



COACHING SELECTION AND APPOINTMENT POLICY

Coaching Selection and Appointment Committee

1. The Coaching Selection and Appointment Committee shall consist of five people, three Ringette members and two non-current Ringette members, involved at the invitation of the President and on the recommendations of the Rep Team Director and/or House League Director where appropriate.
2. No member of the Committee shall be in a conflict position.

Application Announcement, Deadlines & Submitting Process

3. The Membership will be sent an email notice reminding them of the opening of the application process one month prior to the deadline imposed for the receipt of applications. The email will come from the Rep Team Director or his designate for the Provincial Level applications in January and the Regional Level applications in July and the House League Director or his designate for the house league applications in August.
4. The following deadlines will be in place:
 - a. Provincial level applications are to be submitted by March 1st and coaches will be selected one week after provincials.
 - b. Regional level applications are to be submitted by August 1st and coaches will be selected by August 31.
 - c. House League applications are to be submitted by September 1st and coaches will be selected by September 15.
5. The applications will be sent to the Director who initiated the call for applications and will be provided to the Committee the day following the application deadline date.

6. Application forms will be available on the WFRA website or upon request of the Rep Team Director or House League Director. Application Forms must be fully completed and signed and provided to the Rep Team Director or his designate for the Provincial and Regional Level applications and the House League Director or his designate for the house league applications.

Coaching Selection Process:

7. The coaching selection shall follow the following process:
 - a. Receipt of completed application within the deadline imposed.
 - b. Completion of the Points Summary Form based on the contents of the application.
 - c. Review of Evaluation Reports completed by the Rep Team Director or House League Director.
 - d. Interviews.
 - e. Written report to the WFRA Executive.

Coaching Selection Criteria:

8. The coaching selection shall be based on the following criteria:
 - a. Application
 - b. Points Summary Form
 - c. References
 - d. Negative and/or positive feedback obtained from the Evaluation Reports.
 - e. Applicant's responses to the interview questions.
9. No one criterion is a deciding factor. The criteria above are meant to be guidelines towards selecting the most appropriate candidate for a particular position.

Application:

10. The application is attached hereto as Schedule "A".
11. House League applicants are required to submit a signed Fair Play Agreement attached hereto as Schedule "B".
12. Applicants for coaching positions are expected to fully complete the application and submit it to the appropriate Director within the timelines imposed.
13. The contents of the applications will be considered in the selection process.
14. The receiving Director will confirm receipt of the application form back to the submitting applicant upon receipt.

Points Summary Form:

15. The Points Summary Form is attached hereto as Schedule "C".
16. The Points Summary Form will be completed by the Chair of the Committee based on the contents of the application.
17. Points are not lost, but rather accumulated based on the criteria as set out in the point sheet.

References:

18. References will be checked by one member of the Committee.
19. Uncooperative references will be noted in the consideration of the selection criteria.
20. Each reference checked will be asked the following questions:
 - a. How do you know this person and for how long?
 - b. Describe their abilities.
 - c. Would you have this person coach your child?

Evaluations:

21. The Evaluation Form for provincial, regional and house league teams is attached hereto as Schedule "D".
22. Prior to the end of the season, during February for house league teams and during March or April for provincial and regional level teams, the Rep Team Director, House League Director or their designates will provide all of the teams in the Association with the Evaluation Form for completion and return. The Evaluation Forms will be provided to the parents/children of the teams by a member of the Executive who has no conflict. Evaluation Forms will be provided for the head coach and each bench staff member.
23. Bench staff will also be given an opportunity to evaluate each other, using the Evaluation Form.
24. The Director shall compile a report which includes both the positive and negative feedback and shall also meet with the evaluated coaches and/or bench staff to discuss the evaluations in terms of providing feedback and also an opportunity to rebut negative evaluations. After the meeting, the Director shall place an addendum on the report regarding the discussions with the evaluated person and the report shall be provided to the Committee for its use. The deadline for this process to take place is August 31st.
25. WFRA is aware of the timelines involved in proper, complete and fair evaluation of coaches and bench staff and that the Committee may not have the most current information regarding the applicants to consider in its selection process. The evaluation report criteria in the selection process will be based on the most recent reports as completed by the Rep Team Director or House League Director.
26. Any formal complaints received and investigated by WFRA will also be considered at this stage of the process. WFRA reserves the right to deny positions if numerous, substantiated complaint reports are filed, especially where reported behaviours are not in accordance with the conduct required by the Code of Conduct.

