

## **COACH SELECTION PROCESS - DRAFT**

### **Addendum A to the AAA Franchise Rules and Regulations**

#### **Overview:**

In all cases, the best qualified applicant should be given the position of Head Coach of the team. The degree of qualification must be evaluated based on the following criteria.

#### **Criteria:**

1. All Head Coaches must have their Level 2 or Intermediate HCCP certification.
2. All Head Coaches must have (or be willing to obtain) their Speak-Out Training.
3. All Head Coaches must pass a Criminal Records Background Check
4. Experience
  - Prior coaching experience as a Head Coach vs as an Assistant Coach
  - Experience in Junior, AAA, AA, A men's or women's sports is an asset
  - Advanced coaching levels or other certification showing commitment to personal improvement as coach is an asset
5. Year-end summary evaluation of returning coaches in the form of a player and parent confidential survey will be initiated and referenced each year.
6. The Coach applicant must have qualified assistants ready should they receive the team. All Team Staff must have (or be willing to obtain) their Speak-Out Training and must pass a Criminal Records Background Check.

#### **Other Considerations:**

1. Non-parent Coaches typically present fewer problems due to perceived differential treatment of their son / daughter on same team.
2. A Coach should have a particular group of players no more than 2 years in succession.
3. Each Coach selected must make a 2 (two) year commitment, and his performance will be reviewed for renewal on yearly basis.

#### **The Process:**

1. The President will strike a Coach Selection Committee.
2. At the direction of the Chair of the Selection Committee, the Secretary will run the advertisements for applications.
3. Interviews will be scheduled by the Secretary. These will be 45 minute periods allowing 30 minutes for the interview and 15 minutes for post-interview discussions to compare notes and prepare summaries.
4. Applicants will be asked to bring a level-appropriate practice plan based on a 2 hour practice. (This is not required from returning coaches)
5. Applicants must complete a Criminal Records Background Check, which will require acceptable photo identification, (e.g., their drivers licence or passport).

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6. During the interview the parent applicant will be advised that an independent panel will be used to evaluate their son or daughter.
7. Applicants will be given an approximate date that the decision will be made and an announcement made.
8. Reference checks will be made by panel members designated by the Committee Chair.
9. The Committee will review results of interviews, year end evaluations of returning coaches and reference checks. Based on information applicants will be posted to positions in order of their priorities.
10. The Committee Chair will advise the President of the Committee's decision.
11. Applicants will be notified in the following order:

Note: In all cases, successful applicants will be notified first and advised to keep the information confidential until posted on the web. This provides time to notify all unsuccessful applicants. Successful applicants are not provided any information about the other positions.

- a. Successful applicants with a choice of teams will be contacted first and advised which teams are being offered.
- b. Remaining successful applicants will then be notified.
- c. Unsuccessful applicants will be advised and offered an explanation.
- d. Only after all applicants, successful and unsuccessful, have been notified will the results be made public on the Web.

### Notes to Potential Coaches:

1. If you are interested in the position – apply. (Don't play what-if)
2. Specify the level you want and list a second or third option if interested. Limiting your options will lower the possibility of your obtaining a position.
3. Understand that all qualified applicants will be considered for positions requested and the results will be the best for the Association. While there may be no applicants for a specific position one of the applicants for another position may accept another vacancy rather than go to another association.