

# TEAM PERSONNEL SELECTION

The Halifax Hawks shall strive to attract coaches that are of the highest integrity and who possess a sound knowledge of the sport and how to teach the fundamentals to our players. Key attributes that we shall be seeking in our coaches are:

- Coaching and/or playing experience;
- Hockey knowledge and education;
- Coaching certification and coursing;
- Successful volunteer screening;
- Willingness to attend coaching workshops and seminars;
- Ability to work collaboratively in a team environment;
- Ability to work effectively with young hockey players;
- Ability to create a positive environment within the team and positive experience for the athlete;
- Commitment to meet the requirements associated with involvement with the team; and
- Ability to conduct efficient and effective practices to fully develop the players and the team.

The Association shall solicit coaching applications no later than June 1st annually. The solicitation of interested coaches shall be conducted through the use of e-mail notification, website advertising and other media tools. The Association shall appoint a Coach Selection Committee on an annual basis for the purpose of identifying a slate of qualified coaches. This identification may include the use of various evaluation tools such as, but not limited to, tasks, interviews, practical observation, and review of resumes, player/parent feedback, and other means.

The Coach's Selection Committee will recommend a slate of coaches to the Executive Committee for approval. Upon completion of coach selection, the Head Coach is responsible to recommend individuals for the positions of assistant coach and team manager. All recommendations must be approved by the Board.

## Duties and Responsibilities - Head Coach

- Serve as the official spokesperson on behalf of the team;
- Recommend individuals to the Board for the positions of assistant coaches and team manager;
- Coordinate the delegation of responsibilities to the assistant coaches and team manager;
- Adhere to all rules, policies and regulations of the Association, Hockey Nova Scotia and Hockey Canada;
- Complete all required coaching certifications including clinics and the volunteer screening process;
- Plan on and off-ice activities in consultation with the assistant coaches;
- Participate fully in tryouts, player evaluation and team selection in accordance with the Association process;
- Attend association coaching workshops and seminars;
- Develop a seasonal development plan for the team;
- Plan, implement and control pre-game preparation and communication with the team;
- Design the practice plans in consultation with the assistant coaches;
- Lead the team in all games and practices;
- Establish rules for the team and oversee the supervision of the players; Nominate a competent team manager for approval by the Board;
- Report any discipline problems to the Divisional Director immediately;
- Ensure all suspensions are adhered to immediately upon notification;
- Submit a yearend report which contains an evaluation of each player, evaluation of team's performance, outline of practice plans, and recommendations on how the program can be improved; and
- Report to the association through the Director.

## Assistant Coach

- Assist with planning, organizing and conducting practices;
- Participate in all tryouts, player evaluation and team selection in accordance with the Association process;
- Adhere to all rules, policies and regulations of the Association, Hockey Nova Scotia and Hockey Canada;
- Complete all required coaching certifications including clinics and the volunteer screening process;
- Assist with pre-game preparation;
- Assist with the leadership of the team during games;
- Assist with scouting and evaluation of opponents;
- Assist with the supervision of players off and on the ice;
- Assist with the formulation of the overall seasonal plan; and
- Report to the Head Coach.

## Team Manager

- Assist with planning, organizing, scheduling and coordination of team events and related activities as requested by the Head Coach;
- Adhere to all rules, policies and regulations of the Association, Hockey Nova Scotia and Hockey Canada; Work closely with the coaching staff on all team matters;
- Act as parent liaison for the team;
- Call team parent meetings as requested by the Head Coach and distribute any team information to the parents;
- Assist the coaches in arranging travel permits, sanctioning approvals for exhibitions games, and developing itineraries as requested;
- Assist the coaches with the preparation of the official game reports;
- Arrange on and off-ice officials for all home exhibition games as required with the Association's Referee-in-Chief;
- Make arrangements for all team fund raising in accordance with guidelines provided by the Association;
- Ensure the team has a suitable First Aid kit at the bench each game and practice;
- Maintain a complete set of any parental consent forms and medical history forms to be available at every game and practice;
- Ensure an Injury Report form is to be filled out and delivered to the Vice President, Risk Management, as soon as possible anytime a player/coach sustains an injury;
- Collect and remit any payments to the Controller, Team Accounts as required; Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills within the terms permitted by Association policy;
- Assist the Head Coach with the preparation of a budget and be responsible for obtaining the approval of the Divisional Director and Controller, Team Accounts; and
- Ensure the collection and remittance of all monies due to the Association Treasurer by invoice due dates

