

10 COACH SELECTION POLICY (approved by SWAT Executive, May 22, 2024)

10.1 SWAT COACH SELECTION POLICY STATEMENT

The SWAT Coach Selection Committee's goal is to select the most appropriate head coach for a team taking into account not only qualifications and experience but a coach that will demonstrate the use of the Coach Code of Conduct and the For the Good of the Game principles that give the players the most positive experience on and off the ice.

The SWAT Coach Selection Committee uses some or all of the following criteria in no particular order, to select the head coach of a team:

- Training
- Experience
- Background
- Evaluations
- References

There is no predetermined weighting for the criteria as the information is used as a whole when selecting the most appropriate coach.

Coaches are selected by the SWAT Coach Selection Committee after all players on the team have been placed. Coach selection will have no effect or bearing on the ranking of players and coaches will have no influence in the selection of teams.

Coach selection is for one season only. All coach candidates must reapply each season for selection. If all applicants for a team are deemed unsuitable, SWAT is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found by the SWAT Coach Selection Committee from either the membership at large or from outside candidates.

In a situation where a Coach is required to be selected in advance of the formation of a team, the SWAT Coach Selection Committee can appoint a coach in advance with the approval of the SWAT Executive team.

10.2 COACH SELECTION COMMITTEE

The Coach Selection Committee is responsible for making all final coach selections. This is done in conjunction with the Category Directors who participate as part of the Coach Selection Committee.

10.2.1 Committee Organization

The SWAT Coach Selection Committee consists of, but not limited to, the following members:

- VP, Evaluations, Coach & Player Development
- Coach Development/Evaluation Director
- VP, Hockey Operations
- Category Director
- President

A Category Director participates in coach selections for their category only. Therefore, the makeup of the committee when making decisions for any one category is five (5) members. Committee participation is subject to the SWAT Conflict of Interest Policy. Should a conflict(s) exist amongst the SWAT Coach Selection committee, the President shall appoint such replacement member from the Board.

10.2.2 Coach Selection Qualifications

Coaches are selected taking into consideration the following selection criteria. Some qualification criteria comprise the recommended minimum qualifications for a coach at that level and category. Others simply contribute to the overall rating of the coach candidate.

An applicant not meeting the minimum training qualifications may be selected over one who meets or exceeds the stated qualifications. An applicant not meeting the minimum training qualifications who is selected as a coach must commit to attend the required courses in order to get those qualifications during the season.

10.2.3 Selection Criteria

Coach Selection shall be based on the following criteria, with no specific weighting or ranking on any particular section:

Training

Training qualification is based on the Hockey Alberta standard coach certifications.

All prospective head coaches in the SWAT program MUST have the minimum Hockey Alberta designation, or have committed to obtaining the minimum designation before November 15 in the hockey season. Coach candidates may present registration details in the appropriate training session in lieu of designation. See the Minimum Qualification Requirements section for details on minimum training requirements for each category/level.

Experience

Experience qualification is based on:

- years as head coach
- years as assistant coach
- the category and level of the teams coached
- SWAT Hockey or organization of the teams coached

Preference may be given to coach candidates that have demonstrated positive coaching experience and abilities for the SWAT teams they have coached.

Background

Background qualification is based on:

- playing hockey experience
- the category and level of the teams played on
- SWAT Hockey or organization of the teams played on

Preference may be given to coach candidates that can demonstrate playing at a higher category and level and more years of playing.

Evaluations

Evaluation qualification is based on the results of the yearly SWAT Coach Evaluation Program. During each year the Coach Evaluation process produces a rating of each Coach in one of three categories:

- Acceptable to continue coaching
- Conditionally acceptable to continue coaching subject to the following: (more training, identified areas for improvement, probationary basis, assistant coach only, etc.)
- Unacceptable for continued coaching

Preference may be given to coach candidates that have positive SWAT coaching history, evaluations and conduct.

References

Coach candidates that do not have SWAT evaluations must provide references that can verify their background and experience. References should include:

- coaching philosophy and style
- adherence to fair play
- conduct with officials
- character evaluation
- adherence to SWAT Coach Code of Conduct principles Interviews

In some cases, the Coach Selection Committee may choose to conduct interviews with candidate coaches in order to establish a better sense of candidate qualifications and suitability in the following areas:

- coaching philosophy and style
- adherence to fair play
- conduct with officials
- character evaluation

- adherence to SWAT Coach Code of Conduct principles

The need for an interview process will be determined by the Coach Selection Committee typically if circumstances arise such as:

- Multiple coach candidates have applied, and the qualifications are too closely matched to make a straightforward decision.
- One of the coaching candidates is new to the SWAT organization. In such a case all perspective coaching candidates may be interviewed.

The need for interviews is entirely at the discretion of the SWAT Coach Selection Committee.

Other Commitments

Preference may be given to coach candidates that are relatively free of other commitments (for example, coaching another team, extensive job related travel or volunteer time in non-hockey organizations).

The Coach Selection Committee will evaluate the level of other commitment and may include this as a factor in the selection process.

10.3 MINIMUM QUALIFICATION REQUIREMENTS

IMPORTANT INFORMATION								
Respect in Sport – Activity Leader		Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.						
November 15th		Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). The team is ineligible to compete after this date if Coach requirements are not fulfilled.						
Assistant Coaches		Highly recommended to obtain training of what is required for Head Coaches at the applicable level.						
Checking Skills		Highly recommended training for U9 coaches.						
Development 1 & High Performance 1		Coaches must be “ <i>trained</i> ” by November 15 th of the current season, by the following seasons November 15 th must be “ <i>certified</i> ” to remain eligible. Example – Coach takes HP1 in 2023 they have until Nov 15 th 2024 to complete Certification.						
		Trained = attended classroom session			Certified = passed all post-task evaluations			

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
ALL	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
TIERS 1 - 6 (incl. female)	U11		Head Coach			Head Coach	All Team Officials	One Team Official
	U13							
	U15							
	U18							

11 COACH SELECTION PROCESS

The coach selection process consists of four distinct steps.

