



# Leeds Minor Hockey Association

<b>POLICY NAME:</b>	<b>Coach Selection</b>
<b>POLICY NUMBER:</b>	<b>P10</b>
<b>DATE CREATED:</b>	<b>July 2024</b>
<b>DATE FOR REVIEW:</b>	<b>July 2025</b>
<b>DATE APPROVED:</b>	

## **POLICY**

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 will be evaluated relative to the qualification criteria and the best candidate will be selected for the job.

## **PROCEDURE**

Coaches are selected by the LMHA Coach Selection Committee.

Coach selection will have no effect or bearing on the ranking of players, see Player Selection policy for more details.

Coach selections are for one season only.

All coach candidates must reapply each season.

All parent coaches must be prepared to step down in the event their child does not place after the player selection process is 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:

- President
- VP
- Division Convenors
- Coach Mentor (Chair)
- Player Development Director

Coach Selection Committee members shall abide by the following rules:

- Members shall notify the committee of any conflict of interest in advance and shall not participate in 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. [See HEO Minimum Qualifications Requirements for Bench and On-Ice Staff.](#)

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:

### *1. Training*

Training qualification is based on the National Coaching Certification Program (NCCP) standard coach certifications. All prospective head coaches in LMHA program MUST have registered for the minimum NCCP designation, in accordance with HEO Minimum Qualifications Requirements, prior to rostering of teams of the current hockey season.

### *2. Experience as a Coach*

Experience qualifications are 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

At the discretion of the coach selection committee, candidates may not be eligible to continue as Head Coach at a given level for more than three (3) seasons.

In addition, the following attributes will be assessed:

- coaching philosophy and style
- game management
- plan for development during the season
- adherence to fair play and safety
- conduct with officials
- character evaluation and behaviour modeling
- personal suitability
- effective communication skills for coaching given age level

### *3. Experience as a Player:*

Player experience qualifications are 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 may be given to coach candidates that can demonstrate experience as a player at a higher category and/or level and to those who have greater number of years experience at that given level/category.

### *4. Vulnerable Sector Check*

All candidates must submit a valid and recent, every 3 years, vulnerable sector check.

### *5. References*

Coach candidates that do not have LMHA evaluations may be asked to provide references, including character references, that can verify their background and experience (Appendix A).

References should include:

- Contact Information for references including name, telephone number and email address.

References will be asked to comment on the following:

- Coaching style
- Bench management, including adherence to fair play
- Conduct with officials
- Character evaluation

- Player and coaching experience

#### 6. *Interviews*

The Coach Selection Committee may conduct interviews with candidate coaches where one or more applications were received, in order to establish a better sense of candidate qualifications and to ensure equal opportunity and fair treatment of all applicants.

Coaches will be asked to provide relevant information during the interview, including but not limited to:

- coaching philosophy
- annual development plan
- qualifications

The interview process will be of help to the Coach Selection Committee particularly when the coach candidates have qualifications that are too closely matched to make a decision, or the coach candidate is new to the LMHA system and/or does not have any dependents playing in the system (non-parent).

#### 7. *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.

### **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.

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 lower evaluation scores 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.

### **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 their intent to apply for the role as head coach, and the level at which they wish to coach.

Application forms are made available on the LMHA website.

Applications must be submitted to LMHA during the coach application period, as indicated each season on the application form.

#### 2. *Reference Checks*

Reference checks are mandatory and shall be performed as follows:

- 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 and filed with the LMHA Coach Application Form.
- Coach candidates that have not had a Vulnerable Sector Check, MUST complete and submit all forms to the Director of Risk & Safety and Registrar prior to stepping on the ice.

NOTE: Candidates who have not completed and submitted the forms when requested, shall be replaced in accordance with the policy.

### 3. *Selecting from the Candidate Pool*

Coaches are selected from the available volunteer pool and assigned to a team as follows:

- 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: Non-parent coach candidates may be considered for one of several different coaching positions, whereas parent coaches will only be considered for the team where their child intends to play.

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 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.

### 4. *Approval by the Executive Committee*

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

## **Communication Guidelines**

### 1. Applicant Submissions

The Coach Mentor shall provide written notice to confirm receipt of application within 72 hours.

### 2. Applicant Interviews

The Coach Mentor shall provide written notice to confirm date/time/location of interview with 7 days notice.

The Coach Mentor will communicate the expectation that candidates are 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 to be responded to within 7 days.

## **Disputes and Appeals**

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

- New information has been discovered.

- A conflict of interest of an existing LMHA Coach Selection Committee member in the selection process is discovered.

The dispute and appeals process is as follows:

- A Notice of Appeal (Appendix A) defining the basis for the appeal must be submitted to the Coach Selection Committee via the LMHA President, or delegate in the case of a conflict of interest, within 7 days of coach announcement.
- An appeal meeting will be convened by the President, or delegate, to discuss the nature of the appeal and the details under which it can be supported, within 14 days of receipt.
- The Coach Selection Committee will investigate and determine the validity of the appeal and communicate their findings within 7 days.

## **APPENDICES**

Appendix A: Reference Check Form

Appendix B: Notice of Appeal

## Appendix A

### Leeds Minor Hockey Association REFERENCE CHECK

Name of Candidate		
Reference Name		
Date of Contact		
Type of Reference		
Dates Reference Provide For	From:	To:

Please describe your relationship to the candidate

Please comment on how their skills and experience are relevant to this position they are seeking.

Can you identify the key strengths they would bring to Leeds Chargers?

What areas do you identify as requiring further development?

Please comment on the following on a scale of 1 to 5, with 5 being highest score

- Ability to positively influence player development
- Ability to manage a game effectively
- Ability to adhere to fair play and safety
- Ability to manage conflict effectively
- Ability to conduct themselves respectfully with officials
- Ability to communicate effectively

Would you elect this individual to coach in your organization?

Is there other relevant information you wish to share?

Completed by:	
Date:	

**Appendix B**

**Leeds Minor Hockey Association  
Notice of Appeal**

**Name:** \_\_\_\_\_

**Level:** \_\_\_\_\_

**Category:** \_\_\_\_\_

**Details of Appeal:**

**Signature of Appellant:** \_\_\_\_\_ **Date of Appeal:** \_\_\_\_\_