



Approved January 2019

Warriors and Blades Selection of Team Officials

1.0 Introduction

In response to volunteers wishing to coach house league, select or representative hockey North Durham Minor Hockey Association (NDMHA) has developed this policy to further help its membership understand the policies surrounding coaching application, selection and responsibilities.

2.0 Purpose

This policy documents the framework for coaching application, selection and responsibilities.

3.0 Definitions

CIR refers to Criminal Information Request.

Composition refers to the structure or makeup of a team

Rep refers to representative teams

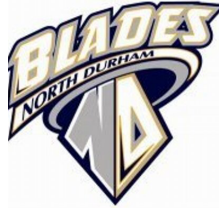
Roster refers to a team comprised of players selected at tryouts. Players must meet OMHA/OWHA eligibility rules and staff must meet NDMHA Volunteer policies.

Team Functions: refers to off-ice activities such as but not limited to: dry land training, team building/bonding activities and fundraising activities.

4.0 Policy Statements

Application

- 4.1 All volunteers must be aware of and abide by the NDMHA Policies and NDMHA and OMHA, and/or OWHA Code of Conduct.
- 4.2 NDMHA Coach Selection Committee will distribute via posters, flyers, local media, social media and website a reminder that applications are being accepted for the upcoming season.
- 4.3 The Coaching Application process will begin in January and conclude in April for Rep and Select. When registration opens for House League, the application process will conclude prior to the start of the House League season.
- 4.4 Applications for Head Coach positions for the next hockey season will be made available in January of the current season. Application forms will be available online at www.NorthDurhamHockey.ca. Completed applications must be submitted in accordance with the dates outlined with the application process as stated on the website. No paper-based applications will be accepted.



- 4.5 Applicants will be required to produce a current CIR prior to the first team skate for Rep, Select and House League.
- 4.6 Applicants may be required to produce references at the time of the interview.
- 4.7 Each Head Coach position is for a period of one (1) hockey season.
- 4.8 Returning Head Coaches may reapply for the same team moving up an age level for max of 2 years, exceptions are subject to board approval

Head Coach Selection

- 4.9 All final decisions regarding the selection of Head Coaches shall be made by the Board based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members: V.P. Rep, VP Blades, Director of Coaches and a list of participants recommended by the Coach Selection Committee and approved by the Board. Any approved additions to the Committee from outside of the Board would only be in place for the recommendation of Head Coach positions for the upcoming season. The Coach Selection Committee will be chaired by the Director of Coaches who will only vote on Head Coach recommendations in the event of a tie.
- 4.10 Any coaching selection committee member with a child in an age group may participate in the discussion of the coach selection however must abstain from the interview and the final Committee vote to approve the recommended candidate.
- 4.11 Coaching selection committee members shall not be used as a reference for any applicant.
- 4.12 No less than 3 members from the Coach Selection Committee will be present for any interview. The same committee members will interview all specific age group candidates when possible.
- 4.13 All Head Coach positions will be reviewed and selected on an annual basis. Preference will generally be given to previous NDMHA Head Coaches provided they have met the Association's expectations in the prior season(s). The Coach Selection Committee will consider player development needs and the capabilities, qualifications of the Head Coach candidates in their recommendation as to whether an existing Head Coach is put forth for another season in the same Category (AA, A, AE, or Select) but in the subsequent Division (e.g. Minor Bantam to Major Bantam) or whether a new Head Coach is recommended.
- 4.14 All Head Coaches and Assistant Coaches are eligible to coach in the subsequent division for two (2) consecutive years, with an option of a third (3rd) year with Board approval.



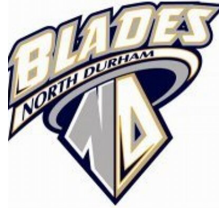
- 4.15 All applicants may not be contacted for an interview. The Coach Selection Committee will determine the candidates suitable for an interview and the chair will notify them via telephone and/or email.
- 4.16 The Board of Directors will provide the Coach Selection Committee with all player/parent coach evaluations submitted from the previous season as well as all other documentation that makes up the personnel file on record with NDMHA prior to interviews.
- 4.17 The chairs of the Coach Selection Committee will report and recommend the successful candidates to the Board of Directors for approval with the exception of their child's age group which will be presented by another member of the committee
- 4.18 Any board member with a child in an age group may participate in the discussion of the coach recommendation however must abstain from board vote to approve the recommended candidate.
- 4.19 The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular Division and Category, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.
- 4.20 The Chair or a representative of the Selection Committee will notify via telephone all interviewed candidates of their acceptance or rejection.

