

WETASKIWIN MINOR HOCKEY ASSOCIATION
Box 6481, Wetaskiwin, Alberta T9A 2G2

RECRUITING COACHES FOR WETASKIWIN MINOR HOCKEY ASSOCIATION

COACH SELECTION PROCESS

Coach Selection Tree/Timeline

	Activity	Responsibility	Deadline
1	Appoint Selection Committee		
2	Review Applications		July 15
3	Short List		July 25
4	Conduct Interviews		Aug 1
5	Finalize Selections		Aug 8
6	Notify Applicants		Aug 10
7	Give Initial Instructions		Aug 31
8	Self-Evaluation		Dec 15
9	Final Report & Possible Self-Evaluation		Mar 31

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8 STEPS TO COACH SELECTION

1. WETASKIWIN MINOR HOCKEY ASSOCIATION COACH POSITION

WMHA will have a Coach Selection Committee. This committee will include the following responsibilities:

- Recruit coaches
- Contact person for prospective coaches
- Distribute and collect applications
- Create and chair committees for screening
- Interviewing and final selection
- Contact successful and unsuccessful candidates
- Provide new coaches with their initial instructions
- Ongoing evaluation of coaches

2. COMMITTEE SELECTION

WMHA (PCD) will form a committee to ensure fairness in the screening, interview and final selection of candidates. For simplicity and efficiency, the committee should consist of no more than five people. Committee Members will include the President, Vice President, Player Coach Development and the Division Coordinator. Once the committee has been formed, it should meet to establish its structure and procedure. The WMHA PCD will chair the committee. Obviously, any conflict of interest on this committee must be avoided.

3. APPLICATIONS

All coaches, new or returning, Will be required to complete an application form. These applications after the interview process will be held by the PCD of the WMHA and be kept on file for 3 years or for future reference throughout the year by the Committee.

Initial Contact: The WMHA PCD will be available for all prospective coaches to contact. The PCD be responsible for the distribution and collection of coaching applications.

4. THE INTERVIEW PROCESS

- The Committee will conduct the interviews and will make the final decision.
- Before interviews take place, the interviewer(s) should be familiar with the qualities the WMHA is looking for in a coach (i.e. Strong competitor, good teacher, motivator, etc.).
- What to ask will depend entirely on the qualities the WMHA is seeking. It is advisable to have a set of written questions, but do not hesitate to ask “spontaneous” questions which may arise during the interview.
- Interviews may be as casual or as formal as you like. When a committee is involved, it should establish a structure or procedure to ensure the effectiveness of the interview.
- WMHA will allow at least half an hour for an interview and leave 15 minutes between interviews. This allows the COMMITTEE enough time to discuss the qualities of the candidate and to properly evaluate them.

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WMHA INTERVIEW QUESTIONS

These sample questions have been grouped into five sections. Some questions will not apply to amateur levels or calibers of WMHA. Thus, the interview committee must select which questions that is relevant and/or important. When interviewing a number of candidates for the same position it is recommended that you first determine a bank of questions that will be asked of all candidates.

I. PHILOSOPHY APPROACH TO COACHING

1. For your last team, did you set any team or individual objectives?
 - a. How did you determine what they would be?
 - b. Were the objectives achieved?
 - c. Would you have changed any if you had to do it all over again?
2. You have outlined (assuming application form was completed) your interests in coaching the coming year with this association. Outline your general philosophy and coaching objectives.
3. As a coach, it is necessary for you to have a standard for the management of your players and support staff before a game, during a game, at a practice, on a road trip? Please explain.
4. What is the percentage of time you place on fundamental skills versus hockey strategy?
5. How important is "winning"?

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II. TEACHING AND INSTRUCTION

1. What type of practice preparation would you do to ensure that you receive optimum performance from your athletes in readiness for game play?
2. How do you define player development?
3. Why is sound yearly planning essential to the successful operation of a hockey team?
4. How do you organize your practices with respect to time for warm-up, cool-down, main teaching time, fun activity and other coaches' responsibilities?

III. COMMUNICATION WITH PLAYERS

1. How are your team rules communicated to the players?
2. Do you see yourself as a role model for the athlete? Why?
3. How do you handle the player who does not get along with teammates?
4. Explain your approach to individual and team discipline.
(i.e. Older groups out beyond curfew, younger players late for practices consistently).
5. How do you handle:
 - a. The superstar versus the weakest player?
 - b. The player who complains about ice time?
6. What is your approach when dealing with players who have suggestions?

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IV. COMMUNICATION WITH PARENTS

1. Describe how you would handle a parent who has a different philosophy or game plan than yours.
2. What is your approach when dealing with parents who have criticisms and/or complaints?
3. How would you approach the parent who is excessively vocal and negative in the stands knowing that it is affecting either their own child or the team?
4. How would you handle a complaint from a parent that his/her child does not play enough?
5. What are the most important steps in a dispute resolution?

V. GENERAL QUESTIONS

1. If applicable: How do you feel about coaching your child? What are the advantages and disadvantages?
2. What is it about coaching that you find most difficult or you need to work on the most?
3. Why do you want this particular team?
4. Would you work as an assistant coach?
5. How would you handle dealing with your affiliate team throughout the season?
6. Should the coaching position not be available, would you consider accepting another position at a different level? What are your preferences?
7. Do you have anyone who would work with you as assistant, manager, and trainer?

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5. FINAL SELECTION

Once the interviews are completed, it is time to make the final selection. All applications will be kept by the PCD of WMHA so they may be placed on file for 3 years for future reference. All candidates will be made aware of when decisions will be made and when all candidates will be contacted.

- There should be pre-set criteria for evaluating candidates. These criteria are based on the desirable qualities outlined by the WMHA. Previous experience, success, and interview evaluation should all be considered.
- Before making a decision, the committee must decide how the final selection will be made. Some questions to ask:
 - i) Who will vote? **All but PCD**
 - ii) Will voting be open or by secret ballot? **Open**
 - iii) Is a majority decision required? **Majority but not unanimous**
 - iv) How do you break a tie? **PCD votes**
- Always allow time for discussion before making a decision.

6. CONTACTING CANDIDATES

All applicants, whether successful or not to WMHA, should be contacted. The person contacting them should have been involved in the selection process ideally the player coach development. This will allow them to be prepared to answer questions unsuccessful candidates will have. Unsuccessful candidates, or coaches who were not given their first choice, will be given reasons for the decision.

WMHA PCD will contact successful applicants first. Only after they have definitely accepted the team should you contact unsuccessful applicants.

7. FOLLOW UP

Initial Instructions: Successful candidates should be told as soon as possible of the expectations of the **WMHA** and their role in the association. This can be done on an individual basis or at a coaches meeting.

8. EVALUATION

The evaluation of a coach's performance will be valuable for future selection. Information on the coach's performance can be gathered from the players' parents, coaches themselves, other coaches, or by a neutral observer. Evaluations will always be **written**. They may be ongoing, or may occur at certain times of the year (i.e. middle and end of season).

EVALUATION & ASSESMENT OF COACHES

There are three main areas of evaluation/assessment that will be conducted;

- Self - assessment
- Peer - assessment
- Parent, player assessment

COACH SELF ASSESSMENT – HOW AM I DOING?

A self-evaluation is a useful tool for personal development. At a minimum, it creates an introspective look into an individual's personal coaching style and motivations. It can target strengths and weaknesses, and may lead to realizations about barriers to effective coaching style.