

## North Durham Minor Hockey Association Standard of Operating Guideline

<b>Number: SOP 118</b>	<b>Revised: April 7<sup>th</sup>, 2021</b>
<b>Guideline: Coach Selection Process</b>	
<b>Section: Director of Coaches</b>	<b>Associated Guidelines:</b>
<b>Developed by: NDMHA Board of Directors</b>	<b>Date: Feb 25, 2020</b>
<b>Reviewed by: Board of Directors</b>	<b>Date: April 12, 2021</b>
<b>Approved by: Board of Directors</b>	<b>Date: April 12, 2021</b>
<b>Distribution:</b>	

### 1. Purpose:

- 1.1. The reason for this guideline is to ensure a fair and measurable process to select qualified and approved coaches for all areas of NDMHA.

### 2. Scope:

- 2.1. It is understood that the Director of Coaches will be the lead in the coach selection process and will act as the Chair for all Coach Selection committee meetings.

### 3. Definitions:

- 3.1. NDMHA – North Durham Minor Hockey Association
- 3.2. Independent Member – a person who has no child playing or eligible to play in NDMHA in the division they are assisting with.
- 3.3. NRP - Non-resident Player

### 4. Responsibility:

- 4.1. It is the responsibility of the Director of Coaches to Advise the Board of Directors who meets the criteria defined in 5.2 and present to the Board for Approval on an Annual Basis.

### 5. General Requirements:

- 5.1. The Coach Selection committee will be comprised of the Director of Coaches, 1 Executive Committee member and 1 Board Member appointed by the Board of Directors, and 2 independent committee members chosen by the Director of Coaches.
- 5.2. Interviews will be conducted by the Coach Selection committee or Board Approved Designates except where a conflict of interest is identified.

- 5.3. A conflict of interest must be declared according to the NDMHA conflict of interest policy.
- 5.4. Only applicants who have applied through the NDMHA coach application process are qualified for an interview and consideration for a coaching position.
- 5.5. Applicants who are associated with an NRP player must adhere to the NRP policy.
- 5.6. If there are not enough applicants for positions available after the deadline for applications, the NDMHA will post the positions available with a new deadline once the first round of the Coach Selection process is complete.
- 5.7. Not all applicants will be chosen for an interview.
- 5.8. Incumbent Coaches who have met the application criteria may be recommended to the Board of Directors by the Coach Selection Committee for approval.

## **6. Procedure:**

- 6.1. The Director of Coaches and the Coach Selection Committee will schedule a meeting to evaluate the coaching applications.
- 6.2. Once the coach application deadline has passed, a report of all candidates will be forwarded to the Director of Coaches for distribution to the Coach Selection Committee.
- 6.3. The Director of Coaches will be the Chair of the Coach Selection Committee.
- 6.4. The Committee will review qualifications, performance, discipline, association compatibility, parent surveys.
- 6.5. The evaluation process will include input from Risk Management to identify any history of applicants.
- 6.6. The evaluation process will include input from Administration to identify any compliance issue present and past.
- 6.7. The evaluation process will include input from the respective Board member that pertains to Representative, Recreational and Blades but is specific to each arena of responsibility.
- 6.8. The evaluation process will include input from the Referee in Chief to identify any officiating concerns.
- 6.9. The evaluation process will include input from the OMHA and/or OWHA representative to identify any regulatory concerns.
- 6.10. A formal scoring sheet will be used for each candidate seeking a coaching position. See Appendix A for the scoring sheet.
- 6.11. Successful candidates will be presented to the Board of Directors of NDMHA for approval.
- 6.12. The Director of Coaches will notify all applicants of the selections.

6.13. The approved candidates will be posted by Administration to the NDMHA website.

## **7. Interview Process**

- 7.1. The Coach Selection Committee must ensure that the same committee members are present for all interviews within a specified age group. Examples all coaches applying for U14 must be interviewed by the same committee members for continuity.
- 7.2. Notes must be kept on the evaluation pertaining to each applicant/interviewee.
- 7.3. Interview results are tabulated and discussed with the Coach Selection Committee.
- 7.4. The Coach Selection Committee chooses the candidates by majority vote excluding chair.
- 7.5. In the event of a tie vote, the Director of Coaches will choose the successor.
- 7.6. The Chair will present the list of successful candidates to the Board of Directors for final approval. The chair will be prepared to give a summary of each Coach being chosen and why.
- 7.7. The list of successful coaches will be posted to the NDMHA website at a date agreed upon by the Board of Directors.

## Coach Evaluation Form – Selection Process

Coaches Name: \_\_\_\_\_

Division: \_\_\_\_\_

1. Any past implications from Risk Management? ..... YES.....NO

\_\_\_\_\_

2. Any history with Administration Compliance? ...YES.....NO

\_\_\_\_\_

3. Any history with Officials? ..... YES.....NO

\_\_\_\_\_

4. Has required qualifications to coach Age, Category and Division? ..... YES.....NO

\_\_\_\_\_

\_\_\_\_\_

5. Identifies good communication skills? ..... YES.....NO

\_\_\_\_\_

\_\_\_\_\_

6. Is knowledgeable with the game of Hockey? ..... YES.....NO

\_\_\_\_\_

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7. Has a solid implementation plan for the upcoming Season? ..... YES.....NO

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8. Has a continuing education plan for the personal development? ... YES.....NO

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Notes/Comments:

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Coach Selection Committee Members Present for Interview.

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