

Coach Selection Process

This document outlines the CORA process for selecting coaches.

Roles

- Coaching Director (CD)
 - If the Coaching Director has a conflict of interest with any of the candidates, the Executive Sub-team (see below), shall select a suitable delegate; the delegate must have a good familiarity with the process and significant coaching experience; ideally is a former Coaching Director
 - For this document, whenever the Coaching Director role is referenced, it should be considered as “or delegate”
- Coach Selection Committee (CSC)
 - All members of the committee shall be current or former members of CORA, no “Out of Association” members shall participate in the selection process.
 - The committee shall consist of an odd number of members (minimum 3), where the majority are female. The board shall be notified if a female majority cannot be made available.
 - The majority should have coaching experience relevant to the position being selected
 - A maximum of one non-coach is permitted; exec approval is required.
- Application Screening Committee (ASC)
 - Identical criteria to Coach Selection Committee, but, ideally not the same people
- Executive Sub-Team (EST)
 - President and Vice-President; or delegates
- Coach Candidate (CC)

Notes

- For tiered teams, any parent coach selected by the process will be considered provisional until their child is placed on the team by the evaluators (details of this process can be found in the Player Assessment Guidelines). Non-parent coach selections will be deemed final.
- Before the coach is notified of the decision, it must be approved by the Executive Sub-Team
- Coaches, with recommendations and suggestions from the Coaching Director, are free to pick their own assistants
- A CORA member is defined as someone that has been on a CORA TRF (not as an Out of Association player or coach) or a current or former board member.

Process Steps

Gathering and Screening Applications

- The Coaching Director shall gather applications from all interested candidates for all age groups and all levels.
 - When completing the coach applications, Candidates will be asked to present themselves based on the Selection Criteria later in the document

- Deadlines for accepting applications will be posted on the CORA web site and will usually be:
 - March 31 for U19AA/A, U16AA/A and U14AA/A
 - June 30 for the remaining levels
- The Coaching Director will review Coach Evaluation Survey results with the Candidates before applications are considered by the Application Screening Committee
 - The Coaching Director will summarize feedback and anonymize any comments that could identify a responder
 - The Coaching Director will look at past years where data is available to confirm trends
 - Candidates will be given the opportunity to speak to the survey results with the Coaching Director
 - The Coaching Director will summarize and score the results of the survey and discussion with the coach and will make that available as input to the selection process
 - At this point, some candidates may choose not to continue with their application or the Coaching director may suggest the candidate withdraw from the process.
- The Application Screening Committee will assess applications against the Selection Criteria listed later in this document
 - Candidates will be ranked
 - Any Candidate that clearly excels on selection criteria will be assigned to the position of head coach
 - If two candidates have similar scores, see [Deciding Among Candidates](#) for next steps

Deciding Among Candidates

- The Coaching Director will speak with each candidate to determine if a decision that is suitable to all Candidates can be arranged (e.g. one becomes head, another an assistant)
- If no resolution can be achieved, the [Interview Process](#) will be used to determine the candidate to be assigned to the head coach position

Interview Process

- The Coaching Director will assemble a suitably qualified Coach Selection Committee and will schedule interviews. The committee's makeup must remain the same for all candidates
- The Coaching Director will facilitate the interviews, may ask questions of the candidates, but is not a voting member in the process
- A member of the Executive Sub-Team shall be present at all interviews, but, in an observer role only, and will not ask questions of the candidate. Their role shall be clearly explained to the Candidates in advance.
- Interview questions will consist of, at a minimum:
 - The Candidate will be asked to speak to coach survey results
 - The Candidate will be asked to explain how they would handle several in-game and off-ice scenarios
 - Scenarios will be the same for all Candidates applying for a given position
 - Scenarios will be age/level appropriate
 - Scenarios will be prepared in advance by the Coaching Director, with new scenarios used each year

- Candidates will not be given the scenarios in advance. A list of example scenarios will be made available in advance
 - The Candidate will be asked to present a season plan, based on an established template, and to discuss their approach to that plan. The Coach Selection Committee may ask follow up questions
 - Members of the Coach Selection Committee may have prepared additional questions which will be asked of all Candidates
- Note that follow-up questions may be asked based on the Candidate’s response to questions and, hence, may not be asked equally of all coaches
- Upon completion of all interviews, the Coaching Director, Coach Selection Committee and member of the Executive Sub-Team will conduct a *Debrief and Coach Selection* as outlined below

Debrief and Coach Selection

- The Coaching Director will facilitate a debrief of the Candidate interviews
- The Coach Selection Committee is responsible for selecting the coach
 - At this point, Candidates will already have been scored against the Selection Criteria, as such, responses to coach feedback and scenarios will be used to arrive at a decision; the process will not revisit the Selection Criteria
 - Ideally, a consensus is reached, and the coach is selected
 - Otherwise, the Coaching Director will facilitate a vote to determine the coach
 - Once the selection has been made, the EST must approve the coach before notification of the decision occurs.

Selection Criteria

Points are assigned from zero to the maximum available. Candidates are evaluated first against the *Basic Criteria*. If Candidates are considered equally strong, the *Additional Criteria* will be applied. Assignment of points will be level appropriate and at the full discretion of the Coach Selection Committee (for example, 5 years of coaching U12 Regional may score 10 points for qualifications when evaluating a U10 position, but may only score 1 point for a U19AA position).

Note: Any candidate within 5 points of the leading candidate will be considered equally strong with respect to moving on in the process.

Basic Criteria

Area	Available Points	Criteria
Coaching Qualifications	10	<ul style="list-style-type: none"> ● Previous years of ringette coaching experience ● Formal coach training (ringette specific is preferred) ● Track record

		<ul style="list-style-type: none"> ● Extra value for coaching AAA, Team Ontario, Team Canada when assessing for U16AA and U9AA teams
Experience coaching or playing ringette at the level requested	5	<ul style="list-style-type: none"> ● Years of coaching or playing the sport at the level or above
Coaching plan	5	<ul style="list-style-type: none"> ● Assess the standardized Coaching Plan provided by the Candidate
Women	3	<ul style="list-style-type: none"> ● Is the candidate female?

Additional Criteria

Area	Available Points	Criteria
Experience playing ringette	5	<ul style="list-style-type: none"> ● Years of playing the sport at the level being assessed or higher ● Extra value for playing AAA, Team Ontario, Team Canada when assessing for U16AA and U9AA teams
Experience coaching in other sports	3	<ul style="list-style-type: none"> ● Previous years of coaching experience
Plan to develop younger female coaches	5	<ul style="list-style-type: none"> ● Evaluate the coaches plan to develop younger female coaches according to the coach development track