



2024 AGM BOOKLET

2024 Annual General Meeting

MAY 21, 2024

Cobourg Community Centre

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Agenda

Attendance

Minutes – Motion to accept the 2023 AGM Minutes.

TREASURER’S REPORT

PRESIDENT’S REPORT

POLICIES: Review and vote on proposed amendments

Motion to dissolve the current executive.

ELECTION OF NEW EXECUTIVE

ELECTION OF OFFICERS

1st VP (2-year term)

2nd VP (2-year term)

Secretary (2-year term)

ELECTION OF DIRECTORS

Ice Scheduler

Director of Operations

Tournament Director

Director of Development

Communications Officer

Referee in Chief

Director of Senior League

Equipment Manager

Questions

Motion for adjournment

Treasurers Report

Proposed amendments to the Constitution, By-Laws, Regulations or Rules

Policy/Procedure: Coaching Selection Policy

Current:

Coaching Selection Process

Notification (Call for Coaches)

When the Executive of the WNGHA approves the call for coaches, they then must notify all members of the association via an email from the Registrar. The public will be notified by either an ad in the local newspapers or a news bulletin on the WNGHA web site. It must contain application deadline and interview dates.

Any AA team call for coaches will be put out by December 1st.

Coaching Selection Committee

The Vice President of Representative Hockey will chair the committee and co-ordinate the entire process. The other committee members will be members of the WNGHA executive, or have either coached in our organization or another hockey organization at a high Rep level, or been involved and have a strong knowledge of the WNGHA Rep program and its intricacies. The executive council will approve the "Coaching Selection Committee" prior to members being invited to participate in interviews

Each candidate for a specific position will be interviewed by a *Coaching Selection Team* comprised of, at least three members of the coaching selection committee.

Application Deadline – The application deadline must be stated in all notifications.

Candidates must complete:

- WNGHA Coaching Application Form
- Coaching Resume
- Yearly Plan
- Budget Estimate
- Potential Tournament Listing

Candidates should have a minimum of NCCP Coach Level certification, and have a good understanding of the WNGHA Constitution and Policies.

Coaching applications will be submitted through the organization website to the Vice President of Representative Hockey who will chair the committee. Applications will also be submitted to the President; hence having two points of contact versus one.

E-mail applications will be accepted only if received before the deadline and complete with all of the required information.

Only candidates with a complete application will be considered for an interview.

Preference will be given to those candidates with the total number of years as a head coach, level coached (i.e. U13 AA, U13 C). Consideration may be granted to those that have coached in the WNGHA before.

New candidates are strongly recommended to serve one year as an assistant coach to help get a better understanding of the West Northumberland Organization.

Interviews

The Vice President of Representative Hockey will organize and co-ordinate the interview process and will be present for all interviews. The Vice President of Representative Hockey will not necessarily be a voting member for all interviews but will be present to organize the interviews and ensure consistency.

Each candidate for a specific position will be interviewed by a coaching selection team comprised of members of the coaching selection committee. The team will ideally consist of the same members for all candidates. However, if due to unforeseen circumstances a team member cannot attend an interview, the interview will proceed with one less member. Interview times will not be re-scheduled unless dire unforeseen circumstances warrant it.

Any committee member that has a daughter playing in the age category of the applicant will not be a member of that coaching selection team.

Applicants will be allotted twenty minutes. The first component will be a five-minute or less presentation by the candidate followed by a "Question and Answer" period. Questions will not be standardized. They will be applicant and division specific, and may be based on the data accumulated from the various stages of the process.

Final Selection

Once the interview process is complete, the committee will make its final recommendations, based on all of the data gathered on the applicants through the interview process and on any further discussion that may arise during the process.

No one person be allowed to be the head coach of more than one **competitive** team with the association and that the Committee involved in the Coaching Selection bring selection(s) to the Executive for a majority vote via a live meeting.

Any executive members that have a daughter playing in the age category of the recommended candidate will declare themselves ineligible for that vote.

Announcement

Once approved, all candidates will be advised, successful or not, immediately following, the executives approval. Successful applicants will be called first.

Successful applicants will be announced on the WNGHA website.

New:

Coaching Selection Process

Notification (Call for Coaches)

When the Executive of the WNGHA approves the call for coaches, the public will be notified by a posting on the WNGHA web site. It must contain the application deadline..

Any AA team call for coaches will be put out by December 1st. Any additional Tier 1 or Tier 2 coaches will be put out by February 1st.

Coaching Selection Committee

The Vice President of Representative Hockey will chair the committee and co-ordinate the entire process. The other committee members will be members of the WNGHA executive, or have either coached in our organization or another hockey organization, or been involved and have a strong knowledge of the WNGHA Rep program and its intricacies.

Each candidate for a specific position will be interviewed by a *Coaching Selection Team* comprised of at least three members of the coaching selection committee.

Application Deadline – The application deadline must be stated in all notifications.

Candidates will be required to complete in advance of the application deadline:

- WNGHA Coaching Application Form this form will require the following information:
 - Coaching Resume
 - Yearly Plan
 - Budget Estimate
 - Potential Tournament Listing

Candidates should have a minimum of NCCP Coach Level certification, and have a good understanding of the WNGHA Constitution and Policies.

Coaching applications will be submitted through the organization website to the Vice President of Representative Hockey who will chair the committee. Applications will also be submitted to the President; hence having two points of contact versus one.

Only candidates with a complete application will be considered for an interview.

New candidates are strongly recommended to serve one year as an assistant coach to help get a better understanding of the West Northumberland Organization.

Interviews

The Vice President of Representative Hockey will organize and co-ordinate the interview process and will be present for all interviews. In the event of a conflict of interest (see Conflict of Interest Policy), the Vice President of Representative Hockey will delegate the organization and coordination of the interview process to another member of the WNGHA Executive.

Each candidate for a specific position will be interviewed by a coaching selection team comprised of members of the coaching selection committee. The team will ideally consist of the same members for all candidates. However, if due to unforeseen circumstances a team member cannot attend an interview, the interview will proceed with one less member. Interview times will not be re-scheduled unless dire, unforeseen circumstances warrant it.

Any committee member that has a child playing in the age category of the applicant will not be a member of that coaching selection team.

Final Selection

Once the interview process is complete, the committee will provide a slate of all interviewed candidates to the Executive. After reviewing all potential candidates through the feedback brought forward by the Coach Selection Committee (in note form) and having further discussion at a board meeting about all potential candidates, the board will come to a consensus on the most suitable candidate and a vote will be taken to approve the slate. If the slate is not approved, more discussion and recommendations will take place until the full slate passes the vote. Any executive members that have a child playing in the age category of the recommended candidate will declare themselves ineligible for any votes on that age group's slate of candidates (see Conflict of Interest Policy).

The Executive Board must approve the appointment of managers and staff. A list of team bench personnel and staff must be given in writing to the Vice President by dates provided. It is the responsibility of the WNGHA executive to ensure proper reviews (including criminal) are completed on all coaches and trainers prior to their approval.

No one person be allowed to be the head coach of more than one competitive team with the association and that the Committee involved in the Coaching Selection bring selection(s) to the Executive for a majority vote via a live meeting.

Announcement

Once approved, all candidates will be advised, successful or not, immediately following the executives approval. Successful applicants will be called first. Once a successful applicant has accepted the coaching position, any remaining candidates will be notified via email.

Successful applicants will be announced on the WNGHA website.