## Staff Expectations - Conduct

Coaches, by the very nature of their important positions, are key role models in our sport. The coach and his/her staff also represent the organization when involved in games, practices, tournaments and other events. For these reasons, the Association expects that all coaches and team staff to maintain a high standard of conduct at all times in dealing with the players and parents as well as officials and the opposition during competition. In doing so, coaches are expected to provide leadership to their teams and demonstrate sportsmanship at all times. Some examples of this leadership include:

- Ensuring that all team members conduct themselves appropriately at all times during team activities on and off the ice;
- Ensuring that players and bench staff follow the tradition of shaking hands with opponents at the end of games unless league or tourney stipulate otherwise;

- By maintaining a respectful attitude towards game officials at all times;
- Applying team rules and resulting discipline fairly and equitably at all times;
- By responding to questions from players and parents in a respectful manner; and
- Ensuring that they represent the Association to the best of their abilities during all activities.

#### Expectations for Coaches - Tryouts

Those interested in coaching with the Association in the Competitive stream must apply in order to be considered for a role as either a Head Coach or Assistant coach. Unless otherwise excused, all coaching candidates/applicants must contribute a predetermined number of hours to our tryout process (the number of hours is will be determined annually by the Board).

These volunteer hours can be provided either in the capacity of evaluator or on ice instruction. If a candidate who has contributed these hours is unable to be placed with a coaching staff at the end of the tryout process they will be compensated with an established fee for the hours that they contributed to the process. Head coaches will only be able to choose their assistants from the pool of coaching applicants who have contributed their required hours to the tryout process, either evaluating or providing on ice instruction.

If Head Coaches have specific assistants in mind to help them, they are to ensure that they have made the necessary application as well as to ensure they participate in the tryout process at the outset. Only if we are unable to suitably fill all coaching positions from the pool of candidates who have applied and contributed their hours to the tryout process, would we step outside of the pool and recruit to fill a position. Coaches who are deemed to be in a conflict of interest will be asked to volunteer hours as either an evaluator or on-ice lead in a division that their child or relative is not participating in.

#### Expectations for Coaches - Development

The Association, as stated in our objectives, understands the fundamental need to provide developmental opportunities to our members. In addition to providing each with the chance to participate in their chosen sport, we strongly feel that it is our role to actively support the development and enjoyment of each by providing additional learning opportunities. It has been our experience that participants derive increased enjoyment from the sport when they feel enhanced through their experiences. This also is demonstrated through increased retention.

As our coaching volunteers assume an important function in the overall development of our young players, our Association has committed to offering several initiatives aimed at helping coaches grow their knowledge of the technical aspects of the sport. These activities include coaching seminars, workshops, mentoring and other technical resource support. Given the commitment that the Association has made in this area, all coaches including assistants are required to support these initiatives through participation. This participation is also a component in our overall annual coach evaluation and is a factor in determining the selection of applicants as our coaches each year. It is critical that coaches understand that they have a responsibility to grow just as we expect and work to grow our players.

#### Certification Clinics

Hockey Nova Scotia mandates that all coaches, trainers, managers and other volunteers obtain the required certification and qualification to be considered eligible to act in any capacity as a member of the bench staff. Individuals are responsible to ensure they meet all eligibility certification requirements. Individuals who require clinics shall contact the Association Clinic Coordinator who shall be responsible to register them in an appropriate clinic. The certifications required by Hockey Nova Scotia include:

- All coaches in all competitive divisions shall be certified in the National Coaches Certification Program (NCCP) Development Level 1 Program. It is recommended that coaches in the Recreational program also be certified in

the NCCP Developmental Level 1 Program All instructors in the Under 7 program shall be certified in the Intro Coach Program;

- All coaches in the Under 9 Advancing, Intermediate and Developing levels must be certified in the Intro Coach Program; and
- All bench staff in Competitive program at the 'AAA', 'AA' and 'A' levels must be certified in the Hockey Canada Safety Program (HCSP). NOTE: this certification lasts for three years after which the individual is required to recertify;
- All teams in the Competitive Program at the 'A' and 'B' levels as well as all 'C' program teams must have at least one member of their bench staff qualified in the Hockey Canada Safety Program. NOTE: this certification lasts for three years after which the individual is required to re-certify in the HCSP clinic; and
- All coaches, including assistants, trainers and managers, shall have completed the Speak Out course or the 'Respect in Sport' course by December 15th.

All bench staff must complete the screening process as outlined by Hockey Nova Scotia Volunteer Screening Policy.