

HOCKEY NWT

HIGH PERFORMANCE PROGRAM

HP COACH SELECTION PROCESS

April 2017

1.0 INTRODUCTION

HNWT is committed to the selection of High Performance team personnel in a manner that is objective, consistent and transparent. The process and criteria for identifying and evaluating team personnel is described in the High Performance Program Policies and Procedures. The selection process is based upon a set of mandatory requirements and a number of evaluated criteria. This statement is intended to provide further elaboration of the approach to evaluating the relevant criteria:

2.0 GENERAL

Candidates are expected to apply as individuals.

Each successful applicant will be required to sign an agreement acknowledging:

- assigned roles and responsibilities;
- reporting relationship to other team personnel and to HNWT;
- acceptance of HNWT policies and procedures as determined from time to time;
- participation in all Program events;
- term of the assignment; and
- required notice if wishing to terminate the assignment.

Successful applicants will be expected to commit to the Program until the completion of the designated competitive event.

3.0 SELECTION COMMITTEE

HNWT shall appoint a Committee to select the team personnel. The SC shall consist of up to five persons, including the HPC Chair (or HNWT designate), one or two HNWT directors, plus additional persons selected for their recognized expertise and judgment. Members declare any conflicts of interest with any of the candidates and not serve in categories where that conflict exists. At least three Committee members shall be involved in all selections. Once selected, the head coach becomes a member of the Committee.

4.0 SELECTION CRITERIA

Each application will be reviewed against a number of mandatory criteria, as well as evaluated criteria as follows:

4.1 Mandatory Criteria.

The mandatory criteria invoke a pass/fail response. The applicant has either met the criteria or not. Mandatory criteria include the following:

- a) Letter of reference from a hockey association or similar, preferably from their LMHA.

The letter must be included with the application. The letter need not advocate for the applicant but must indicate that the Association has no concerns with the applicant.

- b) Criminal Records Check

A current CRC from the local RCMP detachment should be submitted with the application or provide evidence that obtaining a CRC is in process.

- c) Technical Qualifications

The application should include written evidence that the required technical qualifications have been obtained. Alternatively, the applicant must provide a written and financial commitment to complete the required technical qualifications. The financial commitment includes a cheque for \$500.00, which will be deposited with HNWT. The cheque will be reimbursed when the applicant has received full certification for the course.

- d) Disciplinary History

Provide declaration and details of any pending complaints or current or previous disciplinary action against the candidate. Details may be discussed with the candidate during an interview.

4.2 Evaluated Criteria

Each of the following criteria will be evaluated on a scale of one (low) to five (high). Each Committee member will evaluate each applicant individually before determining an aggregate evaluation for the Committee.

Criteria

Personal Development

- Formal Education
- Leadership and Management Training
- Volunteer Experience in Hockey

Playing/Coaching Experience

- Level and Extent of Playing Experience in Hockey
- Level and Extent of Coaching Experience in Hockey
- Other Relevant Experience

Coaching Knowledge and Philosophy

- Personal Coaching Philosophy
- Personal Goals in Coaching
- Knowledge of Building Team Unity
- Knowledge of Player Evaluation and Selection
- Technical and Tactical Knowledge for Short-term Competition

Inter-personal Skills

- Ability to work with others
- Clear Personal Values

4.3 Aggregate of Application Scoring

Scoring to be summarized as per following sample:

Evaluated Criteria	Coach Adams					Coach Norris					Coach Quinn					Coach Patrick					Coach Smyth				
	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5
Personal Development																									
Formal Education	4	4	4	4	4	3	3	3	3	3	4	4	4	4	4	3	3	3	3	3	1	1	1	1	1
Leadership and Management Training	5	4	5	5	5	4	4	4	4	4	5	5	5	5	5	4	4	4	4	4	2	2	2	2	2
Volunteer Experience in Hockey	4	4	4	3	4	3	3	3	3	3	4	4	4	4	5	3	3	3	3	3	1	1	1	1	1
Playing / Coaching Experience																									
Level & Extent of Playing Experience	5	5	5	5	5	4	4	4	4	4	5	5	5	5	5	4	4	4	4	4	2	2	2	2	2
Level & Extent of Coaching Experience	4	4	4	4	4	3	3	3	3	3	4	5	4	4	4	3	3	3	3	3	1	1	1	1	1
Other Relevant Experience	5	5	5	5	5	4	4	4	4	4	5	5	5	5	5	4	4	4	4	4	2	2	2	2	2
Coaching Knowledge and Philosophy																									
Personal Coaching Philosophy	4	4	4	4	4	3	3	3	3	3	4	4	4	4	4	3	3	3	3	3	1	1	1	1	1
Personal Goals in Coaching	5	5	5	5	5	4	4	4	4	4	5	5	5	5	5	4	4	4	4	4	2	2	2	2	2
Knowledge of Building Team Unity	4	4	4	4	4	3	3	3	3	3	4	4	4	4	4	3	3	3	3	3	1	1	1	1	1
Knowledge of Player Evaluation and Selection	5	5	4	5	5	4	4	5	4	4	5	5	5	5	5	4	3	4	4	4	2	2	2	2	2
Technical and Tactical Knowledge for Short-term Competition	4	4	4	4	4	3	3	3	3	3	4	4	5	4	4	3	3	3	3	3	1	1	1	1	1
Interpersonal Skills																									
Ability to work with Others	5	5	5	5	5	4	4	4	4	4	5	5	5	5	5	4	4	4	4	4	1	1	1	1	1
Clear Personal Values	4	4	4	4	4	3	3	3	3	3	4	4	4	4	4	3	3	3	3	3	2	2	2	2	2
	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5	E1	E2	E3	E4	E5
Total	58	57	57	57	58	45	45	46	45	45	58	59	59	58	59	45	44	45	45	45	19	19	19	19	19
Combined Average Score	57.4					45.2					58.6					44.8					19				
Out of 65	88.3%					69.5%					90.2%					68.9%					29.2%				
	Coach Adams					Coach Norris					Coach Quinn					Coach Patrick					Coach Smyth				

