



Revised: February 2020

Passed by Board: February 26, 2020

Effective: February 2020

PMHA Coach Selection Policies and Procedures

As per PMHA constitution.

PURPOSE: To define the method of selecting coaches for all/any PMHA teams. In seeking coaches for divisional teams, PMHA will attempt to provide each team with a Head Coach that possesses the seven traits of a successful coach as outlined by Hockey Canada, which are;

1. **Possesses knowledge of the game**
2. **Can Communicate their knowledge**
3. **Create positive interactions with the players**
4. **Identifies the abilities of individual players**
5. **Captures and maintains the players attention**
6. **Recognizes the limits of each player**
7. **Is prepared, creative and enthusiastic**

SCOPE: This document defines the procedure used to select coaches, from application to selection.

RESPONSIBILITY:

1. It is the responsibilities of the PMHA Board of Directors to ensure this policy is followed.
2. It is the responsibilities of the President of the association to ensure this policy is followed.
3. It is the responsibilities of the Coach Selection Committee Head(s) to ensure this policy is followed.

GENERAL REQUIREMENTS:

1. The President will put forward a request for at least one (1) board member to chair over the coach selection process, from beginning to end.
2. The chair(s) will endeavor to select five (5) members to serve on the coach selection committee, with a minimum of four (4) required. The composition of this committee is to have two (2) community members not affiliated with PMHA. Members participating in any coach selection



are to be without conflict of interest to participate in coach selection committee. If required, due to a conflict of interest, more board members may be selected to be part of the committee

3. A conflict of interest shall be deemed applicable if an Interviewer has a child or immediate relative (cousin, nephew, niece, grandchild, stepchild) trying out for the team that the head coach is being selected for.
4. The Committee members must be the same for all interviews of a division within PMHA
5. Members of the committee shall be approved by PMHA Executive, prior to any activities as a member of the coach selection committee. This approval can be established through e-voting.
6. The Coach Selection chair(s) will monitor, and is responsible for, the process and the transparency of it.
7. The goal is to recommend a head coach for each Representative and Additional Entry (AE) Representative team involved in PMHA. The selection of a team bench staff will be the responsibility of the head coach but must not take place prior to the Player Selection process for any division.
8. Local League coaching applications will be reviewed and the coach selection procedure will be applied immediately following the final tryout for the Rep. and AE teams in each applicable division. If there are/is no applicant(s) for a Local League team in any division, there will be another call for applicants immediately upon the final tryout for the applicable Rep or AE team
* if applicable *
9. In the event that there is one (1) applicant for a divisional team and the committee has sufficient information regarding the applicant, the Chair(s) may recommend to the Board that the interview process be waved and the single applicant be awarded the Head Coach of the divisional team. Coach candidates that have not been through the Coach Selection Procedure for PMHA must follow the entire process as outlined.



PROCEDURE

1. Any candidate wishing to apply for a coaching position within the association must do so by completing and submitting a PMHA coaching application. (Deadline will be determined by the board on an annual basis). The deadline may be extended at the discretion of the board, in the event that no applications have been received by the pre-determined deadline.
2. The Board will post, along with the PMHA coaching application, a coach job description, which also includes the type of coach and philosophy that PMHA is looking for. This job description and selection criteria will be provided to the Coach Selection Committee prior to any interview
3. All coaching applicants will be required to submit a minimum of three (3) references. References may be checked prior to any interview being granted to an applicant. References may include, but are not limited to; individuals that they may have coached with PMHA in the past or other sports.
4. The Board of Directors will review all applicants and choose those applicants that will be invited to attend an interview. This decision will be made at the first board meeting after the coach application deadline. All applicants will be notified of the board decision by the Coach Selection Chairperson. For those that are successful in moving to the Interview Stage, a date and time for interview will be provided.
5. If an applicant is unable to attend an interview in person, they will have the right to a telephone interview if they choose. Interviewers are to evaluate telephone and in-person interviews to the same standard.
6. The Coach Selection Chairperson will;
 - a. Create a file for each candidate that includes; coach application, any coach evaluation information and any relevant board correspondence re: the applicant (for example; disciplinary letters, letters of complaint)
 - b. This “applicant file” MUST be provided to the PMHA Secretary immediately following the completion of the coach selection process.
7. The Coach Selection Committee will be responsible for the development of a list of all interview questions to be used during coach interview. The Coach Selection Committee Chair will provide a proposed copy of the interview questions to the Board of Directors, for approval, at least two (2) weeks prior to the start of interviews. The Coach Selection Committee Chair has a standing approval from the Board of Directors to develop scenario type questions that must be posed to each applicant going through the interview process.



