



Bow Valley Hockey Society Coach Selection Policy



Purpose:

The purpose of the coach selection policy is to provide a fair, transparent and consistent selection of coaches from a set of coach candidates to identify coaches that best exemplify the goals, values and strategic objectives of the Bow Valley Hockey Society (BVHS).

The BVHS coach selection process is based upon the training, knowledge, and experience, against an established set of coach qualification criteria. Coach candidates are evaluated relative to the qualification criteria and the best candidate selected for the job taking into consideration the tier and division requiring a coach.

Coach selection is for one season only. All coach candidates must reapply each season for selection.

Coach Selection Committee

The coach selection committee is responsible for making all final coach selections. This is done in conjunction with the appropriate board of directors who participate as part of the coach selection committee.

The BVHS coach selection committee consists of three of the following members:

1. President
2. VP on-ice
3. VP off-ice, Director of Discipline, Conduct and Risk Management
5. Director of Player Development and Coaching
6. Manager of Hockey Operations
7. Manager of Development

Therefore, the makeup of the committee when making decisions for any one division is three (3) members. In the event of a conflict, the conflicted director shall remove themselves and whichever person that is not on the committee shall replace such conflicted director or such other director as determined by the committee.

Coach Selection Qualifications

Coaches are selected based on the following selection criteria. Some qualification criteria are deemed mandatory and comprise the minimum qualifications for a coach at that level and division. Others simply contribute to the overall rating of the coach candidate. An applicant not meeting the minimum training qualifications may be selected over one who meets or exceeds the stated qualifications.

An applicant not meeting the minimum training qualifications who is selected as a coach must commit to attending the required courses to get those qualifications during the season before any applicable deadlines set by Hockey Calgary, Hockey Alberta, Hockey Canada or BVHS.



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Selection Criteria

Head and assistant coach selection shall be based on the following criteria, with no specific weighting on any specific section:

Coach Qualification

Coach qualification is based on the National Coaching Certification Program (NCCP) standard coach certifications, Hockey Calgary and Hockey Alberta standards. All prospective head coaches in the BVHS program MUST have the minimum NCCP designation as required by Hockey Alberta or have committed to obtaining the minimum designation before November 15 in the hockey season. Coach candidates may present registration details in the appropriate training session in lieu of designation. See the [Minimum Qualification Requirements](#) section for details on minimum training requirements for each age group. Preference in this category will be given to coach candidates with higher levels of NCCP training.

Evaluation Volunteer Hours

Based upon the number of hours volunteered during the evaluation process including both on-ice support and evaluating. Coaches must complete the minimum requirement of volunteer hours to be selected as a coach. Coaches may be selected if there are not enough applicants for a specific team, but they will need to fulfill the volunteer hours to cover the BVHS volunteer bond requirement. If a team has more than 5 coaches listed on the roster, if a coach doesn't complete the required hours during evaluations they may be removed from the respective roster.

Experience

Experience qualification is based on:

- years as head coach
- years as an assistant coach
- the division and level of the teams coached
- the association or organization of the teams coached
- playing hockey experience
- completion of the BVHS player placement survey from the previous season
- completion of the BVHS player exit evaluations at the end of the previous season

Preference will be given to coach candidates that have demonstrated positive coaching experience and abilities for the BVHS teams they have coached.

BVHS Coach Evaluations

A coach's prior coaching reviews and other additional evaluation-related material provided to the society shall be reviewed and considered. Preference in this category will be given to coach candidates that have a positive BVHS coaching history and evaluations.

These criteria will form a substantial portion of the coach selection criteria.



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References

Coach candidates that do not have BVHS evaluations must provide references that can verify their background and experience. References should include: (this will be included in the BVHS coach application form).

- coaching philosophy and style
- adherence to fair play
- conduct with officials
- character evaluation

Interviews

In some cases, the coach selection committee may choose to conduct interviews with candidate coaches to establish a better sense of candidate qualifications and suitability in the following areas:

- coaching philosophy and style
- adherence to fair play
- conduct with officials
- character evaluation

The need for an interview process will be determined by the coach selection committee typically if circumstances arise such as:

- Multiple coach candidates have applied, and the qualifications are too closely matched to make a straightforward decision.
- There have been concerns raised in relation to a coaching candidate's past experiences with the association including but not limited to adherence to the BVHS Society's policies, practices and program goals such as fair play, behaviour on the bench/dressing room and use of affiliations.