Interviews:

27. All candidates will be interviewed by the entire selection committee regardless of the number of applicants vying for one position.
28. Each candidate for a particular level of play will be asked the same set of questions for the first three questions. These three questions will be pulled from the list as set out in Schedule "E". An additional question will be asked based on the application form as submitted by the applicant and one question will be asked with respect to the evaluation reports.
29. Answers to questions are evaluated by the committee and assigned a score out of five. Scores and the consideration of those scores shall be accumulated on the Score Sheet attached as Schedule "F".

Presentation of Recommendations to the WFRA Executive:

30. After the Committee has completed the selection process for the candidates, a written report will be provided to the current WFRA executive with respect to each individual candidate summarizing all of the information obtained and considered and shall include a recommendation as to suitability for the position applied to.
31. The Committee shall also provide written recommendations as to the candidate to be selected for each position.
32. The WFRA executive shall vote on each recommendation ensuring the members in a conflict are excluded from the room during discussion and voting. The words "vote on each recommendation" means that one name shall be provided for each position and the executive shall vote on whether or not that name is appointed to the position, a majority vote decides the issue. If the vote is a negative one, the next candidate for the position shall be considered and voted on.

33. Where there is suggestion that any step within the coaching selection and appointment process may have been circumvented without the express permission of the WFRA executive as a whole, the vote for that particular position shall not proceed pending investigation by an independent evaluator. Any and all coaching selection announcements will not be released until the investigation process is complete and the report considered by the WFRA executive and the position(s) in question is filled.
34. The WFRA executive reserves the right to search out a suitable candidate if one does not apply.
35. Coaches are expected to coach at the level of play in accordance with the position to which they have been appointed. Any change from that requires the approval of the WFRA Executive at a regularly scheduled meeting and could include a re-opening of the coaching selection process depending on the request or the reason for the request.
36. If a coach steps down from a coaching position after the team has been established, the WFRA will advertise the open coaching position and proceed through the selection process as contained in this Policy with the intention that the new coach will inherit the already existing team.

SCHEDULE "A"



VOLUNTEER COACH APPLICATION

Date: _____

Name of Applicant: _____

Address: _____

City/Province: _____ Postal Code: _____

Email Address: _____

Phone Number(s): _____

Are you a member in good standing?

- Yes
- No

Division(s) Applying for:

- U10
- U12
- U14
- U16
- U19
- 18+

Level(s) applying for:

- Provincial (A, AA, or AAA)
- Regional (B or C)
- House League

If this level were not available, would you accept a different position?

- Yes
- No

ORA and/or National Coaching Certifications

Check the box next to those certifications the applicant currently holds and indicate date obtained:

CSI Trained	<input type="checkbox"/>	Year Attained: _____
CI Trained	<input type="checkbox"/>	Year Attained: _____
Gradation	<input type="checkbox"/>	Year Attained: _____
CI Certified	<input type="checkbox"/>	Year Attained: _____
NCCP Ethic trained	<input type="checkbox"/>	Year Attained: _____
NCCP CI PART A	<input type="checkbox"/>	Year Attained: _____
NCCP CI PART B	<input type="checkbox"/>	Year Attained: _____
Theory Level I	<input type="checkbox"/>	Year Attained: _____
Technical Level I	<input type="checkbox"/>	Year Attained: _____
Practical Level I	<input type="checkbox"/>	Year Attained: _____
Theory Level II	<input type="checkbox"/>	Year Attained: _____
Technical Level II	<input type="checkbox"/>	Year Attained: _____
Practical Level II	<input type="checkbox"/>	Year Attained: _____
Other Training	<input type="checkbox"/>	CPR Date: _____
	<input type="checkbox"/>	First Date: _____
	<input type="checkbox"/>	Speak Out: _____
	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____

