

Dorchester Minor Hockey Association

POLICIES AND PROCEDURES REVIEW

Policy 5. Coaches and Selection

Reviewed by: Jen Coghlin

The association's primary objective for coach selection is to choose the best certified, qualified and available coaches at each division and level for the benefit and development of all of the players on each of the Dorchester Minor Hockey Association hockey teams.

The executive shall establish a Coaches Selection Committee to review, interview and recommend head coaches for the teams within DMHA. Recommendations shall be made to the executive in writing, together with reasons for the recommendations. The executive will consider the recommendations and select head coaches for the DMHA teams.

The committee shall be comprised of at least five members, from who it shall elect a chair. The chair may be appointed by the executive if necessary. The 3rd Vice President Hockey Operations shall be a member of the committee but shall not have voting rights. The committee members should represent a cross section of the association and/or the community. The executive shall call for nominations for new members of the coach selection committee to replace any member who will not volunteer for the upcoming season or whose term has ended. Nominations may be made by any member of the association in the manner designated by the executive. All nominations shall

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be submitted to the 3rd Vice President Hockey Operations. The 3rd Vice President Hockey Operations shall present the nominations to the executive for review and selection of new committee members. All members of the executive who do not have a conflict of interest will be eligible to vote on the selection of new Coach Selection Committee members. Any member of the executive who wishes to consider applying for a head coach position for the upcoming year must declare a conflict of interest and shall not participate in the selection of coach selection committee members for that year. Any executive member who fails to declare such a conflict shall not be eligible to be selected as a head coach for any DMHA team for that year, unless otherwise unanimously approved by the executive. The criteria that will be considered for the appointment of committee members shall be balanced amongst the following: at least one member shall be a non-parent with preference given to non-parent applicants, coaching/teaching experience, leadership qualities, representation of a diverse population, interview skills and experience. All members shall perform their functions objectively and in the best interest of the association and its players. Committee members will serve a term recommended to be not more than three years, with no more than half of the committee members' terms expiring in the same year. Selection of new Coach Selection Committee members will be decided by a vote in which at least 80% of the current executive vote in favor of the candidate

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must be made by the members of the Coaches Selection Committee to identify and remove any personal bias towards or conflict of interest in respect of any applicant. Any potential bias or conflict must be declared in advance. If bias or conflict of interest exists on the part of a member of the committee in relation to an applicant, that member will not participate in the interview, deliberations or decision making of the committee in respect of the team/age group for which that applicant has applied. Should conflict of interest in respect to any applicant exist for the 3rd Vice President Hockey Operations (sitting as a non voting member of the committee), the president shall assign another non conflicted member of the executive to replace the 3rd Vice President Hockey Operations for the interviews of the candidates for the specific division/level.

Applications for coaching positions will be available in early March each year on the Dorchester Minor Hockey Association website. Applications must include at least two (2) references. If the applicant has volunteered with another minor sports association, a contact person for that association must be provided. Coach applicants must proactively disclose any previous or current discipline rendered in the context of coaching minor hockey by DMHA and/or any other association. The Coach Selection Committee is required to contact all provided references and review any relevant information in its considerations for head coach recommendations.

Completed applications for head coach positions must be submitted to the chair of the committee or his/her delegate. Only those who have submitted a written application will be considered for the position of head coach for a team.

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Applications for coaching positions will be available in early **February** each year on the Dorchester Minor Hockey Association website. Applications must include at least two (2) references. If the applicant has volunteered with another minor sports association, a contact person for that association must be provided. Coach applicants must proactively disclose any previous or current discipline rendered in the context of coaching minor hockey by DMHA and/or any other association. The Coach Selection Committee is required to contact all provided references and review any relevant information in its considerations for head coach recommendations.

Completed applications for head coach positions must be submitted to the chair of the committee or his/her delegate. Only those who have submitted a written application will be considered for the position of head coach for a team.

Representative head coach applications must be submitted by April 30th or such other date as may be established by the executive. Local League head coach applications must be submitted to the chair of the committee or his/her delegate by June 1st or such other date as may be established by the executive. Should any Local league head coach vacancies exist for local league head coach positions after June 30th, applications may be accepted at any time prior to the start of the team evaluations.