If a coaching candidate may be considered the interview process may be conducted and such interviews will be conducted by the coach selection committee by either phone or in person.

Other Commitments

Preference will be given to coach candidates that are relatively free of other commitments (for example, coaching another team, extensive job-related travel or volunteer time in non-hockey organizations). The coach selection committee will evaluate the level of commitment and MAY include that as a factor in the selection process.

Society Involvement

Preference will be given to coaches who are positive role models within BVHS, and those coaches who exemplify the core values of the society. These coaches agree with the culture and have a positive interaction with the board of directors, office staff and fellow coaches. These coaches exemplify the team culture and act in a way that is always professional and in the best interest of BVHS.



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Coach Selection Process for Head and Assistant Coaches

The coach selection process consists of five distinct steps.

1. The Shift Forward Coach – All coach applicants must have a current [Shift Forward Coach / Team Official Course](#) Certification prior to completing the coach application.
2. [Hockey Canada Safety Certification](#) – All coach applicants must have a current Hockey Canada Safety Certification.
3. [Coach Application](#) - Identifying coach candidates. Every coaching volunteer must submit a completed BVHS coach application form. The application form should identify the position and division the coach is applying to. Application forms are available on the BVHS website.
4. Criminal Record Check (CRC) / Vulnerable Sector Search (VSS) - Criminal Record Check / Vulnerable Sector Searches are mandatory and are current for three years. Coach candidates must complete their CRC / VSS in accordance with BVHS policies which currently have been established. Failure to pass the security or reference check will automatically result in the disqualification of the coach candidate.
5. Volunteer Hours – Coaches must complete the minimum required hours to be considered for a coaching position. These hours must be completed during evaluations as either on-ice support and or evaluators.

Selecting from the Candidate Pool

Coaches are selected from the available volunteer pool and assigned to a team after player evaluation has been completed except in circumstances where the coach selection committee has determined it is in the best interests of the association to select such a coach prior to evaluations commencing.

The selection process is:

- 1) Assign coach candidates to each team based on their child's placement. In the case where they do not have a child in the division they wish to coach, then the coach selection committee will assign to a team that is both short of coach candidates and for which they are qualified to coach.
- 2) Determine which teams have no coach candidates assigned to them and recruit coach candidates to fill the position.
- 3) Select the most qualified coach for the division and level requiring a coach from the set of candidates assigned to each team as head and assistant coaches. Qualification is based on the criteria defined in the coach selection qualification section.

Please note that we do not notify applicants that are not selected for head coach positions.

Selection of Assistant

Assistant coaches are selected and assigned based on the process outlined with the BVHS coach selection policy. The coach selection committee reserves the right to recommend and/or refuse an individual's inclusion on team rosters based on previous coaching, evaluations, or transgressions related to fair play or behaviour issues. Head coaches may ask for certain individuals to not be included on the roster and the coach selection committee will determine whether or not the request is valid.



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Please note that we do not notify applicants that are not selected for assistant coach positions.

Minimum Number of Coaches Per Team:

BVHS will select the following number of coaches per each respective age group. BV reserves the right to add additional coaches to the rosters. The breakdown below is a recommendation for number of coaches for each respective age group.

U7 -1 head coach and 12 assistant coaches.

U9 - 1 head coach and 8 assistant coaches.

U11 – U18 (AA and Div 1) - 1 head coach and 4 assistant coaches.

U11 – U18 - (Div. 2 and below) - 1 head coach and 4-6 assistant coaches depending on number of applicants.

Coaching on Multiple Teams

Coaches with more than one child will only be added to one roster if their kids play in U9 and above divisions. Coaches will have to choose one team to coach either as a head or assistant coach. In situations where there are not enough coaches to fill a coaching roster then the coach may be added to a second roster at the discretion of the BVHS coach selection committee.

Appeals

There shall be no appeals of the decision of the coach selection committee.