Previous Ringette Coaching Experience (in last 5 years):

Season	Division (i.e. U12)	Level (A,B, C, or House league)	Position Held (coach, assistant coach, trainer, manager, or other)

Coach Experience in other youth sports (in last 5 years):

1. _____ Year: _____
2. _____ Year: _____
3. _____ Year: _____
4. _____ Year: _____
5. _____ Year: _____

Competitive Ringette Playing Experience

1. _____ Year: _____
2. _____ Year: _____
3. _____ Year: _____
4. _____ Year: _____
5. _____ Year: _____

Competitive Other Sport Playing Experience

1. _____ Year: _____
2. _____ Year: _____
3. _____ Year: _____
4. _____ Year: _____
5. _____ Year: _____

References

List the name, address and phone number(s) of two personal or professional references that will vouch for your abilities with respect to coaching children in our association. Please note family members are not acceptable.

Name: _____

Address: _____

Phone: _____

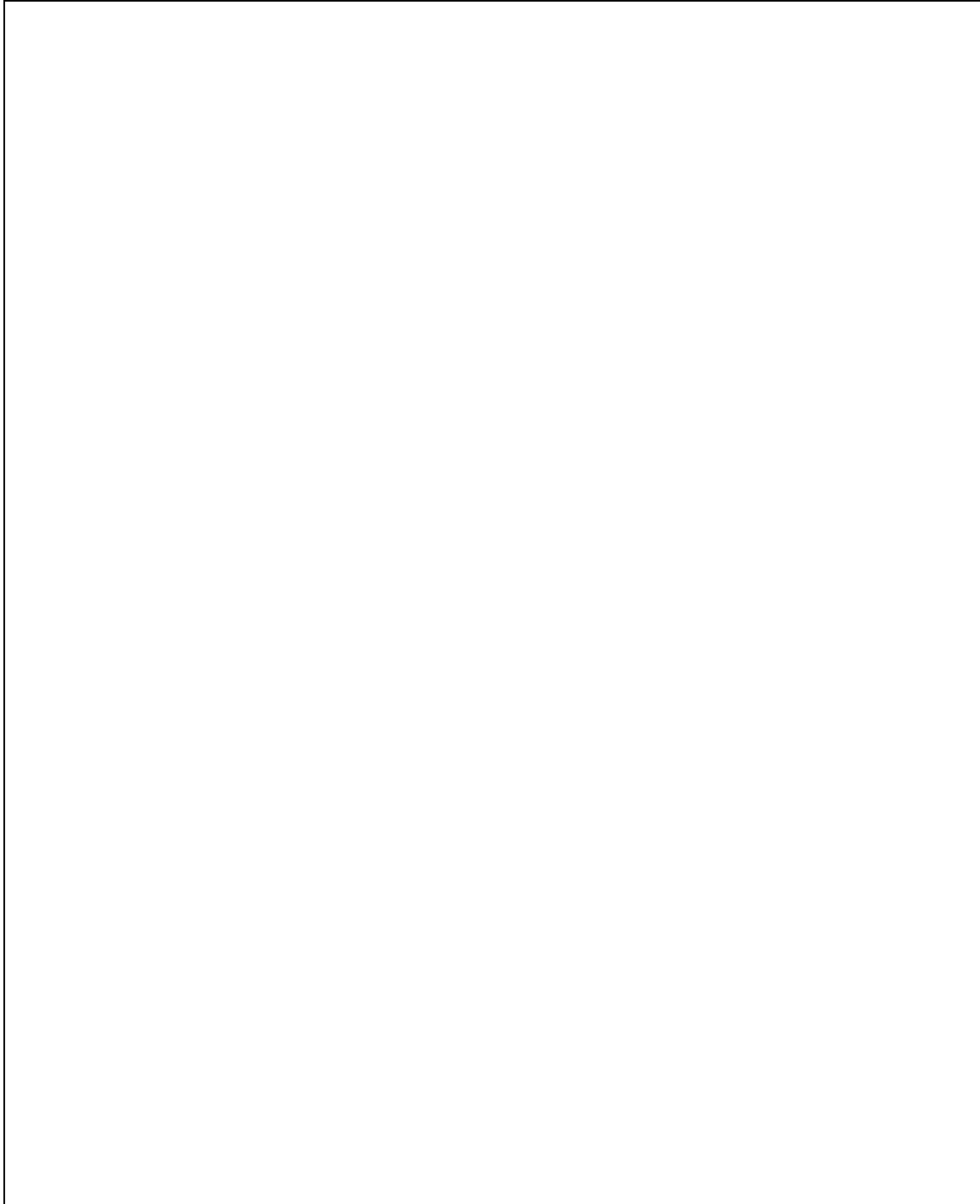
Name: _____

Address: _____

Phone: _____

Plans/Expectations/Goals

If you are awarded a team, please outline your plans, expectations and goals for this team. Please outline your coaching philosophy and how you expect that philosophy will help you accomplish your plans and reach your expectations and goals for this team.

A large, empty rectangular box with a thin black border, intended for the applicant to write their plans, expectations, and goals for the team, as well as their coaching philosophy.

Agreement to Have Police Check Performed and to Complete Necessary Minimum Training

Applicants may be subjected to an interview and must show proof of a valid Police Records Check to the WFRA. Police Records Check will be accepted if it is 3 years old or less.

All bench staff must obtain the required certification levels before January 1st of the playing season. Required training costs will be paid for by the WFRA.

Having read the above statements, I agree to show proof of a valid Police Records Check and to obtain the required bench staff certification (where applicable).

Date: _____

Results of a Police Records Check and the Implications to Volunteers in the WFRA

The following chart explains those charges that are incompatible with the selection process. If any of these charges appear on your Police Records Check, your application to volunteer will be immediately denied. This is not an all-inclusive list. The WFRA Executive team will consider charges not listed here on a case-by-case basis.