The committee shall conduct its review of the applicants for representative team head coaches and make its recommendations by June 1st or as soon as practicable thereafter. The review and recommendation of local league head coach applicants may be conducted prior to the start of local league evaluations.

The Coaches Selection Committee shall review each application. It must interview each applicant for each representative team, and may interview applicants for local league teams unless there is more than one candidate for a team in which case interviews must be conducted. OHF and Hockey Canada guidelines should be followed where applicable. Interviews may include clarifying any information about or provided by the application, asking the applicant about previous coaching education, experience and/or history, determining the applicant's philosophy, confirming the Dorchester Minor Hockey Association's policies and practices, including the team selection process and playing time, responsibilities of the coach during the year, guidelines and any other relevant information. In general, information or knowledge relating to the applicant's

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teaching/coaching ability, experience, hockey skills and knowledge, attitude and behaviour on or off the ice while representing the team or Dorchester Minor Hockey Association will be relevant and discussed. At least three members of the Coaches Selection Committee shall sit during interviews. The same three members must be present for all candidates' interviews for the same position.

The following will also be considered in the selection of head coaches:

1. The applicant's preference to coach at a specific age level and level of play (rep or local league);
2. Any relevant past coaching education and experience, including the appropriate and required certification to coach at the preferred level and whether the applicant coached the preceding representative team in the previous year (ie. AE/BB in the same division in the case of a BB applicant, or BB of immediately preceding division if applying for AE). If certification is not possessed at the time of the selection process, the applicant must provide particulars of when and where the certification will be obtained and any selection will be contingent on certification prior to the start of tryouts;
3. Any additional information or knowledge that members of the Coaches Selection Committee may have or require regarding abilities, skill level, experience or other concerns;

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3. Any additional information or knowledge that members of the Coaches Selection Committee may have or require regarding abilities, skill level, experience or other concerns;

4. The applicant's ability to teach and demonstrate on and off the ice the necessary skills required for the preferred age level and level of play; and
5. The completion of Respect In Sport Activity Leader or its equivalent and Gender Identity and Expression training, plus the provision of a satisfactory criminal record/vulnerable sector check;
6. The skill level of the applicant's child (except in the case of a non-parent) and the likelihood that the child would be selected for the team on his/her own merit. Formal written evaluations of the child's ranking shall be collected from knowledgeable individuals from outside the executive and the coach selection committee, such as a prior coach or a coach who has evaluated the child in tryouts or observed the child during the prior season;
7. Whether the applicant is the parent of a first or second year player in the division in question. Preference will be given to an otherwise qualified and acceptable applicant who has a second year player in that division likely to be selected for that team on his/her own merit.

After the completion of the review of applicants, the committee shall deliberate and, by majority vote, recommend the most suitable candidate for each team. All coach recommendations must be provided by the committee to the Dorchester Minor Hockey Association's executive for approval prior to notifying any of the applicants. The Coaches Selection Committee will provide notification to the successful and unsuccessful applicants as soon as possible in writing or verbally after approval by the executive.

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All information received during the selection process and all communications within the committee and/or between the committee and the executive shall be confidential in order to preserve the integrity of the process.

All head coaches may select certified and qualified assistant coaches, trainers, managers and other team officials, subject to OMHA regulations regarding number and qualifications. All choices must be submitted to the executive, which reserves the right to accept or reasonably refuse any proposed team official with or without expressed reasons. Each bench staff must obtain appropriate certification and submit proof of certification, or show proof of course registration to the executive by October 15, failing which that person shall be removed from the bench staff and/or the team shall forfeit all ice times until the certification is obtained and submitted.

Coaches, program providers and on-ice helpers at the U7 level and below (formerly Mite, Jr. Initiation and Sr. Initiation) shall be screened and recommended by a committee made up of the 3rd Vice President Hockey Operations, Coach Development Coordinator and Player Development Coordinator. If necessary, head coach applications for the U7 and U8 age groups can be referred back to the coach selection committee. In the event of any conflict of interest in any group the coach selection committee shall screen and recommend the head coach candidates. All selections must be presented to and approved by the executive.

