



POLICY: COACHING SELECTION PROCEDURE

Last Update: May 2023

Objective

To provide a fair, transparent, and objective head coach evaluation and selection process for the Regina Ringette Association (RRA) to effectively evaluate and select coaches that best meet the needs of the players, the parents and the Association.

Procedure

1. A Coaching Application Form can be found on the RRA website. Head coach applicants must submit the application to the Director of Coaching by the prescribed date. The deadline for applications will be set annually by the Board and posted to the website. A coaching candidate may only be selected as a head coach for one team. The RRA Board will approve all applications; an applicant may not be approved if they have a documented history of under the Discipline and Complaints Policy.
 - Head Coaches applying for an A or AA team may not name additional bench staff on their application and may not appoint additional bench staff until after the Team Selection Process is complete.
 - Coaches applying for a B team may identify one additional Coach on their application.
2. The Director of Coaching will establish and chair a Coaching Selection Committee of 3 to 5 people. The Committee will review approved applications, conduct any coaching interviews necessary, and recommend a suitable candidate.

Members of the Selection Committee should have varied coaching backgrounds that could include, but are not limited to:

- Past or current head coaches with two years of experience in the division being decided (or higher) (example – for a U16 selection, someone with U16 or U19 experience).
 - At least one committee member should have three years of Level (A or AA) head coaching experience (for an A or AA selection).
 - A head coach from another sport, with two years of Level and division specific experience.
 - An experienced Board member with a ringette background (playing at the level, or head coaching experience).
3. The Selection Committee must be approved by the RRA Board.
 4. If a conflict exists with the Chair, a temporary replacement will be selected and approved by the RRA Board.
 5. The names of the Selection Committee will be distributed to the applicants. If a perceived conflict exists, the applicant must inform the Chair within 24 hours of notification. The RRA Board will review the concern and may or may not replace the committee member.

Committee Members will be in conflict if:

- they have a relative playing in the specific division.
- they are related to a coaching candidate.
- they have coached with a candidate in the last 5 years or another selection committee member in the last 2 years.



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- their relative has coached with, or been coached by, a candidate in the last 5 years.
 - other perceived conflicts may exist that are not listed above.
6. If only one coach applies or the coaching positions are not filled, the Selection Committee may choose to reopen the competition with an extended deadline.
 7. For coaching positions where approved applicants exceed the number of positions available, head coaching applicants will undergo a formal selection process, which may include an interview. The Selection Committee may ask the candidate questions which are not provided in advance.

At the discretion of the Selection Committee, applicants may be interviewed even if they are the only applicant.

Only applicants named on the Coaching Application Form may participate in the interview.

8. The Selection Committee will choose a suitable Coaching Candidate, which will be approved by the RRA Board.

If no suitable Coaching Candidate is named, the competition may be re-opened at the discretion of the RRA Board.

Once selections are completed, all successful and unsuccessful applicants will be notified.

9. For AA and A selections, the most senior team selections will occur first. The unsuccessful applicant(s) will be given the opportunity to drop to the next tier or to the next division to compete for those selections. If there is a competition at that level, a second interview may be required at the Chair's discretion.

Selection Process Steps

1. Coaching Application Form submitted online.
2. Applications vetted for approval by the Board.
3. Director of Coaching forwards comprehensive application to approved applicants (all applicants will receive this information at the same time to allow them the same timeframe to respond).
4. Selection Committee members approved by the Board.
5. Director of Coaching forwards the names of the chair and selection committee members to applicants for review.
6. Interview dates are set. Only for the B coaching selection process, if the Board determines due to tight timelines, an interview process is unable to be completed, the selection committee will score the application packages based on written responses only.
7. Approved Selection Committee members receive the Candidate's comprehensive application packages.
8. Interview held.
9. Selection Committee makes their recommendation.
10. The Director of Coaching and/or chair will review the Selection Committee's detailed results of the selection process and reasons for their recommendation.



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11. The Director of Coaching will notify the Board of the results.
12. Upon Board notification, the Director of Coaching notifies the successful and unsuccessful applicants.