- Evaluators at times may consistently rank tougher or softer across the board and this is not an issue. An issue occurs when an evaluators' scores have the appearance of affecting one candidate vs another candidate inconsistent with the other evaluators. In such cases discussions should occur in an effort to reach consensus scorings/rankings.
- In this sample all evaluators have Coach Adams and Quinn scoring 1 and 2 and well ahead of the other three candidates. In this scenario, Coach Smyth need not be interviewed and Coaches Norris and Patrick probably need not be interviewed either.
- The SC shall reach a consensus on the persons who shall be interviewed. A consensus is reached when the majority of the SC members agree on the candidates selected.

6.0 SUMMARY OF SCORING

Aggregate scoring of application and interview scoring is done on a 40/60 basis as per this sample:

		Coach Adams	Coach Quinn
Applications Scores		88.3%	90.2%
	Weighted at 40%	35.3	36.1
Interview Scores		82.2%	81.4%
	Weighted at 60%	49.3	48.8
Total		84.6	84.9
		Coach Adams	Coach Quinn

7.0 SELECTION

As the Association is committed to providing the best coaching team in the interest of the team and players when the numerical evaluation provides a decisive winner (more than 5%) it should be used as the determinate factor in the selection. However, as the Association is also committed to providing development opportunities for coaches, the final decisions may not rest on the entirely on the numerical evaluation. In the above example the scores are close enough that the Committee may use other factors in determining their selection.

When the difference in aggregate scoring between coaches is not more than 5% other factors that may be considered include:

- Regional participation
- Female representation on female teams
- In the case of head coach selection, consideration for former Team NWT assistant coaches
- In the case of assistant and head coach selection, consideration for those that have not had a previous Team NWT opportunity
- In the case of assistant coach selection, compatibility with the head coach as indicated by the head coach
- A coach without a child trying out for the team may be selected ahead of a coach with a child trying out

If the chosen candidate declines the Committee offer, it may be offered to the next ranked candidate. The Committee is not compelled to select a candidate if it determines that the candidate is not qualified.

7.1 CWG and AWG technical packages routinely set gender requirements and limits which supersedes HNWT policy.

7.2 Where scenarios outside the scope of this document unfold the SC should consult the HPC for direction. Such scenarios may include factors involving behavioral history of a candidate.

7.3 FINAL SELECTION

The final selection is by election of the Selection Committee in an open vote. The chair shall vote only in the case of a tie.

Following the selection, the Committee chair shall immediately contact the selected coach and seek final acceptance of the position.

Once the selected coach has accepted the position the unsuccessful applicants shall be immediately notified. Unsuccessful head coach applicants may be evaluated for assistant coach positions.

If the chosen candidate declines the SC offer, it may be offered to the next candidate.

Any remaining vacancies may be offered to unsuccessful candidates from other categories.

The Committee is not compelled to select a candidate if it determines that the candidate is not qualified.

The HP and Executive Committees shall be immediately notified of the selections as they occur.

8.0 WHISTLE BLOWER

At any time during the selection process, if a SC member witnesses an unfair advantage, preferential treatment, or violations to this policy, they are to report it immediately to an appropriate member of HNWT such as the president, executive director, or HPC.

9.0 APPEALS

Appeals must be filed, in writing, according to the bylaws and regulations of Hockey NWT. The appeal must be accompanied by a cheque for \$150.00 within five (5) calendar days of the selection notification. The HNWT Executive Committee will assess the appeal and determine whether it should proceed to a committee review.

An Appeal Committee shall consist of one HNWT Executive Committee member and two other persons chosen for their objectivity, knowledge and relevant experience. Appellants may choose to address the Committee in person or via teleconference and will be provided up to 30 minutes to present their information.

Appeals may address only procedural matters.

All decisions of HNWT are binding subject to an appeal to Hockey North. Appeals to Hockey North must be submitted in accordance with its bylaws and regulations.

If the appeal is sustained, the cheque will be returned to the appellant. If the appeal is dismissed, the funds will be deposited into the HNWT player development fund.