



RMHA Coach Selection Policy

Head Coach Job Description

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach(es), trainer and manager
- Plan on and off-ice activities in consultation with the assistant coach(es)
- Plan, implement and control pre-game preparation and communication with the team
- Design practice plans in consultation with the assistant coach(es)
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of players
- Report to the RMHA Executive through the designated convenor (Vice-President for Competitive or Convenor for House).
- Competitive Head Coaches chosen will be expected to also volunteer in evaluations of players in other levels than what they are coaching.

Application for Head Coach

1. Competitive Teams - Interested candidates are asked to submit their application via the electronic form found on the RMHA website ([Coaching Application](#)), or hard copy to vicepresident@renfrewminorhockey.ca by May 31 of the current calendar year for U11, U13, U15 and U18 competitive.
2. House League - Interested candidates are asked to submit their application via the electronic form found on the RMHA website ([Coaching Application](#)), or hard copy to vicepresident@renfrewminorhockey.ca or the applicable Convenor by September 1 of the current calendar year for U7, U9, U11, U13, U15 and U18.
3. Applications will be reviewed, and interviews offered to qualified candidates, not all applicants will be offered an interview, nor does an interview guarantee a coach position if there is only one applicant. If no qualified applicants have expressed an interest in coaching, the Selection Committee will seek out candidates.



Coach Selection Committee Policy

The mandate of the Coach Selection Committees (House League and Competitive) is to recommend to the RMHA Executive the selection of next season's coaches for both House League and Competitive teams.

The Committee will:

- Review all applications received.
- Consider all relevant information sources.
- Assess selection criteria.
- Conduct candidate interviews, if required.
- Convey results in order of rank to the RMHA Executive for approval by specific dates determined annually by the Executive.

Non-successful candidates will be informed of the decision in writing by the Committee Chair.

Feedback from the Selection Committee will be provided for the unsuccessful candidates when requested.

The decision of the Selection Committee will be final.

Coach Selection Committee Membership

1. House League Coach Selection Committee, performed after evaluations:

Chaired by the Vice-President.

Members: In addition to the Chair, the House League Coach Selection Committee will consist of the Convenor for level in question and two other RMHA Executive members. The RMHA Executive may adjust the composition of this Committee as needed.

2. Competitive Coach Selection Committee:

Chaired by the Vice-President.

Members: In addition to the Chair, the Competitive Coach Selection Committee will consist of five other members, with a minimum of three being sitting RMHA Executive members. The other two may be qualified persons with minor hockey knowledge (e.g., a previous coach, minor hockey volunteer, official or person deemed to have minor hockey knowledge).



Conflict of Interest

All members of the Coach Selection Committees are subject to the approval of the RMHA Executive. In order to avoid conflict of interest:

- No member shall have a direct relationship with any applicants.
- A member must declare a conflict of interest if they have opinions or past experiences with an applicant that would affect their objectivity or create an appearance of bias.
- No member shall be an applicant for a coaching position.
- Any member who has a child potentially involved in a level shall not vote on the coach selection for that level but may sit on the interviewing committee. An exception to this is the House League coach selection process, where the Convener of that level is permitted to vote.

If a committee member is deemed to be in a conflict situation, an alternate member will be appointed by the Executive.

Coach Selection Criteria

Interview questions will be formed from the [Hockey Canada Minor Hockey Development guide \(https://www.hockeycanada.ca/en-ca/hockey-programs/mha/downloads\)](https://www.hockeycanada.ca/en-ca/hockey-programs/mha/downloads) as well as questions that speak to the skill and teaching ability of the applicants.

The Coach Selection Committees shall identify specific criteria annually to base their selections on. The criteria may include, but is not limited to:

- Review of prior years' coaching evaluations.
- Years of coaching experience in all sports.
- Past coaching history in hockey.
- Coaching certification and level obtained, and coaching clinics attended
- Coaching ability (teaching skills, listening skills, technical knowledge, and organizational skills).
- Communication skills with parents, players, and other team officials.
- Disciplinary record.



- Ability to positively represent the RMHA, including participation in activities promoting minor hockey.
- Input obtained by committee members from other association members.
- Desires and expectations of each candidate.
- The ability of the candidate's child to play at the level applied for.
- Familiarity with the Constitution, Bylaws, Policies, Rules, Duties, and Regulations of the RMHA
- Appropriate security check and references upon request.