

Parkland Female Hockey Program Policy

Coach Selection Guidelines



Purpose

The purpose of this guideline is to establish a coach evaluation and selection process that is equitable, transparent, and impartial. The PFHP Board will review this guideline annually and amend it as required. While meeting the expectations of all stakeholders can be challenging, the PFHP Board will address exceptional or uncommon situations as they arise.

Head Coach Applications

- The PFHP will notify all association members when the search for head coach positions for the AA Parkland Phoenix teams begins.
- The call for applications will also be posted on PFHP and member association social media platforms.
- Interested applicants will be required to submit a résumé and complete the PFHP coaching application form by the set deadline date.
- The application window will be communicated at the time of posting.

PFHP Coaching Selection Committee (CSC)

An evaluation committee will be established for each AA team and may include the following members:

- PFHP Executive Director
- PFHP AA Representative
- One additional PFHP Board member

Head Coach Selection Criteria

Coaching candidates will be evaluated using, but not limited to, the following criteria:

- Coaching credentials
- Coaching experience
- Prior parent evaluations (where applicable)
- Coaching philosophy

During the evaluation process, prospective coaches will be informed of:

- PFHP structure and policies, including team finance and fundraising
- Mid-season and year-end coach evaluation and feedback surveys
- Honorariums and expense reimbursement guidelines

Evaluation Process

- The CSC will select the head coaches via an interview process.
- The CSC reserves the right to determine which applicants will be interviewed and, seek additional applicants. In addition, the CSC has the right to decline an application.

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- It is the responsibility of the CSC to arrange for time and location of interviews and inform prospective interviewees.
- Interested coaches may or may not be parents.
- Each team requires a female staff member on the bench for the season (this does not have to be the head coach). Preference may be given to female applicants for PFHP AA teams.
- The PFHP AA Rep will notify all interviewees following the selection process if they were or were not chosen.

Assistant Coach(s), Manager and Treasurer Selection

The newly appointed head coach, immediately after their appointment, may recommend a manager and/or assistant coach. However, all bench staff, including the treasurer must be approved by PFHP Board. If the recommended assistant coach/manager also has a child trying out for the team, then no approval of these individuals will occur until after the tryouts have concluded.

Responsibilities

- It is the responsibility of the head coach to ensure that all team staff (head coach, assistants, manager and trainer) possess, or complete Hockey Saskatchewan certifications required for each role by Nov 30th of the applicable year.
- Team officials found not to have obtained the proper certification, will be responsible for paying any applicable fines imposed by Hockey Saskatchewan.
- All Coaches are expected to understand and follow the Hockey Saskatchewan Code of Conduct Policy and Social Media Policy.
- RCMP Criminal Record Check (CRC) including the Enhanced Vulnerable Sector Check (EVSC) report are required by all AA team officials which includes head coach, assistants, trainer and on ice managers prior to the start of the season. These reports are to be provided to the PFHP Board, who will maintain confidentiality to the applicant's information provided and will be used solely for the purpose of assessing the ability to provide services to the PFHP.

Coaching Honorariums

- Coaching Honorariums will be decided each spring for the upcoming season and recorded in PFHP minutes. Honorariums may or may not include annual monthly stipend, compensated for team apparel, hotels costs, team bus travel, team meals, reimbursement for criminal record checks.
- Any exception to the defined honorarium to be determined by a motion agreed to by the PFHP Board.