



WEHL Coach Selection Process

Purpose

The purpose of the Coach Selection Process is to ensure a fair, transparent, and consistent process for selecting coaches for U9-U18 house league teams in the West End Hockey League (WEHL). The process will consider each candidate's training, knowledge, and experience to help ensure the most qualified coaches are selected.

Call for Applications

The WEHL will issue a 'Call for Application' for head coach positions prior to the start of the season (usually in July), with a set deadline for submissions. All applications must be sent to VP Administration (vp.admin@westendhockey.com).

Initial Screening

All applications will undergo an initial screening by the VP Administration and VP Risk & Safety. This step is intended to identify individuals for whom negative feedback was previously shared with the WEHL and/or have failed to comply with WEHL policies, practices and program goals such as fair play, behaviour on the bench or dressing room, etc.

Candidates who fail the initial screening process will be deemed ineligible and will not be allowed on the bench or ice during the upcoming season(s), including as a head coach, assistant coach, trainer, etc. This initial screening process applies irrespective of the number of applicants that have applied for coaching positions, and will foster a safe, inclusive and welcoming experience for all players registered with the WEHL.

Convenor Review and Selection

Applications that successfully pass the initial screening will be forwarded to the appropriate Convenor (U9, U11, U13, U15 and U18) for review.

In many instances, the number of applications received matches the number of available head coach positions. In this circumstance, the Convenor will assign the applicants to a team and notify the corresponding Level VP (U9: VP Junior, U11-U13: VP Intermediate, U15-U18: VP Senior) of their decisions.



If more applications for head coach positions are received than what is available (e.g., four U11A head coach applications are submitted but only two positions are available), then the Convenor will forward the applications to the WEHL Selection Committee for further review (see below).

Selection Committee

When needed, the VP Administration —or the VP Risk & Safety if the VP Administration is in conflict — will form a Selection Committee to assist with the coach selection. The Selection Committee will consist of at least three members, including at least:

1. One Level VP (VP Junior, VP Intermediate or VP Senior).
2. One additional member of the WEHL Board of Directors.
3. One former minor hockey coach (from the WEHL or from another association).

Ideally, and to remain neutral, the third member should not have a player currently registered with the WEHL. At least two members of the Selection Committee should have experience coaching minor hockey.

A person cannot serve as a member of the Selection Committee if a real or perceived conflict of interest exists related to any applicant under consideration. Conflict of interest include, but are not limited to:

- A family or close personal relationship with an applicant.
- A current or recent coaching or team affiliation with the applicant.
- Any personal interest that may impair the member's objectivity.

Screening of Applications

The Selection Committee will review each candidate's application using the following criteria:

1. Experience with WEHL, including previous parental/survey feedback.
2. Experience in coaching minor hockey.
3. Experience working with children.
4. Additional certification, education and training related to sports and/or minor hockey.

If two or more candidates are closely matched (i.e. the decision is not straightforward as multiple head coach candidates have appropriate levels of experience), the Selection Committee will conduct interviews (in person or virtual) in order to finalize the selection.



The Selection Committee may also decide to conduct interviews if one of the head coach candidates is new to the WEHL or if concerns in relation to a candidate's past conduct have been raised.

Interviews

When interviews are required and during the interview, the Selection Committee will assess a candidate's qualifications and suitability in the following areas:

- Coaching philosophy and approach.
- Teaching and instruction.
- Player discipline and safety.
- Communication with players.
- Communication with parents.

Interview questions will be taken from the [Hockey Canada Minor Hockey Development Guide](#) and may include additional questions formulated by the Selection Committee.

A written record of each interview will be retained by the WEHL and will include the Selection Committee's evaluation of the candidate.

Final Selection

The final selection of head coaches will be determined by a vote among the Selection Committee members. The candidate with the most votes will be regarded as the successful candidate. Once a decision has been finalized, all candidates, whether successful or not, will be notified of the outcome.