

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW: 2025
POLICY NUMBER: 6.1	DATE APPROVED: June 23, 2025
TITLE: Coach Selection	
PURPOSE: This policy directs how coaches are selected for all leagues with CCMHA.	
RELATED GUIDELINES/DOCUMENTS: Appendix 5 Coaching Expectations	

1. INTRODUCTION

The CCMHA 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 Coach Selection Committee will attempt to align the right coach with the right team.

Under no circumstances shall Coaches and Assistant Coaches be paid to coach a CCMHA team. Exceptions will be made in the event of a NON-PARENT Coach, for the TEAM Parent/guardians to vote upon paying the Coach's tournament accommodations OR the Coach's mileage (calculated at the VOLUNTEER rate).

Persons applying for a Head Coach position within CCMHA may be chosen to go through an interview process.

The CCMHA 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
- Philosophy
- Evaluations
- References

There is no predetermined weighting for the criteria as the information is used as a whole when selecting the most appropriate coach. 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, CCMHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found by the CCMHA Coach Selection Committee from either the membership at large or from outside candidate.

2. COACH SELECTION COMMITTEE

The Coach Selection Committee is responsible for making all final coach selection recommendations to the Board for final approval. The CCMHA Coach Selection Committee may consist of any Members interested subject to the CCMHA Conflict of Interest Policy.

The Coach Selection Chair, shall chair all meetings to ensure no conflict of interest with any of the committee members.

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Upon CCMHA Board approval, the Coach Selection Committee should be comprised of the Director, Provincial Teams, qualified independent persons with good hockey knowledge, the Division Coordinator and other members of the Board as determined by CCMHA.

If it is determined that there is a conflict of interest between a Selection Committee member and a candidate, the Chair will remove the individual and substitute them with a current or former Board member.

Following the interviews, the Selection Committee will provide recommendations to the Board for approval. In the even there are no qualified applicants for coaching positions, the Board will secure coaches from qualified persons known to the committee.

Coaches are the being made aware of the following during the interview process:

- CCMHA Coach Expectations
- Criminal Records Check and Vulnerable Sectors checks are to be completed/current before the season begins
- Fair Play: Players/Goalies are to be played equally with the exception of the last three (3) minutes of a “Meaningful Game”. Coaches may shorten the bench in the last three (3) minutes of any game.

2.1 Coach Selection Committee Conflict of Interest

In situations where a Conflict of Interest exists with the Chair of the committee, they will remain in the process and Chair the Coach Selection Committee, in a non-voting capacity. A sixth member will be included in the Committee. The sixth member to be included will be any other Board Member as determined by the President and Coach Selection Chair.

Board Members will not be permitted to vote for any coaching candidate that could be coaching their youth. Board Members who have a “first degree” relative applying for one of the coaching positions at that level, for any team, must leave the room for any of the discussions. When the possibility arises of a “first degree” relative being chosen as an assistant coach, the Board Member must also leave the room for any discussions. “First degree” relatives include: self, spouse, sibling, parent, children or in-laws.

Board Members identified as having a conflict of interest under one clause but not clause two may participate in the discussion provided that they focus on the needs of the organization not their youth. The Chair has the right to ask them to leave should they focus on the individual players. Board Members will not be allowed to vote on any decision that it could be perceived they have a conflict of interest or could affect the outcome of another division for which they have an interest in the outcome of the selection process.

3. IDENTIFYING COACH CANDIDATES

Every coaching volunteer must submit a completed CCMHA Volunteer Application Form indicating the volunteer position they wish to hold. This includes specification of the role (head coach, assistant coach or manager) and category (U9, U11, U13, etc.).

4. SECURITY AND REFERENCE CHECKS

Security and reference checks are mandatory and shall be performed as follows:

- New Coach: The Coach Selection Committee, by appropriate representative, shall ensure that all 3 references are checked for applicants who have not coached for CCMHA before. All information supplied by references shall be recorded on the back of the CCMHA Volunteer Application Form.
- Coach candidates MUST complete and submit a Criminal Records Check and Vulnerable Sector Check to the Coach Selection Chair as required by Hockey Nova Scotia Guidelines.

Candidates who have not completed the forms prior to the first scheduled game of the year will be replaced.

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

5. SELECTING FROM THE CANDIDATE POOL

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.
- As a requirement all coaching applicants must be present for all evaluation scrimmage sessions.
- In situations of multiple coach applicants, the unsuccessful coaches will be notified that they were not successful.
- Under no circumstances does the CCMHA have a responsibility to explain to a parent group the reason why one coach was selected over another.

6. 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 based on previous coaching, evaluations, or transgressions related to CCMHA Policies and Guidelines 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.

Should a head coach wish to appoint a non-parent assistant coach, the CCMHA 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.

7. 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 CCMHA Coach Selection Committee. Failure to provide such requested documentation may result in disqualification from the coach selection process.

8. PARENT/COACH SELECTION

Coaches are selected by the CCMHA Coach Selection Committee. A parent coach that has a player trying out for any team, can only be selected once the Evaluators have determined that their player has been placed on the team in question.

9. TERM

The Board reserves the right that, wherever possible and practical, it is recommended that the Head Coach serves no more than two (2) consecutive terms with the same general group of players on a team. This is so that players are provided with exposure to various coaching techniques and philosophies.

10. APPEALS

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.

11. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.