



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383
SOOKE, BC V9Z 1G1
www.sookeminorhockey.ca

Sooke & District Minor Hockey Association (SDMHA) Coach Selection Policy

Introduction

Coaches play an essential role within the Sooke & District Minor Hockey Association (SDMHA). The time commitment, training, and experience required to coach effectively are substantial, and SDMHA is dedicated to selecting individuals who demonstrate strong leadership, professionalism, accountability, and exceptional interpersonal skills. Coaches are entrusted not only with developing players' hockey skills but also with supporting their personal growth and character development. They are expected to adhere to all SDMHA philosophies and bring a consistent, high-quality effort to every practice and game, fostering a safe, positive, and rewarding environment for all SDMHA athletes.

Effective Date

June 1, 2026

Purpose

This policy defines the expectations, requirements, timelines, and procedures governing the annual selection of each team's Head Coach and Assistant Coaches. It ensures that all coaching appointments are made through a transparent, consistent, and fair process.

Scope

This policy applies to the following areas of coach selection within SDMHA:

1. Coach Application Process and Timelines
2. Coach Selection Criteria
3. Single vs Multiple Applicants
4. Selection of Assistant Coaches & Bench Staff
5. Appeals of Coaching Appointments

Policy

1. Coach Application Process and Timelines

The SDMHA Coach Coordinator is responsible for implementing the annual Coach Selection Process.

- Applicants for both Recreational and Representative teams must complete the official SDMHA Coach Application Form and submit it by the posted deadline. Deadlines will be posted on the SDMHA website and Social Media and distributed through official communication channels.
- Applicants must:
 - Provide proof of all required certifications unless SDMHA already has them on file.
 - Provide proof of registration in all required BC Hockey and/or Hockey Canada coaching courses if they do not yet hold the certifications required for the division and level they are applying to coach.
 - Have a valid Criminal Record Check on file with SDMHA (renewed every three years).



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- Hold a valid Respect in Sport – Activity Leader certificate and BC Hockey CATT certification prior to applying.
- Applicants who cannot meet the certification requirements for the age division applied for, or who cannot provide proof of course enrollment, will not be considered.
- Representative team applicants who have a child participating in tryouts for the same team they are applying to coach may have their coaching selection deferred by the Coach Selection Committee until the conclusion of the tryout process.
 - Where an applicant has a child trying out for a representative team and has also applied to coach a recreational team should their child not be selected, the Coach Selection Committee may defer the recreational coaching appointment until representative team selections are finalized.
 - The Coach Selection Committee may sequence coaching appointments in any manner that supports fairness, transparency, and the operational needs of the association. This approach ensures that all player evaluations and coaching appointments are made impartially, without real or perceived influence on player selection outcomes.

2. Coach Selection Criteria

The SDMHA Coach Coordinator will evaluate applicants using the following baseline criteria:

- Certification, Education, and Training - Applicants must hold, or be on track to hold, all required coaching, RIS (Activity Leader), and CATT certifications by BC Hockey deadlines.
- Experience - Applicants must demonstrate sufficient coaching or relevant experience to effectively mentor young athletes.
- Suitability - Applicants must have a valid Criminal Record Check, no history of disciplinary action within SDMHA or other youth sports organizations, and must demonstrate appropriate conduct and role-model behaviour.
- References - Positive, credible references that affirm the applicant's coaching competence, professionalism, and suitability to serve as a role model within SDMHA.

The Coach Coordinator may request a seasonal coaching plan, and/or conduct an interview in collaboration with the Coach Selection Committee.

3. Single vs. Multiple Applicants

If multiple qualified applicants apply for the same Head Coach position:

- The Coach Coordinator will present the evaluated candidates to the Coach Selection Committee. The Coach Selection Committee will discuss the candidates and conduct interviews, as required.
 - Evaluation criteria may include, but is not limited to, coaching philosophy, communication skills, player-development approach, and alignment with SDMHA values.



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- The Coach Selection Committee will select the most suitable candidate for the position. All coaching appointments will prioritize player safety, development, inclusion, and the long term best interests of SDMHA athletes and association.
 - Meeting minimum qualifications does not guarantee selection or appointment to a coaching role.
- The Coach Selection Committee consists of the SDMHA Vice President of Operations (chair), the SDMHA Coach Coordinator, and three (3) Directors appointed by the President (per Bylaw 8.5.1).
 - If a conflict of interest exists between a member of the Coach Selection Committee and one or more applicants for the same coaching position, the President will adjust the Committee's composition to ensure the selection process remains impartial.

4. Selection of Assistant Coaches & Bench Staff

(Assistant Coaches, Team Safety, Team Manager)

- Assistant Coaches and Bench Staff are recommended by the team's Head Coach and submitted to the SDMHA Coach Coordinator for approval no later than September 30.
- If a Head Coach cannot or chooses not to select their bench staff, the Coach Coordinator will collaborate with the Coach Selection Committee to appoint suitable individuals.
- If applications for Assistant Coach positions exceed available openings, the Coach Selection Committee will make final selections using the same fair and consistent process outlined in Section 3.
- All Assistant Coaches must hold the required certifications or provide proof of registration in the appropriate BC Hockey and/or Hockey Canada courses.

5. Final Coach and Bench Staff Approvals

All coaching appointments recommended by the SDMHA Coach Coordinator must be ratified by the Coach Selection Committee before becoming official. This ensures consistency, fairness, and alignment with SDMHA's coaching standards.

In addition, continued appointment is contingent upon ongoing compliance with all BC Hockey and Hockey Canada regulations, SDMHA policies and procedures, and the SDMHA Code of Conduct. Coaches or bench staff who fail to meet these expectations, or who engage in conduct inconsistent with SDMHA standards, may be subject to removal from their role by the SDMHA President, in consultation with the SDMHA Vice President of Operations and SDMHA Coach Coordinator.

6. Appeals & Complaints

- All coach selection outcomes are final. These decisions are not eligible for appeal under the SDMHA Bylaws, as they do not constitute disciplinary action nor meet the grounds for appeal under Section 8.3.
- Any concerns must be submitted in writing to the SDMHA Vice President of Operations within 48 hours after announcing head coaches.



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- Concerns will be reviewed only to ensure the coach evaluation process was conducted fairly and according to established guidelines.

Amendments & Review

The SDMHA Vice President of Operations and the SDMHA Coach Coordinator will review this policy annually to ensure it remains current and effective. Revisions may be implemented in response to feedback, operational requirements, or updates to BC Hockey and/or Hockey Canada regulations.

Coaching Requirements

[Team Requirements | BC Hockey](#)

[CRIMINAL RECORD CHECKS | Sooke & District Minor Hockey](#)

[Respect in Sport for Hockey Canada Activity Leaders - Getting Started](#)