

Coach Selection Process

Head Coach Selection Policy Statement

Fair and consistent selection of coaches from a set of coach candidates is the goal of the Leeds Minor Hockey Coach Selection Process.

The Coach Selection Process is based upon the standardized scoring of training, knowledge, and experience, against an established set of coach qualification criteria. Coach candidates are evaluated relative to the qualification criteria and the best candidate selected for the job.

Coaches are selected by the LMHA Coach Selection Committee.

Coach selection will have no effect or bearing on the ranking of players, see competitive team selection policy for more details. Coach selection is for one season only. All coach candidates must reapply each season for selection. All parent coaches must be prepared to return the team in the event their player does not place after the initial evaluation sessions completed by LMHA.

If all applicants for a team are deemed unsuitable, LMHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found.

Coach Selection Committee

The LMHA Coach Selection Committee consists of the following members:

- 1 – Coach Mentor (Chair)
- 2 – Hockey Development Director
- 3 – President
- 4 – Division Conveners
- 5- VP oversees and ensures committee is functioning

Committee Participation

Coach Selection Committee members will abide by the following rules:

- Members shall notify in advance and not participate from any decision that involves a team on which a dependent may tryout.
- Members shall notify in advance and not participate if there is any conflict of interest arising from a monetary or personal relationship (i.e. occupation, customer, and client) with a coach candidate.

Coach Selection Qualifications

Coaches are selected based on qualification criteria. Some qualification criteria are deemed mandatory and comprise the minimum qualifications for a coach at that level and category. Others simply contribute to the overall rating of the coach candidate.

An applicant not meeting the minimum qualifications shall not be selected over one who meets or exceeds the stated qualifications, unless their experience and ability vastly exceeds those of the more qualified applicant.

Selection Criteria

Coach Selection shall be based on the following criteria:

Training

Training qualification is based on the National Coaching Certification Program (NCCP) standard coach certifications.

All prospective head coaches in LMHA program MUST have the minimum NCCP designation, in accordance with HEO Rules & Regulations, by November 1st of current hockey season.

See the Minimum Qualification Requirements located at the following link:

<http://www.hockeyeasternontario.ca/pages/coach/coachcert.php>

Experience

Experience qualification is based on:

- The number of years as head coach
 - The number of years as assistant coach
 - The category and level of the teams coached
 - The association or organization of the teams coached
- Preferably candidates no longer Head Coach a given level for more than three (3) seasons.

Background

Background qualification is based on:

- The number of years playing hockey
- The category and level of the teams played on
- The association or organization of the teams played on

Preference can be given to coach candidates that can demonstrate background qualifications with playing at a higher category and level and more years of playing.

Evaluations for Returning LMHA Coaches

Evaluation qualification is based on the results of the yearly LMHA Coach Evaluation Program. During each year the Coach Evaluation process produces a rating of each Coach in one of three categories:

1. Acceptable to continue coaching.
2. Conditionally acceptable to continue coaching subject to the following: (more training, identified areas for improvement, probationary basis, assistant coach only, etc.) or
3. Unacceptable for continued coaching (very extreme cases only).

Preference will be given to coach candidates that have successful (category 1) coach evaluations in the LMHA system.

Coach evaluations in category 2 will be assessed by the Coach Selection Committee and may result in the disqualification or lowering of preference for the coach candidate.

See the LMHA Coach Evaluation Program for a definition of incidents and the process by which LMHA resolves them with coaches.

References

Coach candidates that do not have LMHA evaluations may be asked to provide references that can verify their background and experience.

References should include:

- Coaching style
- Adherence to fair play
- Conduct with officials
- Character evaluation
- Hockey Playing Background & Coaching Experience
- Contact Information for Reference including name, telephone number and email address.

Interview

The Coach Selection Committee may conduct interviews with candidate coaches (regardless if there are multiple applicants for one level), in order to establish a better sense of candidate qualifications.

In addition, other attributes will be assessed:

- Coaching philosophy and style
- Plan for development during the season
- Adherence to fair play and safety
- Conduct with officials
- Character evaluation
- Personal Suitability
- Effective Communication Skills for Coaching given age level

Coaches are to provide at their interview:

- Coaching Philosophy
- Annual Development Plan
- Qualifications

The interview process will be of help to the Coach Selection Committee particularly for:

- The coach candidates have qualifications that are too closely matched to make a decision.
- The coach candidate is new to the LMHA system and/or does not have any dependents playing in the system (non-parent).

