

1.8 COACH AND TEAM STAFF SELECTION POLICY

A. Application

This Coach and Team Staff Selection Policy shall apply to all Member Leagues and club-Associations where a same or similarly robust policy does not exist on a local level.

B. Purpose

Ringette BC believes its Coaches and Team Staff are the heart of a successful program. These individuals have a responsibility to not only teach players the fundamental skills and strategies to become better players, but also serve as role models to these athletes. This policy is intended to aid Ringette BC, Leagues and club-Associations to fairly select the best Coaches and Team Staff for the benefit of the sport.

C. Scope

This policy applies to all individuals interested in being a Head Coach, Assistant Coach, Manager or Trainer within or representing Ringette BC. Leagues and local associations are expected to comply with this process where an equivalent or more rigorous local policy surrounding selection does not exist.

D. Definition

“League”, “Local Association” and “Ringette BC” are used synonymously in this section.

E. Requirement

- i. Each member League and club-Association will have a team staff selection committee (TSS committee) that will oversee the appointment of all team staff. (See also 18.7)
- ii. All prospective Coaches, Assistant Coaches, Managers, Trainers and other team Volunteers must complete an annual “Application Form”. This form must be completed in all circumstances, whether new to the position or returning. The application form will be available to interested parties and must be completed and submitted as directed.
- iii. The TSS Committee may require interviews with candidates, either verbal or written, which may be conducted at the discretion of the TSS Committee.
- iv. Coaches, Assistant Coaches, Managers and Trainers must be successfully screened by the Screening Committee in all cases.

F. Selection Criteria

- i. The selection criteria for Head Coaches and Assistant Coaches includes, without limitation:
 1. Commitment and availability including previous years and projection to future years;
 2. The appropriate training and certification levels;
 3. Understanding of and adherence to the Long-Term Athlete Development Policy and other True Sport concepts;
 4. Experience commensurate with the level of Ringette being coached;
 5. Demonstrated conformance to the Bylaws and Policies of the club-Association, League, Ringette BC, and Ringette Canada (or willing conformation for new Coaches);
 6. Parent and player references;
 7. Other sport education / experience;
 8. Previous coaching evaluations; and
 9. Coaching philosophy and positive attitude.
- ii. The selection criteria for Team Manager and Team Trainers includes, without limitation:
 1. The appropriate formal training and certification levels;
 2. A level of experience commensurate with the age level and caliber of Ringette of the team;
 3. Demonstrated conformance to the Bylaws and Policies of the club-Association, League, Ringette BC, and Ringette Canada (or willing conformation for new Coaches);
 4. Parent and player references;
 5. Team philosophy; and
 6. Fit with the coaching staff.

G. Process and Timeline

- i. The Team Staff Selection Committee:
 1. The TSS Committee will be formed to designate Head Coaches, wherever possible, prior to the conclusion of each season.

2. The Director of Coaching, or equivalent, will chair the committee. There shall be up to four (4) members of the Committee depending on whether a Division Coordinator is required (the President (or Chair) is an ex-officio member).
3. The Committee shall consist of:
 - The Director of Coaching (or equivalent);
 - Any official Division Coordinator (for the purposes of selection of Coaches in that particular Division);
 - The Vice-President; and
 - One other Board Member as appointed by the Board of Directors.
4. The TSS Committee will canvass applications for all coaching positions. It is intended that this take place prior to the conclusion of each season, so that Head Coaches (at minimum) can be appointed well in advance of the following season.
5. Committee will review all applications by all prospective candidates, interview prospective candidates and other relevant parties, and make its determination of the appropriate candidates for each team.
6. The Committee will appoint all Head Coaches and approve all team Staff, including Assistant Coaches, Team Managers and Trainers.
 - Coaches will be appointed at the conclusion of each season.
 - Coaches will have input on which Managers, Trainers, and Assistant Coaches they want on their bench.
 - Assistant Coaches, Team Managers and Trainers will be approved by the Committee. This will normally be prior to the beginning of the next season.
 - While technically allowed, the committee will normally avoid appointment of the spouse of the Head Coach as Team Manager.
7. The Committee may also appoint a Coach, Manager or Division Coordinator as a "Divisional Liaison". The purpose of this role is to serve as the main liaison per age group between the Director of Coaching (or equivalent), the Committee and the appointed Staff of all teams in a division to ensure that information is distributed and feedback provided throughout the year to the Director of Coaching and / or the Committee.
8. The Committee will inform all candidates of their status in a timely manner following decision. All persons selected for a Team position must sign the relevant Code of Conduct form before the appointment is final.