



## West Northumberland 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.

### ***Coaching Selection Committee***

The 2<sup>nd</sup> Vice-president 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. 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
- A good understanding of the WNGHA Constitution and Policies are required.

Candidates should have a minimum of NCCP Coach Level certification

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

All applications are required to followed up with an email or phone call to the chair of the Coaching Selection Committee.

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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. Peewee AA, Peewee C). Preferences will also be given 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 2<sup>nd</sup> Vice-president will organize and co-ordinate the interview process and will be present for all interviews. The 2<sup>nd</sup> Vice-president 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. Selections will be submitted to the Executive for approval. All candidates recommended by the committee must be approved by the majority of the executive members who are present and eligible to vote for that candidate. 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.

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