Other Commitments

Preference will be given to coach candidates that are relatively free of other commitments.

The Coach Selection Committee will evaluate the level of other commitment and MAY include that as a factor in the selection process.

Coach Selection Process

The coach selection process consists of four distinct steps.

1. Identifying Coach Candidates

Every applicant shall submit a completed LMHA Coach Application Form indicating the volunteer position they wish to hold.

This includes specification of the:

- Role – head coach
- Level at which you wish to coach

Application forms are available on the LMHA website.

Applications must be submitted to LMHA during the coach application period.

2. Security and Reference Checks

Security and reference checks are mandatory and shall be performed as follows:

a) New Coach: the Coach Selection Committee, by appropriate representative, shall ensure that all references are checked for applicants who have not coached for LMHA before.

All information supplied by references shall be recorded on the back of the LMHA Coach Application Form.

b) Coach candidates that have not had a Police Volunteer Security Check MUST complete and submit all forms to the Director of Risk & Safety.

Candidates who have not completed and submitted the forms when requested, could be replaced in accordance with our policy.

Failure to pass the security or reference check will automatically result in disqualification of the coach candidate.

3. Selecting from the Candidate Pool

Coaches are selected from the available volunteer pool and assigned to a team.

The selection process is:

a) Assign coach candidates to each team based on player at the given level.

In the case where there is no player affiliated to the given level, then the Coach Selection Committee will assign to a team that is both short of coach candidates and for which they are qualified to coach.

Note that non-parent coach candidates may be considered for one of several different coaching positions, whereas parent coaches will only be considered for coaching a team with a player at the given level.

This reflects the typical situation of few non-parent coach candidates and a strong desire by parent coaches to coach their player.

Coaches will be ranked numerically, 1 being the most qualified, based on the application provided. A second ranking will be done after the interview process, if required. The two rankings will be combined and averaged and the coach with the lowest ranking will be considered the top ranked coach for that level. The following scenario will take place:

- The 1st ranked coach will coach whatever level their child plays at. The child must attend and make the higher level team in order for the coach to be considered for the higher level team.
- The second ranked coach will coach their child, if they do not play on the same team as the 1st ranked coach.
- The 3rd ranked coach will coach their child, if they do not play on the same team as the 1st and 2nd ranked coaches.
- The 4th ranked coach will coach their child, if they do not play on the same team as the 1st, 2nd and 3rd ranked coaches.
- And so on.

b) Determine which teams have no coach candidates assigned to them and recruit coach candidates to fill the position.

In such cases, the Coach Selection Committee may have to relax some of the minimum qualifications in order to fill the position.

c) Select the most qualified coach from the set of candidates assigned to each team as head coach. Qualification is based on the criteria defined in the Coach Selection Qualification section.

4. Disputes and Appeals

In cases where there is dispute over the selection of a coach candidate, a dispute is defined on the basis of:

A) New information has been discovered.

B) A conflict of interest of an existing LMHA Coach Selection Committee Member in the selection process is discovered. (See Committee Participation)

The following process will be followed:

A written letter defining the basis for the appeal must be submitted to the Coach Selection Committee via the LMHA President within 7 days of coach announcement.

2) An appeal meeting will be convened by the President to discuss the nature of the appeal and the details under which it can be supported, within approx. 14 days of receipt.

3) The Coach Selection Committee will meet to discuss the appeal and either accept or reject it.

Coach Selection Approval Process

The Coach Mentor shall provide the list of selected coaches to the LMHA President for approval, by the board, at the next executive meeting.

Coach Selection Communication Guideline

1. Applicant Submissions:
 - The Coach Mentor shall provide written notice to confirm receipt of application within 96 hours.
2. Applicant Interviews:
 - The Coach Mentor shall provide written notice to confirm date/time/location of interview with 7 days notice.
 - Candidates are expected to understand the policy and requirements listed above.
3. Successful Applicant:
 - The Coach Mentor shall contact the qualified applicants to notify them of their position within the rankings.
4. Unsuccessful Applicants:
 - The coach mentor shall contact the applicant(s) to advise their position within the rankings.
 - If the unsuccessful applicant has questions, the questions shall be directed back to the committee and answered within 96 hours.