11.1 IDENTIFYING COACH CANDIDATES

Every coaching volunteer must submit a completed SWAT Volunteer Application Form indicating the volunteer position they wish to hold. This includes specification of the:

- Role – head coach, assistant coach or manager
- Category

Application forms are available from the SWAT website. All applications must be submitted either to the Category Director during evaluations or to the Coach Selection Committee prior to inclusion of the final team card (formerly known as the team hard card).

In most cases, the Category Director and Assistant Category Director will take names of individuals wanting to either Head Coach or be an Assistant Coach during evaluations.

11.2 SCREENING - SECURITY AND REFERENCE CHECKS

Reference and security checks are mandatory and shall be performed as follows:

- New Coach: the Coach Selection Committee, by appropriate representative, shall ensure that all provided references are checked for applicants who have not coached for SWAT before. All information supplied by references shall be recorded and provided to the SWAT Registrar to be documented on the applicant's HCR account.
- All bench staff, assistant and head coach candidates must complete both a Vulnerable Sector Check and a standard police check every three years, as per Hockey Canada's Volunteer Screening Policy. Those without a valid VSC and Police Information Check on file will be asked to complete one prior to the season beginning. Candidates who have not completed the VSC and police checks prior to the first scheduled game of the year will be replaced.

Failure to comply with and/or pass the security or reference check will automatically result in disqualification of the coach candidate.

Candidates who submit a police check that contains information to disclose are not automatically disqualified from coaching. The Coach Selection Committee will review the information and decide whether the candidate can continue in the coach screening process.

Submitted police checks are not stored. Completed police check information is submitted to the SWAT Registrar, noted as complete or incomplete in HCR and then deleted.

11.3 SELECTING FROM THE CANDIDATE POOL

Coaches are selected from the available volunteer pool and assigned to a team after player evaluation and tiering, for the respective team, has been completed. The selection process is:

- Assign coach candidates to each team based on player affiliation. In the case where there is no player affiliation, then the Coach Selection Committee will assign a qualified coach to a team that is both short of coach candidates and for which they are qualified to coach.

Note that unaffiliated coach candidates may be considered for one of several different coaching positions, whereas affiliated coaches will typically only be considered for coaching a team with an affiliated player. This reflects the typical situation of few unaffiliated coach candidates and a strong desire by affiliated coaches to coach the affiliated player.

- Determine which teams have no coach candidates assigned to them and recruit coach candidates to fill the position.
- Select the most appropriate coach from the set of candidates assigned to each team as head coach. Qualification is based on the criteria defined in the Coach Selection Policy section.
- In situations of multiple coach applicants, the unsuccessful coaches will be notified that they were not successful.
- Under no circumstances does SWAT Hockey have a responsibility to explain to a parent group the reason why one coach was selected over another.

11.4 SELECTION OF ASSISTANT COACHES

Typically head coaches will select their coaching staff; however the Coach Selection Committee reserves the right to recommend and/or refuse an individual's inclusion on team sheets based on previous coaching, evaluations, or transgressions related to Fair Play, SWAT Coach Code of Conduct adherence or behaviour issues.

Assistant coaching is a major commitment of time and this must be considered by individuals prior to putting their name forward so as not to impact the team. Under no circumstances are coaches or assistant coaches allowed to coach in two different associations within the same division.

As SWAT is a community hockey organization, preference will be given to parent coaches over non-parent coaches on a team. Should a head coach wish to appoint a non-parent assistant coach, the SWAT Coach Selection Committee must approve such appointment and he/she will be subject to the Coach Selection Criteria. Consent may also be requested from existing team assistant coaches and assistant coaching candidates. Any additional costs for non parent coaches shall be borne by the team.

Under no circumstances shall coaches and assistant coaches be paid to coach a SWAT Hockey team. Exceptions may be granted by the SWAT board in regards to zone hockey teams such as SWZ. If such exception is granted, the team shall be responsible for all costs.

11.5 EVIDENCE OF EXPERIENCE AND QUALIFICATIONS

An applicant may be asked to provide copies of training certificates and other qualification as may be requested by the SWAT Coach Selection Committee. Failure to provide such requested documentation may result in disqualification from the coach selection process.

11.6 U11 and U13 TIER 1 COACH SELECTION

11.6.1 Introduction

Coaches selected for the Tier 1 teams in U11 and U13 will be determined in accordance with all policies contained within this document, except as noted in this section.

11.6.2 Selection Process

Coaches are selected by the SWAT Coach Selection Committee after all players participating in the Tier 1 process have been evaluated. A parent coach that has a player trying out for Tier 1 U11 or U13 can only be selected once the Evaluators have determined that his son or daughter has been placed on the team in question.

As a requirement to apply to coach a U11 or U13 Tier 1 team, all coaching applicants must be present for all evaluation scrimmage sessions.

11.7 APPEALS

The selection of a coach candidate may be appealed under the SWAT Appeal Policy by the unsuccessful coach candidate. An appeal may be made by the parents of a team with the support of no less than a two-thirds majority of the members of the affected team. Only one member of a family will be considered in determining the two-thirds majority.