



## Orillia Minor Hockey Association Policy

### Hockey Coach Selection Policy

The OrilliaMHA is committed to providing the most qualified coaches possible. This policy is put in place to create a fair, open and objective coaching evaluation process and may be evaluated yearly by the Board of Directors. One of our priorities in selecting coaches is to ensure their philosophy is primarily “fair play” and “development”. This process follows Hockey Canada Guidelines. Winning at all costs should not be the motivation of coaches. Coaches need to put their efforts towards getting the players to play the game, have fun, be competitive and play to the best of their ability. Competitiveness is an important part of sports, but it is not the only part. A coach needs to combine teaching fundamental skills and teach life lessons at the same time. They must encourage, support and challenge the players and the team. Coaches must have strong self-discipline and be able to instill discipline into team members. A coach will discipline in private and reward in public. A coach will never bruise the dignity of the child and work to build self-esteem and confidence. Constructive criticism should be given but coaches must be aware of how each child reacts to criticism and address appropriately.

#### **Selection Committee**

The Coaching Selection Committee (Committee) shall be comprised of the four Rep Conveners. The Director of Rep will chair the Committee and only cast a vote upon a tie.

#### **Application Process**

- All persons interested in applying for an Orillia MHA team will complete a Coach application found at [orilliahockey.com](http://orilliahockey.com). These applications are electronically submitted to the Hockey Office and forwarded to the Director of Rep. All applications are considered to be confidential until selected for a Coach interview. Orillia MHA understands the sensitivity and confidentiality of each application and will protect the applicant’s name from the public, Board and the Committee members until they are provided to the Committee to review by the Director of Rep. No email applications will be received and/or accepted by Orillia MHA staff, Board members or Committee members.
- Applications for Head Coach positions will be made available in January/February. An application will be required for each team applying for. For those individuals that do not have a coaching preference there will be a “non-preference” selection. Coaching applications will be available online at [www.orilliahockey.com](http://www.orilliahockey.com). Completed applications must be submitted in accordance



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with the date and timelines posted on the website. No applications will be accepted after the deadline unless indicated on the website.

- The Committee will review all Coach applications for each age category and level. Consideration will be given to coaches who are applying to return and who are considered to be a “Coach in Good Standing”. The Director of Rep and Committee will meet and consider the following when determining “good standing”:
  - Team or staff issues during the previous season (parent surveys will also be included)
  - Success and development of the team and players he/she is currently coaching
  - Commitment to the organization
  - Conduct during team events such as games, practices and tournaments
  - Tenure as Coach
- After the Director of Rep opens each Coach application and reviews each in confidence, they will make a recommendation (or not) to the Committee that an existing Coach be considered for another year as a Coach at the same or next level. The decision to request the Committee’s approval for each returning Coach application is solely the responsibility of the Director of Rep. The Director of Rep must prepare a report for each applicant being recommended as a returning coach. If there is a tie with the committee on recommending a returning coach, then it will be broken by the President or designate. The President will meet with the Director of Rep and Committee to obtain all the facts before making a final decision. (done before interviews)
- If the Director of Rep’s request is approved the coach will automatically be recommended to the Board for approval.
- If the Director of Rep’s request is denied the applicant will continue on in the pool of applicants being considered for interviews by the Committee.
- Once incumbents have been approved, the Committee will consider all applications submitted for vacant positions. Under circumstances where there are no submissions for a team, or the Committee determines there are no suitable candidates for a particular Division, the Committee has the flexibility to select and



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hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission date.

- An out of capture area (formerly NRP) applicant will not be considered for a Coach position until they have been a member in good standing of the Orillia Minor Hockey Association for a period of one year. A Coach may select an out of capture area parent to be a member of their bench staff.
- If no suitable applicant has applied for a team, the Committee may seek out and recruit potential coaches. At this stage, out of capture area coaches may be considered.
- Consideration of these applications will be based on:
  - Hockey playing experience
  - Coaching qualifications and credentials
  - Prior hockey coaching experience
  - Minor hockey involvement as a board member, bench staff or official
  - Complaints or disciplinary history
  - Past success and achievements
  - Parent feedback and coaching evaluations

### **Application Disqualification**

If the Committee agrees that an applicant is not qualified to coach a team for which they have applied, then the applicant may be excluded from the interview process. This may occur if:

- The applicant has no relevant playing or coaching experience.
- The applicant's child(ren) would fall significantly below the skill level required to make the team.
- The applicant has an excessive number of complaints, disciplinary issues, or has previously received overwhelmingly negative parent feedback.
- The applicant has previously coached and had conflicts with the Board, failed to adhere to the organization's guidelines, or did not uphold the values and standards of the Orillia MHA.