8. All applicants, selected to proceed to the interview stage, will be scored according to the PMHA Coach Selection Scoring System. The PMHA Coach Selection Scoring System must be approved by the PMHA Board of Directors.
9. The interview process will be;
 - a. Similarly worded as to offer each candidate an un-biased opportunity. The Board of Directors appreciate and encourage the Coach Selection Committee to deviate from the “approved” questions should a response, provided by any candidate warrant further exploration. In the event that any deviation occurs the Coach Selection Chairperson must document the reason for the deviation. This is to be shared with the Board of Directors when the final coach selections are presented.
 - b. Each interview will be documented.
 - c. Each interview will be scored by each individual committee member. A copy of the proposed scoring system will be presented to the Board of Directors for approval, at the board meeting just prior to any coach interviews.
 - i. Any proposed scoring system must take into account the application, references, interview and any applicable evaluations.
 - d. Following each interview, but before the next interview, all scoring sheets will be kept confidential and placed in a sealed envelope and given to Coach Selection Chairperson
 - e. In the event of a tie, the Coach Selection Committee chair(s) will inform the Board of Directors of such event. The Board of Directors (excluding conflicting members) will then vote to determine the successful applicant.
10. Once all of the interviews are completed, the committee scores will be calculated, placed in an envelope and sealed. The committee must provide their score results to the chairperson, to be sealed, before any discussion regarding the applicant occurs.
11. A general discussion is permitted to take place amongst the coach selection committee members at the conclusion of the interviews to ensure that the total scores for each applicant are reflective of the process and all coach selection committee members are in agreement with the outcome and ultimate recommendation to the board.
12. The Coach Selection Committee chair(s) must endorse all of the decisions of the committee. This assumes that the Coach Selection Chairperson has deemed the process to be fair and unbiased and in keeping with the values of PMHA



13. The Coach Selection Committee Chair(s) will then make a recommendation to the Board of Directors of the results of the coach selection process. The Board of Directors will then either approve the recommendation for each division (individually) or request further information be obtained prior to making a final decision.
14. The recommendation to the board will be comprised of the application score, interview score and general consensus with justification of the coach selection committee members.
15. The Coach Selection Committee chair(s) must inform all applicants, within one week of the decision. (if possible direct communication must take place, after several attempts for direct communication a message may be left)
16. Any coach which was unsuccessful, in the process, may request a debriefing from the Chair(s) of the Coach Selection Committee.
17. Any candidate wishing to apply for a coaching position must be prepared to consent to a criminal record search. Only those selected candidates will have to consent to a police record search.
18. Should the selected coach candidate be unable to accept the position, or is unsuccessful in their criminal record check, the PMHA Board of Directors will choose the candidate that was determined to be the next successful candidate.
19. Once the season has started if, for any reason the head coach of any team is unable to complete their duties as head coach, the Division Convenor will ask that the coaching staff associated with the team to assume all of the duties and responsibilities for that team. Should the coaching staff not wish to assume the head coach duties and responsibilities, the PMHA Board of Directors will choose the candidate that was determined to be the next successful candidate.



PMHA HEAD COACH - Duties and Responsibilities

MISSION STATEMENT: Our goal is to provide a program that will allow every participant to play at their optimum level of competition while at the same time, learning valuable hockey skills, life skills, while developing a positive sense of team play.

1. The above mission statement must be adhered to at all time.
2. The coach is responsible for his/her coaching staff selection. A list of all proposed coaching staff must be provided to the Division Convener no later than the first practice after the player selection process and before the October regular board meeting. The candidates shall then be reviewed by the board. Changes may be requested by the board.
3. Coaches by nature have a great influence on the player's experience and as such they are ultimately responsible for all coaching staff to meet the goals and objective of the association.
4. All players must be able to reach our mission, to do so;
 - a. They must be allowed to play.
 - b. They must be allowed to participate in practice and exercise.
 - c. They must be coached in a positive environment.
5. The coach is ultimately responsible to the board.
6. The PMHA board has final authority on all coaching matters.
7. Failure to meet the goal and objective as define by the PMHA constitution, may result in disciplinary action by the association, up to and including dismissal.



8. The Head Coach is the leader of the team. His/Her duties are first and foremost to ensure every child has a chance to learn hockey in a fun and enthusiastic environment. Duties also include (but may not be limited to):
- Serve as the official spokesperson on behalf of the team
 - Coordinate the delegation of responsibilities to the assistant coach and manager
 - Plan on and off-ice activities in consultation with the assistant coach
 - Coordinate player evaluation and selection in conjunction with the Association mentor.
 - Plan, implement and control pre-game preparation and communication with the team
 - Design the practice plans in consultation with the assistant coach
 - Coach the team in all games and practices
 - Establish rules for the team and oversee the supervision of the players
 - Submit a financial report to the Divisional Convenor which summarizes the teams' income and expenses for the season.
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- Submit a year-end report to the divisional convenor which briefly summarizes how the season has unfolded and any recommendations regarding players, practices, game situations and general concerns and areas of program and coach development opportunities. This can be verbally communicated.
 - Report to the association through the Convenor
 - All of the above while upholding the mission and values of the PMHA

Please refer to the PMHA Coaches Manual for further information on duties and responsibilities