (defined below) may be utilized to assist in establishing each applicant's ranking. In cases where committee members differ widely, the Coordinator may ask each member to share their reasoning so as to allow everyone to benefit from all available information. The voting committee members will determine the final ranking.

All candidates will be ranked for each of the coaching positions for which they applied. In the event of a tie, more discussion will take place. In the event of a second tie, the Coaches Coordinator shall cast the deciding vote.

The final ranking of applicants will also be used to determine the alternate coach in the case that the first choice may have to step down for some unforeseen reason up until the end of the player tryouts. In most cases the next ranked applicant will assume the coaching duties if they are still available. The Coaches Coordinator will divulge the list to the TMHA Board with the coach and alternate, holding remaining names confidential until such time as the list may be needed.

In the case where the first choice steps down after the final selections for the team is posted, the Coordinator and Coaching Selection Committee will review the situation and will select a coach who in their opinion will perform the duties adequately and will cause the least amount of disruption to the team and the other teams in that age division.

B. Ranking System

The 0-5 scoring system will be utilized by the Coaching Selection Committee in order to assist them in the scoring of candidates to the specific criteria and/or an overall ranking. The 0-5 has shown to be an effective guide to accomplish preliminary ranking of candidates within a group and to inspire discussion where warranted by candidates who have similar history, skills and qualifications.

Non-voting members of the Coaching Selection Committee may participate at the request of the Committee during the preliminary scoring sessions. However only voting members will be allowed to participate in the final selection voting. The Committee may also choose to utilize other methods for preliminary analysis or for the final ranking of the coaching candidates such as the show of hand, balloting and so on.

All candidates will be ranked for the position applied for utilizing the appropriate ranking system as determined by the Coaching Selection Committee for a particular group of candidates. Any scoring systems are considered to be optional and only to serve as guides and the final ranking order will be determined by the majority vote of the voting members of the Coaching Selection Committee.

The 0-5 scoring system is a simplistic system where 0 is the lowest rating and 5 is the highest. Each candidate will be scored using this system against the specific criteria utilized and/or for the final ranking. Scoring for each candidate may vary or each may be scored the same for those that have similar history, skills and qualifications.

The Coordinator will keep tally of the scores for each candidate as each Committee member gives their score. The scores for each candidate will then be added up to provide a preliminary ranking. The Committee will then scrutinize the order of ranking and may adjust by popular vote the order to determine the final ranking. Then a vote will take place and the popular vote will determine the final ranking.

5. Coaching Selection Committee Report

The Coordinator and Coaching Selection Committee is tasked with providing the TMHA Board with a *written report* of their selections to include:

- (a) Coach selections for each age division and level with a brief description of candidates qualifications;
- (b) An alternate coach for each age division if available;

6. Notification

The Coordinator will contact all coaching applicants in a timely manner concerning selection results. Each candidate will be contacted to notify them of the first and second ranked candidates for each position that they applied for. No other rankings will be made available to the applicants.