All coaches are required to comply with all DMHA policies, practices and procedures, as well as executive directions. They

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must organize and conduct practices for the purpose of developing all players individually and as a team. Coaches are encouraged to follow Hockey Canada's guidelines, including the use of practice time for technical skill development, as prescribed in Hockey Canada's coaching manuals. Coaches shall, without limiting the generality of the foregoing, comply with the following guidelines:

1. Attend coaches and/or association meetings as required;
2. Coach the team in all on ice activities and appoint a designate for a team activity in the coach's absence;
3. Ensure that all players and parents/guardians are made aware of the playing rules and team schedule;
4. Respect all officials' decisions and treat officials with respect;
5. Hold a meeting at the start of season with players and parents in order to make them aware of the coach's plans, expectations and goals for the season. These meetings will be used to discuss the following: coaching staff and responsibilities, coaching philosophy, team rules, dress code, playing time, supervision of dressing rooms and shower policy, 24 hour cool down rule, parent complaint procedure, budget, financial obligation and financial statements, tournaments and any other points that require discussion;
6. Accept ice time allotted to the team by the association;
7. Ensure that allocated ice is used and used appropriately;
8. Organize the team's coaching/management staff. Ensure that all team documentation, including rosters, travel permits and game sheets, is properly prepared,

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maintained, readily available and submitted to the appropriate person when required;

9. Ensure that all rules, regulations, safety measures and policies are observed.
10. Pre-plan practices with team coaching staff;
11. Liaise with the Shamrock/Lambton Middlesex representative;
12. Ensure all players are properly equipped;
13. Ensure all players receive equal attention to ensure proper player development;
14. Not to speak to any player in a demeaning or demoralizing manner, remain in control on and off the ice and ensure proper conduct of players and coaching staff on/off the ice at all team functions.

Trainers shall, in addition to any other responsibilities imposed upon them:

1. Ensure that all players have completed a “Medical Information Form”. These forms are to be on hand at any team related activity (games, practices, dry land, travelling, and social functions). The forms are strictly confidential and only the trainer, head coach, bench staff and the player’s parent/guardian should have access to the medical history file.
2. Keep the coach informed with regards to player’s condition.
3. Be aware of individual player medical needs (i.e. puffer for asthma).
4. Obtain and maintain player medical information, and create an emergency action plan.

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2. Keep the coach informed with regards to player’s condition.
3. Be aware of individual player medical needs (i.e. puffer for asthma).
4. Obtain and maintain player medical information, and create an emergency action plan.

5. Ensure receipt of a doctor's release note prior to any player returning to practice and/or game.
6. Complete, if necessary, the OHF –Hockey Canada Injury Report, attach the game sheet and provide to the Shamrock/Lambton Middlesex representative.
7. Maintain the association provided first aid kit, which should include:

- ~ 1 sturdy first aid kit box
- ~ 1 pair bandage scissors
- ~ 10-4"x4" gauze pads
- ~ 1 bag sterile cotton tip applicators
- ~ 1 roll- pre wrap
- ~ 2 pairs rubber gloves (latex)
- ~ 1 pack – Iodine swabs
- ~ 1 ox knuckle bands
- ~ 2 rolls – 1 ½ Athletic tape
- ~ 1 chemical cold pack
- ~ 1 roll – 4" stretch gauze
- ~ 1 box fingertip bands
- ~ 2-4" tensor bandages
- ~ 2 boxes elastic stretch strips
- ~ 4-zip lock plastic bags
- ~ 1 CPR barrier shield (only use if certified in CPR)
- ~ 2-40" cotton triangular (slings)

The team manager's responsibilities include, but are not limited to, the following:

- a) To assist the coach in his/her team management responsibilities.
- b) To liaise with parents as necessary.

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The team manager's responsibilities include, but are not limited to, the following:

1. To assist the coach in his/her team management responsibilities.
2. To liaise with parents as necessary.

- c) To advise the Shamrock/Lambton Middlesex Representative of all tournaments/exhibition games.
- d) To ensure the return of all equipment and jerseys at the season's end.
- e) To create and maintain team financial records and to provide a financial accounting to parents.
- f) To ensure that dressing room and game sheet details are in order.
- g) To ensure that the team sponsor(s) receive a schedule of the team games.
- h) Keep team schedules current.

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Board and Membership Feedback: