

Letter of Understanding

December 12, 2018

Letter of Understanding regarding Northumberland Minor Hockey Association on Manual of Operations section 6.

Dear Members:

A motion has been passed to change the wording within the NMHA Manual of Operations under section 6. The NMHA will adopt the following:

Section 6

Team Officials: Coaches, Managers, Trainers

Selection of Coaches

- 6.1.1 The Coach Selection Committee shall consist of the President, VP of Representative Hockey and the Director of Development.
- 6.1.2 The Executive, at the December meeting, shall establish timelines for the Coach Selection process. This shall include the application period, interview period and the notification period.
- 6.1.3 During the December or January meetings, the Executive shall pre-approve up to (3) three additional “backup/replacement” committee members should a conflict arise or a Committee member be unable to participate for any reason. Backup/Replacement Committee members may come from the Executive, the Membership or independent outside persons with past hockey coach selection experience who have no affiliation with the NMHA.
- 6.1.4 A Coach Selection Committee member who intends to apply to a head coach position must declare his or her conflict at an Executive Committee Meeting prior to the Coach applications being posted online. A Coach Selection Committee member who does not declare their intent to apply will not receive an interview.
- 6.1.5 A Coach Selection Committee member who's child may tryout for a Representative team, may not participate in interviews or take part in the selection of the coach at that level and shall be replaced by another committee member.
- 6.1.6 Online coach application form submissions shall be delivered to the President, VP of Representative Hockey and the Director of Development. Should a member of the Coach Selection Committee intend to apply as a head coach, that person shall not receive applications for that division.
- 6.1.7 At the February Executive meeting, the Coach Selection Committee shall provide a complete list of coach submissions by division to the Executive for pre-approval. Any coach receiving pre-approval from the Executive may be provided an interview and may be awarded the position of head coach by the Coach Selection Committee.
- 6.1.8 No less than three (3) members from the Coach Selection Committee must participate in ALL interviews for coaches applying to the same division.
- 6.1.9 Given the volume of applications and time constraints, some applicants may not receive an interview. Unsuccessful applicants may or may not be contacted.

- 6.1.10 Prior to the start of any interview, the applicant must provide the Coach Selection Committee with a current police check with Vulnerable Sector Screening or a NMHA Criminal Offences Declaration form (if applicable). Failure to submit this document shall result in the cancellation of the interview.
- 6.1.11 Should the Coach Selection Committee deem there to be no suitable candidates for a particular team, the Committee shall be empowered to hold discussions with other applicants who did not apply for that team or solicit other qualified candidates.
- 6.1.12 By virtue of applying for a Head Coaching position, the candidate agrees to knowingly or otherwise follow all Hockey Canada, OHF, OMHA and NMHA policies.
- 6.1.13 All successful candidates agree to complete all required certification programs prior to the start of the hockey season.