

ZONE ADMINISTRATOR OVERVIEW INFORMATION PACKAGE

UPDATED JUNE 2025

Applications for zone head coach positions will follow the same process in all zones and will adhere to the Coach Selection Processes outlined in the Zone Division Guidelines. Successful head coaches will be asked to provide the names of two to three assistant coaches for consideration. The Interview Panel may also make *recommendations*. Assistant coaches must have filled out a coach application form to be considered for a coaching position on a zone team.

GENERAL OVERVIEW OF DATES AND APPROXIMATE DEADLINES:

1. Application Period Opens – June 9
2. Zone Coordinator Appointment – June 9
3. Applications Period Closes – June 30
4. Schedule for Coach Interviews – June 30 – July 18
5. All Head Coaches Selected for each team – August 1

Exact deadlines will be posted on the Ringette BC website.

RECEIVING AND REVIEWING APPLICATIONS

Ringette BC will collect digital applications for all zone head coaches. After the closing date, Ringette BC will review the applications received and will report to the Zone Coordinator which coaches are eligible to move forward with the selection process. Zone Coordinators will be provided with access to all documents and information submitted with the application.

Applicants who do not meet the *minimum certification requirements* to coach a Zone team at U14, U16 or U19 will be screened out of the application process. Coaches who submit incomplete applications will not be considered unless the Zone Coordinator chooses to collect and review missing documents.

Ringette BC will notify applicants in writing if they are not advancing to the interview stage.

To be considered for a coaching position in the Zone Competitive Division, Head Coaches and Assistant Coaches must:

- be Competition Introduction – Certified*
- have completed the following NCCP modules
 - ☐ Making Headway in Sport
 - ☐ Safe Sport – Direct Athlete Contact

- ☐ Make Ethical Decisions – E-Module **and** Online Evaluation
 - ☐ Respect in Sport for Activity Leaders
 - ☐ Keeping Girls in Sport (new this season and must be completed by November 1)
- be in good standing with their local Club Association, League, and Ringette BC
 - consent to completing a Criminal Record Check and Volunteer Screening Process

Ringette BC will forward complete application packages to the zone coordinator once reviewed. Coach interviews will be scheduled by the zone coordinator or designate, with the selection committee as outlined in the Zone Guidelines.

Head coach candidates with full certification at the time of applications should be prioritized. Coaches who are CI trained and who intend on becoming certified at the start of the season may be considered; coaches must be fully CI certified by January 15.

**Note – as per Ringette Canada’s updated Coaching Certification Policy, assistant coaches who enroll in a Ringette Competition Introduction Clinic in the 2025/2026 season are not required to complete their full CI Certification (i.e. evaluation) until the following season. This does not apply to head coaches.*

STEP 2: FORMATION OF COACH SELECTION COMMITTEES

The Coach and Team Staff Selection Committee for the Zone Competitive Division will be comprised of the following individuals as outlined in the Zone Guidelines.

- One representative designated by each Club Association in the Zone
- One representative designated by the League,
- Up to one additional individual who has expertise in coaching and/or ringette.

The representatives can be the same for all divisions or more than one delegate can be put forward. Individuals interested in applying for a zone coach role shall not participate on the selection committee.

All Coach and Team Staff Selection Committee Members should review the following documents and resources prior to participating in the interviews:

- [Ringette BC Zone Guidelines](#)
- [Ringette BC Standard Coach Interview Questions](#)
- [Coaching Association of Canada Sport Safety](#)
- [Ringette Canada’s Skill Matrix](#)

STEP 3 – ZONE COMPETITIVE DIVISION COACH INTERVIEWS

Interviews may take place in-person or virtually. The zone coordinator will organize at least three blocks of time, aligning with the availability of the selection committee, and offer coach candidates at least three options for interview days and times, with at least 72 hours notice.

Coach and Team Staff Selection Committees will use the Ringette BC Standard Coach Interview questions for all Zone Competitive Division Coach Interviews. Coach and Team Staff Selection Committees may decide to add **up to an additional two questions**, which every applicant in that age division must be asked.

All interviews should be recorded. Panel members should take notes when the interview is complete, and each Panel member must fill out Zone Coach Interview Score Submission Form. The Coach Candidate Summary should be filled out by the zone coordinator in collaboration with the selection committee and must be submitted prior to the listed deadline.

STEP 4 – COACH SELECTION

Ringette BC will review coach recommendations and provide guidance on the next steps to the zone coordinators. The zone coordinator will be responsible for notifying the successful candidates and informing other coaches.

The zone coordinator and the appointed head coaches will review assistant coach applications and select team staff. Zone coordinators will ensure that selected staff meet the minimum standards, as outlined above. The zone coordinator will notify Ringette BC of team staff selection and Ringette BC will work with the zone coordinator should issues be identified.

The zone coordinator will be responsible for addressing any issues that arise with zone coaches throughout the season.