AA and A Coaching Selection Criteria – Total Score out of 100 points

If a coach has a player evaluating at the A or AA level they wish to coach, the player must evaluate and be selected through the evaluation process. The coach's player will not be automatically on the team.

A. Coaching Credentials (Maximum of 24 points awarded)

This information will be used as the initial application to assess if the candidate meets minimum requirements to be invited to continue in the formal selection process (i.e. interview). Applications should have a minimum of one point in each of the categories.

- Coaching Certification (Maximum of 6 points awarded)
 - CI Certified (3 points), CI Trained (2 points), CSI Trained (1 point).
 - Additional training, courses, or certification applicable to the position applied for (1 point each to a maximum of 3 points).
- Coaching Experience (Maximum of 5 points awarded)
 - Applicant's previous coaching experience, in ringette, in total years.
 - As a head coach, score 0.5 points for each year to a maximum of 4 points.
 - As an assistant coach, score 0.25 points for each year to a maximum of 2.5 points
 - Applicant's previous coaching experience, in ringette, at or above the level being applied for.
 - As a head coach, score 0.5 points for each year to a maximum of 1.5 points.
 - As an assistant coach, score 0.25 points for each year to a maximum of 1 point.
- Commitment to the RRA or to another Ringette Association (maximum of 5 points awarded).
 - Applicant has demonstrated their commitment to RRA or to their Ringette Association through a variety of volunteer positions and initiatives (3 points).
 - Applicant has demonstrated a commitment to the development of ringette and other coaches (2 points).
- General Additional Qualifications for the Position (Maximum of 3 points awarded).
 - Experience as a competitive Ringette player (1 point).
 - Coaching experience in another sport (1 point).
 - Experience as a Ringette official within the last 5 years (1 point).



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- Team Success (Maximum of 5 points awarded).
 - Applicant has demonstrated their ability to lead a team to success (e.g. progression in standings, tournament medals in the past 5 years, demonstrate overall team development).

B. Season Plan (Scored out of 26 points)

Applicants will be required to submit the following documents. The Selection Committee may ask the applicant to expand on these items in the interview:

- Season Plan (Scored out of 12 points).
- Short answer “Please elaborate on the aspects of training and development you will include in your season plan?” (Scored out of 5 points).
- Budget (Scored out of 4 points).
- Short answer “Why have you applied for this position?” (Scored out of 5 points).

C. Applicant Competencies (Scored out of 41 points)

Coaching competencies in five areas will be assessed. Applicants will provide a written response to each question. Five questions will be utilized for the interview process.

- Seven questions will be written responses only and scored out of a maximum of 2 points each.
- Five questions will be written responses and expanded on in an interview. These will be scored out of a maximum of 5 points each. The Selection Committee will select the five questions. It is recommended the selection of interview questions include one question from each competency.
 - **Leadership**
 - What is your coaching philosophy and your strengths?
 - Conflicts in sport are not uncommon. Looking back through your coaching experience, is there any situation you would have handled differently, or will handle differently should it occur again?
 - How would you develop team unity?
 - **Communication**
 - How are your team philosophy and rules communicated to the players?
 - Describe how you would handle a parent who has a different philosophy or game plan than yours. What approach do you use when dealing with parent criticism?
 - **Sport Knowledge**
 - Listed are ten areas of responsibility for a coach. Select three that you feel the most comfortable with and why?
 - Player selection
 - Skill refinement and correction
 - Offensive strategy
 - Defensive strategy
 - Power Skating



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- Goaltending
- Mental preparation/team building
- Off-ice fitness
- Game management
- Scouting
- What will be the role of your bench staff and how do you plan to utilize them?
- Concussions are an important topic in sport. What are your philosophies on base line testing and return to play?
- **Teaching (Pedagogy)**
 - Please describe a team defence or team offence system you typically use as a coach. Explain how you train this system.
 - What are your special team's philosophies and how would you implement them into your program?
- **Motivation**
 - Tell us about an occasion you are proud of when you were able to instill a sense of motivation into one or more players. What was the situation? What did you do? What was the result?
 - Is goal setting a factor in your coaching philosophy? If so, how do you go about determining and communicating individual and team goals?
- **References (Maximum of 2 points awarded)**
 - Applicant will be required to submit one character reference and will be scored by the Selection Committee (scored out of 2 points).

