



## Team Staff Selection Process Policy

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### Policy Overview

As part of our commitment to quality instruction and leadership, previous coach and manager reviews and season evaluations are considered in the selection process for all positions. Team Staff is described as Head Coach, Assistant Coach and Manager. Team Level volunteers are not a part of this formal process

The Springbank Minor Hockey Association (SMHA) has established this selection hierarchy to ensure a fair and transparent process. **All volunteers must be officially approved by the VP overseeing the specific age group before they are rostered.**

Applicants are strongly encouraged to volunteer at PPP and Pathways. This provides the selection committee an opportunity to get to know you and observe your coaching style in action before final selections.

Submitting this application does not guarantee a team placement.

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### Selection Hierarchy

#### Head Coach Selection

- **Process:** Selection is conducted by the **Lead Age Group Coordinator** using the vetted and approved applicant list provided by SMHA Operations.
- **Support:** Decisions are made with support and approval from the **Age Group Board Liaison** and the **VP** overseeing that specific age group.
- **Selection Timeline:** During the last PPP skate, applicants will be contacted to inquire about their commitment to coach their child's team.
- **Confidentiality:** Applicants must keep this appointment **strictly confidential** until official team announcements.

#### Assistant Coach Selection

- **Process:** Primarily handled by the **Head Coach** using the vetted and approved applicant list provided by the Lead Age Group Coordinator.
- **Support:** This is done with the support of the Lead Age Group Coordinator, the Age Group Board Liaison, and the VP overseeing that specific age group, who will approve the selection.
- **Final Vetting:** The Head Coach submits their selection list to the Lead AGC for final vetting by SMHA Operations. **Any discrepancy will result in the decline of the team's placement.**

#### Team Manager Selection

- **Process:** Primarily handled by the **Head Coach**.

- **Support:** Support is provided by the Age Group Communications Coordinator and SMHA Operations.
- **Final Vetting:** The Head Coach submits their selection list to the Lead AGC for final vetting by SMHA Operations, the Age Group Board Liaison, and the VP overseeing that specific age group, who will approve the selection.
- **Any discrepancy will result in the decline of the team's placement.**

## Mandatory Compliance & Vetting

### The "Vetted List" Requirement

To maintain safety and certification standards, no volunteer may be appointed unless they appear on the approved applicant list.

- **New Volunteers:** If a volunteer offers to help but is **not** on the vetted list, they **MUST** immediately go through the formal application process.
- **Vetting Trigger:** The application allows SMHA Operations to verify that all mandatory coaching certifications and police checks are complete.
- **No Exceptions:** Approval will only be granted once the application is processed and the volunteer is cleared by SMHA Operations.
- **Managers:** Managers for age groups U7-U13 will be required to submit a background check, as dressing room supervision may be required at these ages; however, for U15 to U18, the team manager will excuse themselves from the position of dressing room supervision and is not required to have a background check

## Operational Roles & Timeline

### The Workflow

1. **SMHA Operations:** Vets all applications. Any applicants missing requirements will be contacted directly with instructions on how to reach compliance.
2. **VP Overseeing Age Group:** Reviews the entire vetted application list for final approval. Once alerted by SMHA Operations of any candidates not in good standing (noncompliant), the application will be removed from the vetted list of available volunteers.
3. **Lead Age Group Coordinator:** Receives the approved, vetted list to begin sorting interested Head Coaches, Assistant Coaches, and Managers.

### The Selection Window

- **Last Skate of PPP or Balancing Games:** The Lead AGC contacts the vetted and approved Head Coaches for each team. **This appointment must be kept private until the team announcement—this includes not telling the coach's own child.**
- **Post-Announcement:** Once teams are announced, the Head Coach is provided the vetted list of Assistant Coaches and Managers to make their selections.
- **Rostering:** The final list is submitted to the Lead AGC for SMHA Operations to review and roster.

**Note:** Any discrepancy in the final staff list, selecting unvetted volunteers, or noncompliant Background checks will result in the **decline of team placement**.