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## **COACH AND TEAM STAFF SELECTION POLICY**

**Terrace Ringette Association**

### **1. Purpose**

The Terrace Ringette Association 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.

It is understood that the Board of Directors, as well as current coaches and team staff, will endeavour to encourage more people into the volunteer ranks.

### **2. Scope**

This policy applies to all individuals interested in being a Coach, Assistant Coach, Manager or Trainer within TRA. This policy does not necessarily apply to AA, AAA or Winter Games teams bench staff where BCRA or Northern League selection policies take precedent.

### **3. Requirement**

All prospective Coaches, Assistant Coaches, Managers, Trainers and other team Volunteers must complete the relevant annual "Application Form". This form must be completed in all circumstances, whether new to the position or returning. The application form will be available on the TRA website and must be completed and submitted as directed.

The Committee may require interviews with candidates, either verbal or written, which may be conducted at the discretion of the Selection Committee.

Coaches, Assistant Coaches, Managers and Trainers must be successfully screened by the Screening Committee in all cases.

### **4. Selection Criteria**

The selection criteria for Head Coaches and Assistant Coaches includes, without limitation:

- Commitment and availability;
- The appropriate training and certification levels;
- Understanding of and adherence to the Long-Term Athlete Development Policy and other True Sport Concepts;

- Experience commensurate with the level of Ringette being coached;
- Demonstrated conformance to the Bylaws and Policies of the Association, the Terrace Ringette Association (and Northern League), BC Ringette, and Ringette Canada (or willing conformation for new Coaches);
- Parent and player references;
- Other sport education / experience;
- Previous coaching evaluations; and
- Coaching philosophy and positive attitude.

The selection criteria for Team Manager and Team Trainers includes, without limitation:

- The appropriate formal training and certification levels;
- A level of experience commensurate with the level of Ringette being coached;
- Demonstrated conformance to the Bylaws and Policies of the Association, the Terrace Ringette Association (and Northern League), BC Ringette, and Ringette Canada (or willingness to conform for new volunteers);
- Parent and player references;
- Team philosophy; and
- Fit with the coaching staff.

## 5. Process and Timeline

A Coach Selection Committee will be formed to designate Head Coaches prior to the conclusion of each season. The Director of Coaching 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 is an ex-officio member). The Committee shall consist of:

- The Director of Coaching;
- 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.

The Committee will canvass applications for all coaching positions. It is intended that this take place at the conclusion of each season, so that Head Coaches (at minimum) can be appointed well in advance of the following season.

The 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.

The Committee will appoint all Head Coaches and appoint or approve all team Staff, including Assistant Coaches, Team Managers and Trainers.

- Coaches will be appointed at the conclusion of each season.
- Coaches can have input on which Managers, Trainers and Assistant Coaches they want on their bench.
- Assistant Coaches, Team Managers and Trainers will either be appointed by or approved by the Committee. This will normally be at 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.

The Committee may also appoint a Coach, Manager or Division Co-ordinator as a "Divisional Liaison". The purpose of this role is to serve as the main liaison per age group between the Director of Coaching, 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.

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.