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- The applicant cannot obtain a Vulnerable Sector Check (VSC) or the required coaching certification and courses.
- The applicant's submission is incomplete.

### **Interview Process**

- The Committee shall conduct all interviews for Coach positions. Other than in exceptional circumstances, no fewer than three members from the Committee will be present for any interview. Applications will be reviewed and prioritized for interviews.
- The Committee will interview only candidates that are deemed suitable by the Committee. A set group of questions will be used for all candidates to assist in the Committee's fair evaluation of the applicants. In the event of a tie a vote will be cast by the Director of Rep.
- The following will be used as criteria for Coach interviews based on multiple applicants:
  - Is the person a parent or non-parent applicant?
    - If a parent, what level did the applicant's child play in the current year. The player must have been evaluated to determine the skill level of play and if that level is suitable for the level being applied for
  - Coaching experience based on hockey related coaching and education
  - Experience within the Orillia MHA. Has the applicant been involved in any capacity in the past with the Orillia MHA or another hockey association?
- Consideration during interviews will be based on:
  - Clarity, depth, and relevance of responses to interview questions
  - Understanding and adherence to Orillia MHA, OMHA, and HC rules and guidelines
  - Level of preparation, organization, and effective communication
  - Quality and relevance of the submitted draft practice plan
  - Demonstrated leadership qualities and capacity to manage a team effectively
  - Ability to foster a positive team environment and promote sportsmanship



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### **Selection Process**

- Based on the recommendations of the Committee, all decisions regarding the selection of Head Coaches shall be made by the Board and are final.
- The Director of Rep on behalf of the Committee will make recommendations to the Board for all Coach Positions. The Board will approve and announce all Coach positions. Should the Board disagree with the Committee's choice of a candidate it will revert back to the Committee for further review.
- All Coach positions will be selected on an annual basis. The Committee will consider an existing coach (returning coach) application based on their most recent year completed under Orillia MHA and team compliance with Orillia MHA policies, rostered bench staff suspensions, player development needs and capabilities and qualifications of the Coach applicant. The Committee and Director of Rep may opt to extend a Coach's tenure during the Coach Selection Process, pending Board approval.
- There is no set time limit or number of years for the tenure of a Coach. Consideration will be given to the previous years that the applicant has coached the same team and the impact on the overall development of a team. A coach may coach more than two years but is not guaranteed more than one.
- All coaching selections assume that the coach's child will be selected for the team. Should that not happen, the coach will have 48 hours (from time of release) to inform the board whether they plan to remain as coach or resign from the team. Any coach who resigns for this reason may do so without consequence. If they resign for any other reason, they will become a member not in good standing as per the bylaws.
- Coaches will be required to sign Team Official Commitment form upon receiving the team.
- Head coaches will select their coaching staff; however, the Board reserves the right to recommend and or refuse an individual's inclusion on a team based on previous coaching evaluations, transgressions, related to fair play or behavior issues. Parent bench staff will not be approved to the roster until after tryouts are completed.



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### **Conflicts of Interest**

- In the case of a committee member with a conflict of interest, they must declare a conflict of interest and remove themselves from the screening panel selection process for the role in question. A substitute committee member, qualified and approved by the Co-Chairs, will be appointed from the same association to assist with selection of the screening panel.
- In the case of a prospective Committee member with a conflict of interest, they must declare a conflict of interest and remove themselves from the screening panel for the role in question. Should an undisclosed conflict of interest become known, a Board Member shall bring it forward for discussion.

A conflict of interest may arise in the following situations:

- A committee member is applying for the coaching position themselves.
- A committee member has a familial relationship (spouse, child/step-child, parent/step-parent, sibling, sister-in-law/brother-in-law, mother-in-law/father-in-law, grandparent, grandchild, aunt/uncle, niece/nephew, first cousin) with someone applying for the coaching position.
- A committee member has a familial relationship with a child in the age group who would be trying out for the team.
- A committee member was part of a bench staff that included the coaching applicant.
- A committee member was used as a reference for one of the coaching applicants at that age group.
- A committee member has a superior/subordinate working relationship with an applicant.



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<b>Version History</b>				
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1	2025/26 Board	Jan 13, 2026	Updates & clarification	Sean Ostrom