D. Previous Coaching Feedback and Evaluations (Maximum 9 points awarded)

Previous coaching survey results will be reviewed for positive feedback (scored out of 9 points).

E. Additional Criteria (Maximum 10 points awarded)

Any candidate within 10 points of the leading candidate will be considered equally strong and therefore the additional criteria may be applied by the Selection Committee. The selection committee has the ability to assign a maximum of 10 points based on the overall interview, high level coaching ability and experience.

B Coaching Selection Criteria – Total Score out of 80 points

A. Coaching Credentials (Maximum of 14 points awarded)

This information will be used as the initial application to assess if the candidate meets minimum requirements to be invited to continue in the formal selection process. Applications should have a minimum of one point in each of the categories.

1. Coaching Certification (Maximum of 6 points awarded)

- CI Certified (3 points), CI Trained (2 points), CSI Trained (1 point).
- Additional training, courses, or certification applicable to the position applied for (1 point each to a maximum of 3 points).



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2. Coaching Experience (Maximum of 3 points awarded)
 - Applicant's previous coaching experience, in ringette, in total years.
 - As a head coach, score 0.5 points for each year to a maximum of 3 points.
 - As an assistant coach, score 0.25 points for each year to a maximum of 2 points.
3. Commitment to the RRA and or to another Ringette Association (Maximum of 2 points awarded).
 - Applicant has demonstrated their commitment to RRA or to their Ringette Association through a variety of volunteer positions and initiatives (1 point).
 - Applicant has demonstrated a commitment to the development of ringette and other coaches (1 point).
4. General Additional Qualifications for the Position (Maximum of 3 points awarded).
 - Experience as a Ringette player (2 points).
 - Coaching experience in another sport (1 point).
 - Experience as a Ringette official within the last 5 years (1 point).

B. Season Planning (Scored out of 18 points)

Applicant will be required to submit the following documents. The Selection Committee may ask the applicant to expand on these items in the interview:

- An agenda or outline of topics and information you will cover at your initial player and parent meeting at the beginning of the season (Scored out of 5 points).
- Short answer "Please explain any aspects of training and development you will include in your season plan." (Scored out of 6 points).
- Budget applicable to a team at the age division which you are applying (Scored out of 4 points).
- Short answer "Why have you applied for this position" (Scored out of 3 points)

C. Applicant Competencies (Scored out of 39 points)

Coaching competencies in five areas will be assessed. Applicants will provide a written response to each question. Five questions will be utilized for interview purposes.

- Seven questions will be written responses only and scored out of a maximum of 2 points each.
- Five questions will be written responses and expanded on in an interview. These will be scored out of a maximum of 5 points each. The Selection Committee will select the five questions. It is recommended the selection of interview questions include one question from each competency.



- **Leadership**
 - What is your coaching philosophy and your strengths?
 - Conflicts in sport are not uncommon. Looking back through your coaching experience, is there any situation you would have handled differently, or will handle differently should it occur again?
 - How would you develop team unity?
- **Communication**
 - How are your team philosophy and rules communicated to the players and/or parents?
 - Describe how you would handle a parent who has a different philosophy or game plan than yours. What approach do you use when dealing with parent criticism?
- **Sport Knowledge**
 - What will be the role of your bench staff and how do you plan to utilize them?
 - Concussions are an important topic in sport. What are your philosophies on base line testing and return to play?
- **Teaching (Pedagogy)**
 - Please describe a team defence or team offence system you typically use as a coach. Explain how you train this system.
 - What are your special team's philosophies, and how/when do you feel it is appropriate to implement them at the B level?
- **Motivation**
 - Tell us about an occasion you are proud of when you were able to instill a sense of motivation into one or more players. What was the situation? What did you do? What was the result?
 - Is goal setting a factor in your coaching philosophy? If so, how do you go about determining and communicating individual and team goals?

D. Previous Coaching Feedback and Evaluations (Maximum 2 points awarded)

Previous coaching survey results will be reviewed for positive feedback (scored out of 2 points).