



WGMHA 2018/19 Coaching Selection Process

All Head Coach Appointments for Rep, HL and DS are based on recommendations from the Coaching Selection Committee to the WGMHA Leagues Management Committee (LMC). The LMC then makes recommendations to the WGMHA Board for final approval and ratification.

All other Coaching Staff (Associate Coaches, Assistant Coaches, Trainers, Managers, on ice staff, other bench staff and dressing room staff) appointments for Rep, HL and DS are based on recommendations from the LMC to the WGMHA Board for final approval and ratification. Details for timelines for other Coaching Staff Applications will be posted on the WGMHA website.

In the event that there are no applicants for a specific Head Coach position(s) the LMC will determine the appropriate course of action to fill the position(s). This process will be communicated to the Association prior to its implementation.

Teams are formed based on registrations and attendance at try-outs or evaluations (as appropriate)

Ravens Coaching Mandate

To promote individual skill development and knowledge of the game while teaching teamwork and sportsmanship. It is our goal to make hockey a positive, fun and rewarding experience for each participant so they continue to play in future years.

We have adopted a coaching mandate that follows from our founding motto of “**For the kids. For the Game. For the fun of it!**” It is very important that all our coaches and officials follow these principles. Our programs are about individuals playing hockey for **their** recreational enjoyment, and it is our collective responsibility to make it a positive, rewarding and learning experience for all who participate in our programs.

Coaching Selection Committee

A Coaching Selection Committee (CSC) will be established to provide oversight and direction for the entire coaching selection process (Rep, HL and DS) a member of LMC will chair the CSC. In addition to the Chair, the CSC will consist of up to six (6) individuals two of whom will be the Director, Rep and the Director House League for a total of up to seven (7) members. Members of the CSC will have either been part of the coaching staff in our organization or another hockey organization at a high Rep level, or been involved and have a strong knowledge of the Rep, HL and DS programs and their intricacies. Up to three (3) members of the CSC may be from an outside the WGMHA. External CSC members must be considered to be knowledgeable and experienced in competitive hockey. The LMC is responsible for appointing members to the CSC.

For the purposes of interviews the CSC may be divided into two or three groups. The full CSC will be responsible for making recommendations to the WGMHA LMC on all head coach appointments. The WGMHA Board makes final approval of all head coach and coaching staff appointments.

Any member of the CSC having daughters playing in the Association will be excused from participating in the interview panel and voting on candidates for coaches in the age category of their daughter(s) regardless of league.

Application Deadlines and Selection Process for Head Coaches

1) Midget AA, Midget A, Bantam AA, Bantam A, Peewee AA, Atom AA, Novice A:

Interested candidates must submit their applications by no later than **6:00pm January 12, 2018**.

The following four components must be included with the application:

1. Head Coach Application
2. Coaching Philosophy
3. Yearly plan
4. Budget Estimate.

For Bantam AA and Midget AA applicants must have the Hockey Canada High Performance Level 1 Coaching certification. Candidates for all other AA and A age categories must have a minimum of NCCP Development Level 2 certification or equivalent. For all applicants, a current Respect in Sport or Speak Out Program certification is also required. Successful candidates will be required to submit a current Vulnerable Sector Police Screening prior to April 8, 2018.

The following provides an **approximate timeline** for the process (dates subject to change):

Evaluation of Applications - January 12 – January 16, 2018

Following the application deadline, the CSC will review the applications and submit to the LMC the list of candidates for approval to proceed to the interview process. In addition to the completed application package, the CSC review will include and not be limited to: promptness of required document submission, suspensions, compliance with league and association rules, co-operation with league and association management, and coaching evaluations by players and parents. Only candidates selected for an interview will be contacted.

Interviews – January 17 – January 26, 2018

Candidates will be interviewed by a panel of up to five members from the CSC. Candidates will be allotted approximately forty-five minutes. The first fifteen minutes will be a presentation by the candidate followed by a "Question and Answer" period.

Presentation topics will be sent to the candidates prior to their scheduled interview time. The question portion of the interview will consist of standard questions as well as candidate specific questions based on data accumulated through the various stages of the Selection Process.

Please note that in the event that there is only one qualified candidate for a particular head coach role, the interview stage may be waived at the sole discretion of LMC.

Final Selection

Once the interview process is complete, the CSC will make its final recommendations based on all of the data gathered on the applicants through the selection process. Recommendations will be submitted to LMC for review and recommendation to the WGMHA Board for final approval. Once approved by the WGMHA Board, the Director, Coaching and Player Development will advise all interviewed candidates of the results.

It is expected that we will be notifying successful Head Coaches for Midget AA and Bantam AA teams by January 31, 2018. All other AA and A successful Head Coach will be notified by end of February 2018. Announcements will be posted on the website following notification.

Successful Coaches Pre-Season Briefing- March 28, 2018

Successful AA and A Head Coaches will be expected to attend a Pre-Season briefing session with the Director of Rep and Director of Coaching prior to the start of tryouts. We will review tryout plans, list of independent evaluators, Coaching staff appointment process, parent meetings, volunteer expectations and other timelines.

Applicants unsuccessful at the AA/A level may or may not be granted interviews for the BB/B/C levels. Those interested in being considered for a BB/B/B level team must resubmit a note to the Chair CSC indicating the team(s) they are interested in being considered for. The note will be added to the application form submitted for the AA/A process.

2) All other BB/B/C Teams:

(Novice B/C, Atom BB, B, Pee wee BB, B, Bantam B, Midget B,)

Interested candidates must submit their applications by no later than **6:00 pm April 27th 2018**.

