



HEAD COACH SELECTION AND TEAM FORMATION POLICY

Prince George Ringette Association

1. Purpose

One of the most important tasks that the Prince George Ringette Association (PGRA) undertakes is the selection of Head Coaches and approval of the Team Staff. These individuals are the heart of any successful ringette program and have the responsibility to not only teach players the fundamental skills and strategies to become better players, but also serve as role models to these athletes. Another important task is the formation of teams and the principle that every player has a place in the Association and on a Club team.

2. Scope

This policy applies to all individuals interested in being a Head Coach within the PGRA. This policy does not apply to bench staff for Zones, AA, or Winter Games teams where Ringette BC or the Northern Ringette League selection policies take precedent.

This policy also applies to the formation of teams within each age category.

3. Requirement

All prospective Head Coaches, must complete the relevant “Application Form” on an annual basis. This form must be completed in all circumstances, whether new to the position or returning. The application form is available on the PGRA website and must be submitted as directed in the document.

The Committee may require interviews with candidates, either verbal or written, which may be conducted at the discretion of the Head Coach Selection and Team Formation Committee (Committee).

4. Head Coach Selection and Team Formation Criteria

The selection criteria for Head Coaches includes, and not limited to:

- Commitment and availability;
- The appropriate training and certification levels;
- Understanding of and adherence to the Long-Term Athlete Development Policy and other TrueSport concepts;

- Experience commensurate with the level of Ringette being coached;
- Demonstrated understanding and adherence to the Bylaws and Policies of the Prince George Ringette Association (and Northern League), Ringette BC, and Ringette Canada (and willing adherence for new Coaches);
- Parent and player references;
- Other sport education/experience;
- Previous coaching evaluations; and,
- Coaching philosophy and positive attitude.

This same Selection Committee will make the formation decisions for the Club teams within each age category. The formation of teams will be based on the following criteria and complies with the Ringette BC guidelines:

- At the beginning of the Ringette season players will be evaluated on individual skill development levels. Providing there are enough players to form more than one team, it is PGRA's responsibility through the Coach Selection and Team Formation Committee to make sure the players are divided equally based on the skill development ranking point values. A standardized evaluation form provided by Ringette BC will be utilized. During the first half of the season (until December), the teams can be re-balanced if there is a noticeable gap in team skill development level. Player movements between the two teams will be allowed, providing the Committee and the Head Coaches are in support.
- Every player has a place on a Club team. The evaluation process is simply a means to divide the teams in each age category.

5. Process and Timeline

A Head Coach Selection and Team Formation Committee will be formed once the Annual General Meeting is held to designate Head Coaches prior to the start of each season. The Director of Coaching will chair the committee. There shall be a minimum of three (3) members of the Committee and it shall consist of:

- The Director of Coaching;
- The Vice-President;
- The President or Past-President (ex-officio member); and,
- One other Board Member or a qualified independent person as appointed by the Board of Directors.

The Committee will canvas applications for the Head Coach positions. It is intended that this take place at the conclusion of each season, so that Head Coaches can be appointed in advance of the following season.

The Committee will review all applications by all prospective candidates, interview

candidates and other relevant parties, and make its determination of the suitable candidate for each team.

The Committee will appoint all Head Coaches and approve all Team Staff, including Assistant Coaches, Team Managers and Trainers.

- Head Coaches will be appointed prior to the start of each season, with September 15th as the goal;
- Head Coaches will recommend which Managers, Trainers and Assistant Coaches they want on their team staff.

The Committee will inform all candidates (Head Coaches and Team Staff) of their status in a timely manner following the decision- making process. All persons selected for a team position must:

- Sign the relevant Code of Conduct form;
- Complete the PGRA registration form;
- Complete a Criminal Record Check; and,
- Agree to complete the necessary certifications and courses;

before the appointment is final.