	Criminal or penal offences
If committed less than five years ago	Theft, Fraud: simple robbery, fraud, false identification, shoplifting Drugs: Possession Driving: Impaired, Hit and Run (Material damages only) Other: Other criminal convictions
If committed less than 10 years ago	Theft, Fraud: vehicle theft, theft over \$5,000
If ever committed at any time	Sexual Offences: sexual aggression, indecent acts, prostitution Violence: homicide, kidnapping, acts of violence, rape, marital violence, threats, intimidation or harassment, misdemeanour acts of violence Theft, Fraud: break and enter, theft, armed robbery, corruption Driving: more than one impaired driving conviction, Hit and Run (personal injury/death) Drugs: drug dealing, importation, cultivation Other: mandate against another person, restraining orders, any criminal acts involving children

For Office Use: Police Records Check Received on Date: _____

Volunteer Agreement – Volunteers Age 18 or Older

Whereas I am interested in being considered for a coaching/bench staff position or a position of trust with the West Ferris Ringette Association and I am required by the association policy to supply references,

And whereas I understand that disclosure of a reference check or information verification may not necessarily preclude me from performing the duties, functions, and responsibilities in which I am interested,

And whereas I understand that, if the West Ferris Ringette Association, the Ontario Ringette Association, the Ontario Ringette Association Member Region, or an Ontario Ringette League(s) should decide any information disclosed, might preclude me from being involved, I will be given an opportunity to discuss that information to determine whether or not the information indicated that I present a risk to participants or the association.

I therefore authorize the West Ferris Ringette Association and the Ontario Ringette Association to check references and verify information supplied on an application form or resume.

I hereby promise to uphold the goals and ideals of the West Ferris Ringette Association, to act as a responsible member of the West Ferris Ringette Association, to support the decisions of the Executive team of the West Ferris Ringette Association and to abide by the bylaws and rules of the West Ferris Ringette Association. I understand that failure to do so could result in my loss of coaching and/or bench staff privileges.

