



Manual of Operations

Title: Coaching Staff Selection	Number: MO-06-03
Source: LMC	
Approved By: WGHA Board	Date Approved: October 2014 Date Last Reviewed: January 2016 Date Last Revised: December 2016; May 2024

All Head Coach Appointments for Rep, House League (HL) and Development Stream(DS) are based on recommendations from the Coaching Selection Committee(CSC) to the WGHA Leagues Management Committee (LMC). The LMC then makes recommendations to the WGHA Board for final approval and ratification. The OWHL U22AA Elite team's coaches are selected by the U22AA Elite Operating Committee and presented to the LMC and the WGHA Board of Directors for 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 WGHA Board for final approval and ratification. Details of timelines for other Coaching Staff Applications will be posted on the WGHA 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).

All WGHA coaches and team personnel are subject to the Hockey Canada (HC), Ontario Women's Hockey Association (OWHA) and WGHA , Bylaws and Manual of Operations.

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.

WGHA has 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



Manual of Operations

Title: Coaching Staff Selection	Number: MO-06-03
Source: LMC	
Approved By: WGHA Board	Date Approved: October 2014 Date Last Reviewed: January 2016 Date Last Revised: December 2016; May 2024

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 seven (7) members maximum.

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 WGHA. 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 WGHA LMC on all head coach appointments.

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

Coaching Staff Credentials and Application Process

Individuals coaching with the WGHA must have or be willing to attain the required credentials for the position they are applying for as per policy MO-04-03 (Screening and Credentials).

All current Rep coaching staff must submit applications each year. House League and Development Stream (DS) coaching staff must submit application



Manual of Operations

Title: Coaching Staff Selection	Number: MO-06-03
Source: LMC	
Approved By: WCHA Board	Date Approved: October 2014 Date Last Reviewed: January 2016 Date Last Revised: December 2016; May 2024

forms annually even if they have been coaching at a particular level for a number of years. (Application forms can be found on the Ravens Website (www.waterlooravens.com)).

Coaching Selection Criteria

Candidates for House League, DS or Rep Coach positions must meet the minimum credential requirements. In addition, the following skills and experiences will be evaluated:

- the ability to effectively motivate, instruct and lead players;
- strong organizational skills to efficiently run practices and other team development activities;
- exemplary ability to communicate effectively with players, parents, Coaching staff and members of the WCHA Board;

Timeline for Coaching Selection

The specific dates for coaching staff selection and appointments are set annually by the LMC and the CSC. A typical timeline is as follows:

Month	Activity
November	<ul style="list-style-type: none">• Posting for Tier 1 and select Tier 2 Coaches
December	<ul style="list-style-type: none">• Evaluation/Interviews of Tier 1 and select Tier 2 Coach Candidates
January / February	<ul style="list-style-type: none">• Announcement of Tier 1 and select Tier 2 Coach appointments
February	<ul style="list-style-type: none">• Posting for Tier 2, 3, 4;•
March	<ul style="list-style-type: none">• Evaluations/Interviews of Tier 2,3,4;• Announcement of Tier 2,3,4• Posting for HL Coaches
April / May	<ul style="list-style-type: none">• HL Coaches interviews• Announcement of HL coaches



Manual of Operations

Title: Coaching Staff Selection	Number: MO-06-03
Source: LMC	
Approved By: WCHA Board	Date Approved: October 2014 Date Last Reviewed: January 2016 Date Last Revised: December 2016; May 2024

Once the Try-outs or evaluations have been held for each team; Coaches are responsible for gathering the applications including credentials and certificates required for each member of their coaching staff and forwarding it to the WCHA Administrative Assistant / Registrar.