

SWAT Coach Selection Process

Revised August 2008

1.0 SWAT Coach Selection Policy Statement

Fair and consistent selection of coaches from a set of coach candidates is the goal of the SWAT Coach Selection Process.

The SWAT Coach Selection Process is based upon the standardized scoring of 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.

Coaches are selected by the SWAT Coach Selection Committee *after* all players have been tiered. Coach selection will have no effect or bearing on the ranking of players and coaches will have no influence in the selection of teams.

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

If all applicants for a team are deemed unsuitable, SWAT is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found.

2.0 Coach Selection Committee

The Coach Selection Committee is responsible for making all final coach selections. This is done in conjunction with the Category Directors who participate as part of the Coach Selection Committee.

2.1 Committee Organization

The SWAT Coach Selection Committee consists of the following members:

1. VP, Coaching and Player Development (Chair)
2. VP, Hockey Operations
3. Category Director (one per category)
4. 2 Appointed Members

Category Directors participate in coach selections for their category only. Therefore, the makeup of the committee when making decisions for any one category is five (5) members. Appointed members are chosen by the SWAT Executive and may or may not be part of the SWAT Executive. Committee participation is subject to the SWAT Conflict of Interest Policy.

2.2 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 category. 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, he must commit to attend the required courses in order to get those qualifications during the season.

2.2.1 Selection Criteria

Coach Selection shall be based on the following criteria, with no specific weighting on any particular section:

(a) Training

Training qualification is based on the National Coaching Certification Program (NCCP) standard coach certifications.

All prospective head coaches in the SWAT program **MUST** have the minimum NCCP designation, or have committed to obtaining the minimum designation before December 31 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 category/level.

Preference will be given to coach candidates with higher levels of NCCP training.

(b) Experience

Experience qualification is based on:

- years as head coach
- years as assistant coach
- the category and level of the teams coached
- the association or organization of the teams coached

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

(c) Background

Background qualification is based on:

- playing hockey experience
- the category and level of the teams played on
- the association or organization of the teams played on

Preference will be given to coach candidates that can demonstrate playing at a higher category and level and more years of playing.

(d) Evaluations

Evaluation qualification is based on the results of the yearly SWAT Coach Evaluation Program. During each year the Coach Evaluation process produces a rating of each Coach in one of three categories:

1. Acceptable to continue coaching
2. Conditionally acceptable to continue coaching subject to the following: (more training, identified areas for improvement, probationary basis, assistant coach only, etc.)
3. Unacceptable for continued coaching

All things being equal, preference will be given to coach candidates that have positive SWAT coaching history and evaluations.

Coach evaluations in point 2 (above) will be assessed by the Coach Selection Committee and may result in the disqualification or lowering of preference for the coach candidate. See the SWAT Coach Evaluation Program for a definition of *incidents* and the process by which SWAT resolves them with coaches.

(e) References

Coach candidates that do not have SWAT evaluations must provide references that can verify their background and experience. References should include:

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

(f) Interviews

In some cases, the Coach Selection Committee may choose to conduct interviews with candidate coaches in order 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.
- One of the coaching candidates is new to the SWAT organization. In such a case all perspective coaching candidates will be interviewed.

(g) 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 other commitment and MAY include that as a factor in the selection process.

2.3 Minimum Qualification Requirements

	Speak Out	Safety	NCCP Course Levels		Dev I Level	Checking Skills
			Initiation	Coach Level		
Initiation	√	√	√			
Novice	√	√				
Atom	√	√				Highly recommended
PeeWee Tiers 1 & 2	√	√			√	√
PeeWee remaining tiers	√	√		√		√
Bantam Tiers 1 & 2	√	√		√		Highly recommended
Bantam remaining tiers	√	√		√		Highly recommended

3.0 Coach Selection Process

The coach selection process consists of four distinct steps.

3.1 Identifying Coach Candidates

Every coaching volunteer must submit a completed SWAT Volunteer Application Form indicating the volunteer position they wish to hold. This includes specification of the:

- Role – head coach, assistant coach, trainer or manager
- Category

Application forms are available either from the *VP, Coaching and Player Development*, the *Registrar*, or from the SWAT website. All applications must be submitted to the Coach Selection Committee prior to inclusion of the final team card (formerly known as the team hard card).

3.2 Security and Reference Checks

Security and reference checks are mandatory and shall be performed as follows:

- 1) New Coach: the Coach Selection Committee, by appropriate representative, shall ensure that all 3 references are checked for applicants who have not coached for SWAT before. All information supplied by references shall be recorded on the back of the SWAT Volunteer Application Form.
- 2) Coach candidates that have not had an Edmonton Police Association Volunteer Security Check process **MUST** complete and submit all forms to the *VP, Coaching and Player Development*. Candidates who have not completed the forms prior to the first scheduled game of the year will be replaced.

Failure to pass the security or reference check will automatically result in disqualification of the coach candidate.

3.3 Selecting from the Candidate Pool

Coaches are selected from the available volunteer pool and assigned to a team **after** player evaluation and tiering has completed. The selection process is:

- 1) Assign coach candidates to each team based on player affiliation. In the case where there is no player affiliation, 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.

Note that unaffiliated coach candidates may be considered for one of several different coaching positions, whereas affiliated coaches will typically only be considered for coaching a team with an affiliated player. This reflects the typical situation of few unaffiliated coach candidates and a strong desire by affiliated coaches to coach the affiliated player.

- 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 from the set of candidates assigned to each team as head coach. Qualification is based on the criteria defined in the *Coach Selection Qualification* section.
- 4) In situations of multiple coach applicants, the team will be notified as to why the successful head coach was assigned to the team.

3.3 Selection of Assistant Coaches

Typically head coaches will select their coaching staff; however the Coach Selection Committee reserves the right to recommend and/or refuse an individual's inclusion on team sheets based on previous coaching, evaluations, or transgressions related to Fair Play or behavior issues.

4.0 Atom / Pee Wee Tier 1 Coach Selection

4.1 Introduction

In connection with section 4.6 of the SWAT Tiering Policy, coaches selected for the Tier 1 teams in Atom and Pee Wee will be determined in accordance with all policies contained within this document, except as noted in this section.

4.2 Selection Process

Coaches are selected by the SWAT Coach Selection Committee **after** all players participating in the Tier 1 process have been evaluated. A parent coach that has a player trying out for Tier 1 Atom or PeeWee can only be selected once the Evaluators have determined that his son or daughter has been placed on the team in question.

As a requirement to applying to coach an Atom or PeeWee 1 team, all coaching applicants must be present for all four evaluation scrimmage sessions.

5.0 Appeals

The selection of a coach candidate may be appealed under the SWAT Appeal Policy.