I hereby promise to adhere to and uphold the West Ferris Ringette Association's Code of Conduct in both the letter and spirit of the Code.

Date: _____

Volunteer Agreement – Volunteers Under Age 18

Whereas this applicant, a minor under my care, is interested in being considered for a coaching/bench staff position or a position of trust with the West Ferris Ringette Association and I am required by the association policy to a statement signed by a parent or guardian since this player is under the age of 18,

And whereas it is understood that a minor does not have to declare they have a police record,

And whereas I understand that disclosure of any information may not necessarily preclude the applicant from performing the duties, functions, and responsibilities he/she is interested in,

And whereas I understand that, if the West Ferris Ringette Association, the Ontario Ringette Association, the Ontario Ringette Association Member Region, or an Ontario Ringette League(s) should decide any information disclosed, might preclude the applicant from being involved, I will be given an opportunity to discuss that information to determine whether or not the information indicated that the applicant presents a risk to participants or the association.

I therefore verify to the West Ferris Ringette Association that there is no record pertaining to the *Criminal Code* or the *Mental Health Act* that will affect the hiring and/or the employment of this applicant, who is under the age of 18 and is under my care.

I hereby promise that this applicant will uphold the goals and ideals of the West Ferris Ringette Association, to act as a responsible member of the West Ferris Ringette Association, to support the decisions of the Executive team of the West Ferris Ringette Association and to abide by the bylaws and rules of the West Ferris Ringette Association. I understand that failure to do so could result in the loss of coaching and/or bench staff privileges.

I hereby promise that this applicant will adhere to and uphold the West Ferris Ringette Association's Code of Conduct in both the letter and spirit of the Code.

Date: _____

Date: _____

I therefore, assure the West Ferris Ringette Association that the non-disclosed information will not affect the hiring and/or the employment of the applicant who is under the age of 18 and I will assume responsibility for his/her actions pertaining to the non-disclosed information.

Date: _____

Date: _____

PLEASE NOTE THE FOLLOWING

Application/Selection Dates:

- Provincial level applications are to be submitted by March 1st and coaches will be selected one week after Provincials.
- Regional level applications are to be submitted by August 1st and coaches will be selected by August 31.
- House League applications are to be submitted by September 1st and coaches will be selected by September 15.

Application Notes:

- References will be contacted.
- Applicants may be required to submit proof of qualifications.

Selection Process:

- Coaches will be selected in accordance with the policies of the West Ferris Ringette Association as set out in the Coaching Selection and Appointment Policy. This policy can be found on the website or upon request of the Rep Team Director or House League Director.
- The entire process is mandatory regardless of the number of applicants for a position.
- West Ferris Ringette Association reserves the right to have full and final say in the selection of the coaches at every level of play available to the membership.

SCHEDULE “B”

FAIR PLAY AGREEMENT TO BE ATTACHED

SCHEDULE "C"



POINTS SUMMARY FORM

Name of applicant: _____

Date Form Completed: _____

	Qualifications and Experience	Points Awarded	Marks
a	Applicant has minimum required training for the level applied (mandatory) *	No points awarded	
b	Applicant has training and/or certification above minimum required	.5 per level (max 2 points)	
c	Applicant has previous experience coaching at level applied for	.5	
d	Applicant has previous experience coaching above level applied for	.5 per level max 1 point	
e	Additional relevant training (C.P.R., First Aid, Speak out, etc.) List:	.5 each (max 1 point)	
f	Ringette Rep head coaching experience in last 5 years (WFRA or other association)	1	
g	Ringette bench staff experience, other than head coach (WFRA or other association)	.5	
h	Coaching experience in other youth sports	.5	
i	Formal competitive experience as ringette player	.5	
j	Formal competitive experience in other youth sports	.5	
	TOTAL:	Maximum total: 6.5 points	
	Additional Notes:		

*Coaching qualifications:

CSI Training = C and B level; CI Training = A level; CI Certification = AA and AAA levels; CD Training = Team Ontario; CD Certification = Team Canada

SCHEDULE “D”



West Ferris Ringette Association The Birthplace of Ringette

Dear parent/player,

Every year, we ask players/parents to reflect on the past season and provide us feedback about their playing experiences. The WFRA values your feedback and future coaching decisions will take into account the information you provide us. We hope that you will find the time and complete the attached coach evaluation form.

