

**POLICY P-10: COACH SELECTION**  
**(Amended March 8, 2017)**

1. The Coaching Committee of the Board of Directors of VTMHA has primary responsibility for the recruitment and selection of coaches for VTMHA. The Coaching Committee shall (i) recommend for approval by the Board of Directors of VTMHA nominees to serve as head coaches of Rep teams; and (ii) approve the head coaches of Initiation and Recreational teams. The Coaching Committee shall also approve all assistant coaches of VTMHA teams.
2. The Coaching Committee will endeavour to identify the best qualified, best suited head coach for each team through a formal application and interview procedure to be established by the Coaching Committee. The Coaching Committee shall endeavour to have as many head coaches as possible appointed prior to May 31 of each year.
3. All applicants for head coaching jobs shall complete an application form, in the form prepared by the Coaching Committee from time to time. Completed application forms, together with a resume or other summary of the applicant's relevant hockey experience and training, should be submitted to the email address included on the application form or on the VTMHA website.
4. The Coaching Committee, or a sub-committee of its members to which the Coaching Committee delegates such responsibility, will review all applications received and determine which candidates to interview. Each candidate must be interviewed by at least 3 members of the Coaching Committee, at least one of whom shall be the Director of Hockey Operations or the Assistant Director of Hockey Operations, and preferably at the same time.
5. In order to ensure consistency in the interview process, the Coaching Committee shall establish a set of basic subject areas that shall be covered in each initial interview, although other topics may also be covered.
6. The scheduling and organization of interviews shall be conducted by the Director of Hockey Operations, in coordination with the Chair of the Coaching Committee.
7. Each candidate for a head coach position shall be reviewed based on the following criteria:
  - (a) Coaching experience;
  - (b) Technical skill and knowledge;
  - (c) Training and completion of Respect in Sport and all other minimum coaching requirements (for Rep candidates, while ordinarily each candidate would be expected to have a minimum of Developmental 1 Certification, candidates who have Coach Level certification but commit to completing their Developmental 1 Certification during the upcoming season may be considered);
  - (d) Communication skills;
  - (e) Demonstrated commitment to minor hockey;
  - (f) Willingness to accept and promote the core values and expectations of VTMHA as set forth in its policies;

- (g) Willingness to abide by all VTMHA policies, including, without limitation, any policy requiring periodic criminal record checks;
- (h) Results of any background or reference checks conducted by the Coaching Committee;
- (i) Results of past coaching evaluation;
- (j) Prior disciplinary actions; and
- (k) Any other criteria that the Coaching Committee deems relevant.

7. With respect to the appointment of Initiation and Recreational coaches, the Coaching Committee shall also consult with and seek assistance from the relevant Division Managers with respect to the evaluation of head coaches who wish to coach again the following season.

8. The Coaching Committee may consider as potential Rep coaches the parents of players who could make the team that the parent may coach. However, no parent may be appointed as head coach of such a team unless and until the parent's child has already been placed on the team in question, in accordance with VTMHA's Rep player selection policies.

9. In addition, no parent may be appointed a head coach of any team on which their child would be a player unless the Coaching Committee is confident based on all factors deemed relevant that the coach will abide by all VTMHA policies regarding conflict of interest and team selection, and that conflicts of interest will not colour the coach's coaching decisions during the season. For certainty, and subject to VTMHA Policy P-9 (Rep Player Selection), unless and until officially appointed as head coach of a team, a potential parent head coach shall have no involvement whatsoever in the selection of players for any team on which the coach's child could play.

10. When selecting a head coach for a Rep team, if all other factors are equal, the Coaching Committee shall give preference to an applicant who does not have a child on that team.

11. With respect to the appointment of Rep coaches, the Chair of the Coaching Committee or the Director of Hockey Operations will communicate the recommendations of the Coaching Committee to the Board of Directors. The Board of Directors shall consider the recommendations of the Coaching Committee and shall make the final decision as to the appointment and compensation of all Rep team head coaches.

12. Each head coach shall appoint one or more assistant coaches, except where co-coaches have been appointed, in which case the appointment of an assistant is optional. All assistant coaches must be approved by the Coaching Committee, in its discretion. No parent may be appointed an assistant coach of any team on which their child would be a player unless the Coaching Committee is confident based on all factors deemed relevant that conflicts of interest will not colour the coach's coaching decisions during the season.

13. There shall be no appeal from a decision by the Board of Directors or the Coaching Committee with respect to the selection, recommendation or approval of a head coach or assistant coach.

14. At the conclusion of each season, an evaluation survey shall be provided to VTMHA families, and if deemed useful by the Coaching Committee, to VTMHA players. The results of

these evaluations shall be reviewed by the Coaching Committee and used as part of the evaluation process for the next season should the particular person apply to coach once again.