The following four components must be included with the application:

1. Representative Head Coach Application
2. Coaching philosophy
3. Yearly plan
4. Budget Estimate.

Candidates must have a minimum of NCCP Development Level 2 certification or equivalent and a current Respect in Sport or Speak Out Program certification. Successful candidates will be required to submit a current Vulnerable Sector Police Screening.

The following provides an **approximate timeline** for the process (dates subject to change):

Evaluation of Applications: April 27 –May 2, 2018

Following the application deadline, the CSC will review the applications and submit to the LMC the list of candidates for approval to proceed to the interview process. In addition to the completed application package, the CSC review will include and not be limited to: promptness of required document submission, suspensions, compliance with league and association rules, co-operation with league and association management, and coaching evaluations by players and parents. Only candidates selected for an interview will be contacted.

Interviews: May 7 - 16 2018

Candidates will be interviewed by a panel of up to five members from the CSC. Any panel members that have daughters playing in the age category of the applicant will not vote in the interview process. Candidates will be allotted approximately forty-five minutes. The first fifteen minutes may be a presentation by the candidate followed by a "Question and Answer" period.

Presentation topics will be sent to the candidates prior to their scheduled interview time. The question portion of the interview will consist of standard questions as well as candidate specific questions based on data accumulated through the various stages of the Selection Process. Please note that in the event that there is only one qualified candidate for a particular head coach role, the interview stage may be waived at the sole discretion of LMC.

Final Selection:

Once the interview process is complete, the CSC will make its final recommendations based on all of the data gathered on the applicants through the selection process. Recommendations will be submitted to LMC for review and approval and then on to the WGMHA Board for final approval. Once approved by the WGMHA Board, the Director, Coaching will advise all interviewed candidates of the results.

It is expected that we informing the successful Head Coaches for BB/B/C teams by May 25, 2018 and announcements will be posted on the website.

Successful BB/B/C Coaches Mandatory Pre-Season Briefing May 30, 2018:

Successful Tier 2 & 3 coaches will be expected to attend a pre-season briefing meeting with the Director of Rep and Director of Coaching **May 30, 2018**. We will review tryout plans, list of potential independent evaluators, Coaching staff appointment process, parent meetings and timelines.

3) House League (HL) and Development Stream (DS)

Interested candidates must submit their applications by no later than **6:00 pm July 30th 2018**. The following three components must be included with the application:

1. House League/DS Head Coach Application
2. Coaching philosophy
3. Budget Estimate.

Candidates must have a current Respect in Sport or Speak Out Program certification. It is recommended that candidates have a minimum of NCCP Coach Level 2 Trained certification. Previous coaching in HL or Rep will be considered an asset. Successful candidates will be required to submit a current Vulnerable Sector Police Screening. Please note that for the 2018-19 season, HL and DS Head Coach recruitment will be completed at the same time

The following provides an **approximate timeline** for the process (dates subject to change):

Evaluation of Applications: August 1 - 15, 2018

Following the application deadline, the CSC will review the applications and determine candidates to be invited for an interview. At this point, CSC members will be supplied with all evaluation data that has been collected on current coaches. This will include and not be limited to: promptness of required document submission, suspensions, compliance with league and association rules, co-operation with league and association management, and coaching evaluations by players and parents.

Pre-season meetings and Recruitment: August 15 – September 7 2018

Candidates may be invited to pre-season meetings with no less than two (2) and no more than three (3) members from the CSC. Any panel members that have daughters playing in the age category of the applicant will not vote in the pre-season meeting process. The meeting will consist of an opportunity for the CSC panel members to ask questions regarding the materials supplied by the candidate as well as time for the candidate to ask questions of the CSC panel. Each meeting will be approximately 30 minutes in length. Please note that in the event that there is only one qualified candidate for a particular head coach role, the pre-season meeting stage may be waived at the sole discretion of LMC.

If necessary Recruitment of HL Head Coaches will continue through to the end of September 2018.

Final Selection: By September 30, 2018

Once the pre-season meeting process is complete, the CSC will make its final recommendations based on all of the data gathered on the applicants through the process. Recommendations will be submitted to LMC for review then on to the WGMHA Board for final approval.

It is expected that we will be notifying Selected Head Coaches for HL teams prior to HL Evaluations and announcements will be posted on the website. Please note that as positions are filled and approved by the WGMHA Board announcements will be posted on the website.

Successful HL Coaches Pre-Season Briefing: September 26, 2018

Successful HL coaches will be expected to attend a pre-season briefing meeting with the Director of HL, Convener HL and Director of Coaching on September 26, 2018. We will review HL season as well as Coaching Staff appointment process, expectations of Head Coaches and timelines.

4) Appointment Process and Timelines for Other Coaching Staff (Rep, HL and DS)

As described above the appointment of all Other Coaching Staff (Associate Coaches, Assistant Coaches, Trainers, On ice helpers, Bench Staff and Dressing Room Staff) is the responsibility of LMC and the WGMHA Board of Directors.

Timelines for submitting applications/documentation will vary by League (Rep HL DS). Prior to May 31, 2018, the specific timelines will be posted on the WGMHA website.

It is the responsibility of the Head Coach to ensure that all staff documentation is submitted to lynn@waterlooravens.com in one complete package.

All Other Coaching Staff must submit:

- Application Form
- Trainer and or Coaching Credentials as appropriate
- Proof of VSS or Declaration Letter
- Respect in Sport or Speak Out Certification