The form allows you to indicate how much you agree (or disagree) with 5 statements by selecting a number between 1 and 5. By selecting 1, you totally disagree with the statement. When you select 5, you totally agree with the statement. The higher the number, the more you agree with the statement. There is also a section on the form for general comments

The completed form may be signed or remain anonymous. You may submit the form in one of three ways:

1. You may drop off the form in the coach evaluation box at the year-end
2. You may send the form by regular mail to West Ferris Ringette Association, 42 Gertrude Street East, North Bay, ON P1A 1J8
3. You may return the form electronically to westferrisringette@cogeco.net

All information will be kept confidential. Although coaches are not permitted to read the evaluation forms, they will be given feedback from the evaluations in ways that do not identify the sources of information.

Thank you in advance.

Should you have any questions, please do not hesitate to contact me.

Regards,

WFRA Rep Team Director or
WFRA House League Director



COACH EVALUATION FORM

Division: _____

Team: _____

Question		Coach:					Ass. Coach:				
		1 – strongly disagree					5 – strongly agree				
1	I feel the Coach communicated well with my child before, during, and after games.	1	2	3	4	5	1	2	3	4	5
2	I believe my child was treated fairly.	1	2	3	4	5	1	2	3	4	5
3	My child was given the opportunity to try different positions on the ice.	1	2	3	4	5	1	2	3	4	5
4	The coach was a positive influence on my child	1	2	3	4	5	1	2	3	4	5
5	My child had sufficient opportunity to develop his/her Ringette knowledge/skills.	1	2	3	4	5	1	2	3	4	5
6	The coach provides corrective feedback in a constructive way.	1	2	3	4	5	1	2	3	4	5
7	The coach uses a system of play that promotes team success.	1	2	3	4	5	1	2	3	4	5
8	The coach encourages respect for referees and opponents.	1	2	3	4	5	1	2	3	4	5
9	The coach has the capability to develop players' technical skills.	1	2	3	4	5	1	2	3	4	5
10	The player's Ringette experience has been positive.	1	2	3	4	5	1	2	3	4	5

General Comments:

 Name (Optional)

 Signature (Optional)

SCHEDULE "E"



COACHING INTERVIEW QUESTIONS

1. Are you looking to coaching this team as a competitive or developmental format? Describe the difference between those formats.
2. What are your long-term and short-term goals and how do you plan to achieve them?
3. How would you resolve a conflict between players?
4. What do you anticipate your team budget to be and how will you raise your funds?
5. How many tournaments, practices and off ice- training do you intend to have?
6. Would you consider upgrading your coaching qualifications?
7. What other sports will you be coaching at the same time?
8. Are you open to bringing in additional trainers such as Tim White or others?
9. Is your team 100% WFRA participants or are you intending to involve out-of-town players?
10. Is your bench staff picked and are they qualified? Have you coached with them before?
11. What break down of minors/majors are you seeking?
12. What are your plans for team development?
13. How many players are you planning on taking on your team?
14. Are you planning any exhibition games, how many and with who?
15. What are your thoughts on underage players?
16. What is your comfort level in dealing and interacting with the individual players and parents?
17. Are you open to input from other coaches – mentoring to and with other coaches?
18. Is your child capable of playing at the level you are applying to coach?

SCHEDULE "F"



West Ferris Ringette Association

The Birthplace of Ringette

Coach Applicant: _____

Question #1 _____

Question #2 _____

Question #3 _____

Question #4 _____

Question #5 _____

	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Totals
Q1						
Q2						
Q3						
Q4						
Q5						
	Average (total column divided by five)					