Eligibility

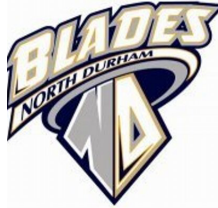
- 4.21 Applicant has held a coaching position on a previous team or equivalent relative experience.
- 4.22 Coaching Certificate required under OMHA or OWHA as appropriate for the age group applying for or if selected, understand the appropriate certificate must be obtained prior to the start of the season.
- 4.23 Acceptable Criminal Information Request

5.0 Head Coach Responsibilities

- 5.1 Understand and comply with the OMHA/OWHA Rules and Regulations.
- 5.2 Understand and comply with the NDMHA Constitution, Bylaws and Policies.
- 5.3 Attend NDMHA meetings when required.
- 5.4 Scout NDMHA house league, select and representative games for eligible players in his/her age group and to encourage all eligible players to try out.



- 5.5 Attend all games and practices. Any NDMHA coach who is absent from three or more scheduled games or practices without justification may be dismissed.
- 5.6 Have input on bench staff selection, consisting of Assistant Coach(s), Trainer, and Manager who must also meet the NDMHA Volunteer Policy guidelines.
- 5.7 Be part of the selection committee during tryouts in selecting the team
- 5.8 Make proper use of Affiliated Players (AP) as per AP Policy
- 5.9 Team Staff to be submitted for approval to the VP for Rep or appropriate Convenor for House League prior to the start of the season.
- 5.10 Maintain an open door and open mind policy for parents to talk to coach and/or coaching staff.
- 5.11 Establish seasonal goals, objectives, and a team budget. Document these to parents, players and age appropriate Convenor.
- 5.12 Playing the game:
 - a. Ensure the OMHA/OWHA 2 deep Policy is followed by having 2 bench staff in the dressing room or directly outside with the door propped open at all times.
 - b. Provide the time keeper with a properly completed game sheet before the game.
 - c. Represent NDMHA organization in a disciplined and dignified manner.
 - d. Report game results, suspensions and issues to the NDMHA OMHA/OWHA Contact within 24 hours of game completions
 - e. Liaise with NDMHA OMHA/OWHA Contact with respect to ALL exhibition, regular season games and tournaments.
- 5.13 Practices / Team functions:
 - a. Ensure the OMHA/OWHA 2 deep Policy is followed by having 2 bench staff in the dressing room or directly outside with the door propped open at all times.
 - b. Plan, organize and facilitate appropriate practices and team functions for your team.
 - c. Liaise with the age appropriate Convenor for continuous improvement, support and any conflict resolution not resolved by the team bench staff
- 5.14 Teach life skills and lead by example to your players.
- 5.15 Review safety issues with your team trainer on a regular basis.
- 5.16 Seek assistance of your VP or Convenor when required.



5.17 Report any contraventions to the NDMHA Code of Conduct to your Convenor or a Board Member.

6.0 Assistant Coaches, Trainers and Managers

6.1 Only prospective Head Coaches will be evaluated by application and possible interview for their suitability to the team(s) that they have applied to coach. The Head Coach is responsible for the selection of the team's Assistant Coach(es), Trainer(s) and Manager(s), however, all staff selections must be approved by the Board.

6.2 Once the Head Coach has decided on the team staff, the NDMHA Acceptance of Requirements must be completed and forwarded to the appropriate VP for Rep or Convenor for House League who will present it to the Board for approval. In most cases, the decision of the Head Coach is respected, and all staff selections are approved. However, some of the staff may be required by the Board to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the Association.

6.3 No person can be a team official for more than one team without the approval of the Board.

7.0 Non-compliance Implications

By not complying with this policy could result in, but not limited to;

- Failure of an eligible person to coach a NDMHA team.
- Removal of a selected coach from his/her role within NDMHA

8.0 Questions about this Policy

If anyone has questions about the policy, or if the purpose of the policy is not understood, an explanation should be provided by or referred to Coaches Director

APPROVED BY THE NORTH DURHAM MINOR HOCKEY ASSOCIATION BOARD OF DIRECTORS