

1.8 COACH AND TEAM STAFF SELECTION POLICY

A. Application

This Coach and Team Staff Selection Policy shall apply to all Member Leagues, Club-Associations and Ringette BC Programs.

B. Scope

This policy applies to all individuals interested in being a Head Coach, Assistant Coach, Manager or Trainer within or representing Ringette BC. Selections may be appealed as outlined in the Appeals Policy.

C. Requirements

- i. Each member League and club-Association will have a team staff selection committee (TSS committee) that will oversee the appointment of all team staff. (See also 18.7)
- ii. All prospective Coaches, Assistant Coaches, Managers, Trainers and other team Volunteers must complete an annual "Application Form". This form must be completed in all circumstances, whether new to the position or returning. The application form will be available to interested parties and must be completed and submitted as directed.
- iii. The TSS Committee may require interviews with candidates, either verbal or written, which may be conducted at the discretion of the TSS Committee.
- iv. Coaches, Assistant Coaches, Managers and Trainers must be successfully screened by the Team Staff Selection Committee in all cases.

D. Selection Criteria

- i. The selection criteria for Head Coaches, Assistant Coaches and Team Staff includes, without limitation:
 1. Commitment and availability including previous years and projection to future years;
 2. The appropriate training and certification levels;
 3. Understanding of and adherence to the Long-Term Athlete Development principles and other True Sport concepts;
 4. Experience aligning with the level of Ringette being coached;
 5. Demonstrated conformance to the Bylaws and Policies of the club-Association, League, Ringette BC, and Ringette Canada (or willing conformation for new Coaches);
 6. Parent and player references;
 7. Other sport education / experience;

8. Previous coaching evaluations; and
9. Coaching philosophy and positive attitude.

E. Processes and Timelines

i. Club/Community Divisions

1. The Team Staff Selection Committee will be formed to designate Head Coaches prior to the start of the season
2. The Director of Coaching shall chair the committee.
3. The Committee shall consist of three to four members made up of the following individuals:
 - Association board members
 - An individual(s) coaching expertise outside of the Board
 - A member of another ringette Board
4. The TSS Committee will collect applications for all coaching positions. It is intended that this will take place prior to the conclusion of each season, so that Head Coaches (at minimum) can be appointed well in advance of the following season.
5. The TSS Committee will review all applications prior to HC interviews.
6. The Director of Coaching will schedule and facilitate all HC interviews.
7. Once the Head Coach has been selected, the committee will work with the Head Coach to select Assistant Coaches from the pool of applicants. If there are not enough applicants, Head Coaches may select their bench staff from other coaches in the Association.
8. Head Coaches, Assistant Coaches, Team Managers and Trainers must be approved by the Committee
9. The Association is responsible for selecting a Head Coach and Bench Staff in a timely manner, as well as informing Head Coach Candidates of their application status.

ii. U12 CI

1. The TSS Committee will be formed to designate Head and Assistant Coaches. The League encompassing each Association is responsible for selecting a Head Coach by October 1 of each playing season
2. The League U12 CI Coordinator will chair and select the committee.
3. The Committee shall consist of:

- League U12 CI Coordinator
 - One representative from the League
 - One Representative designated by each Club Association in the League
4. Ringette BC will collect applications for all coaching positions on behalf of the Leagues and Associations. When the application period closes, Ringette BC will send all coaching applications to the League U12 CI Coordinator.
 5. The TSS Committee will review all applications prior to HC interviews
 6. The League U12 CI Coordinator will schedule and facilitate all HC interviews using the Ringette BC U12 CI Coach Selection Package.
 7. Once the Head Coach has been selected, the committee will work with the Head Coach to select Assistant Coaches from the pool of applicants. If there are not enough applicants, Head Coaches may select their bench staff from other coaches in the League.
- iii. Zone Division
1. The TSS Committee will be formed to designate Zone Head and Assistant Coaches. The League encompassing each Association is responsible for selecting a Head Coach by August 1 of each playing season
 2. The League Zone Coordinator will select the committee for each Zone.
 3. The Committee shall consist of:
 - Zone Coordinator (league or zone)
 - One Representative designated by each Club Association in the Zone
 4. Ringette BC will collect applications for all coaching positions on behalf of the Leagues and Zones. When the application period closes, Ringette BC will send all coaching applications to the League Zone Coordinator.
 5. The TSS Committee will review all applications prior to HC interviews
 6. The Zone Coordinator will schedule and facilitate all HC interviews using the Ringette BC Zone Coach Selection Package.
 7. Once the Head Coach has been selected, the committee will work with the Head Coach to select Assistant Coaches from the pool of applicants. If there are not enough applicants, Head Coaches may select their bench staff from other coaches in the League.
 8. Head Coaches, Assistant Coaches, Team Managers and Trainers must be approved by the Committee and Ringette BC
 9. The League encompassing each Zone is responsible for selecting a Head Coach by the deadline outlined each year of each playing season.

- iv. Ringette BC HP Programs (Excellence, Team BC & Canada Winter Games)
 1. The TSS Committee will be formed to designate Head Coaches, Program Coaches, Support Staff and Team BC Coaches
 2. Ringette BC will chair and select the committee.
 3. The Committee shall consist of:
 - At least four individuals who have demonstrated knowledge and expertise in coaching, high performance sport, or sport organization governance
 4. Ringette BC will collect applications for all coaching positions. When the application period closes, Ringette BC will review applications and send them to the TSS Committee
 5. The TSS Committee will review all applications prior to interviews.
 6. Ringette BC will schedule and facilitate all HC, AC and Team Staff interviews.
 7. Head Coaches, Assistant Coaches, Team Managers and Trainers must be approved by the Committee and Ringette BC
 8. Ringette BC is responsible for selecting Program Head Coaches, Program Coaches and Program Staff by the deadline outlined each playing season as outlined and updated each year in the U14 Train to Excel or the Excellence Ringette Program Guidelines
- v. BCWG
 1. The TSS Committee will be formed to designate Head Coaches prior to August 31 of each Program cycle.
 2. Each Zone Representative will chair and select their committee.
 3. The Committee shall consist of:
 - Zone Representative
 - One Representative designated by each Club Association in the Zone
 - One Ringette BC representative
 4. Ringette BC will collect applications for all coaching positions on behalf of the Zone. When the application period closes, Ringette BC will send all coaching applications to the Zone Representative.
 5. The TSS Committee will review all applications prior to HC interviews
 6. The Zone Coordinator will schedule and facilitate all HC interviews using the Ringette BC Zone Coach Selection Package.
 7. Once the Head Coach has been selected, the committee will work with the Head



Coach to select Assistant Coaches from the pool of applicants. If there are not enough applicants, Head Coaches may select their bench staff from other coaches in the League.

8. Head Coaches, Assistant Coaches, Team Managers and Trainers must be approved by the Committee and Ringette BC
9. The League encompassing each Zone is responsible for selecting a Head Coach by the deadline outlined each year of each playing season.

*Updated August 2025