

ZONE COMPETITIVE DIVISION 2020/21 SEASON

ADMINISTRATOR OVERVIEW INFORMATION PACKAGE

COACHING APPLICATIONS

Starting September 11, 2020, Ringette BC will be accepting Zone Head Coach applications. For the 2020/21 season, Zone Competitive Division Coach and Team Staff Selection will follow the same process in all zones and will adhere to the Coach Selection Processes outlined in the [U14 Zone Division Guidelines](#) and the [U16/U19 Zone Division Guidelines](#).

To expedite this process, only applications for Head Coach Positions are being requested at this time. Successful Head Coaches will be asked to provide the names of two to three Assistant Coaches for consideration. The Interview Panel may also make *recommendations*.

Ringette BC has provided the following resources and templates to support standardized Zone Coach and Team Staff Selection:

- Administrator Overview Information Package
- Ringette BC Zone Coach and Team Staff Interview Template
- Coach and Team Staff Application Package
 - Application Form
 - Reference Forms
 - Ringette BC Volunteer Screening Form

GENERAL OVERVIEW OF DATES AND DEADLINES:

1. Application Period Opens – September 11, 2020
2. Deadline to Submit names for League and Club Association Representatives for Selection Panel – September 15, 2020
3. Applications Period Closes – September 20, 2020
4. Schedule for Coach Interviews – ongoing from September 11 to September 30, 2020
5. All Head Coaches Selected for each team – no later than October 3, 2020

RECEIVING AND REVIEWING APPLICATIONS

Time Frame: September 11 – September 20

Key Dates: Application Period Open - September 11, Application Period Closes - September 20,

Applications packages must be submitted to administration@bcringette.org no later than 11:59pm on September 20, 2020.

Please note that Applicants who do not meet the *minimum certification requirements* to coach a Zone team at U14, U16 or U19 may be screened out of the application process

Each application package should include:

<ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Ringette BC Volunteer Screening Form <input type="checkbox"/> Optional – Season Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Reference Check Forms <ul style="list-style-type: none"> <input type="checkbox"/> League or Club Association Director of Coaching <input type="checkbox"/> Past Coaching Associate <input type="checkbox"/> Parent or Athlete
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Ringette BC will complete the initial application screening to ensure that the submissions are complete. Coaches who submit incomplete packages **WILL NOT** be considered for an interview.

Ringette BC will notify applicants in writing if they are not advancing to interview stage.

To be considered for a coaching position in the Zone Competitive Division, Head Coaches must

- Be, at minimum, Competition Introduction – Certified¹
- Completed Making Ethical Decisions, Respect in Sport or equivalent course
- be in good standing with their local Club Association, League, and Ringette BC
- consent to completing a Criminal Record Check and Volunteer Screening Process

Ringette BC will forward complete application packages to Interview panel members as soon as the package is received. Coach interviews will be scheduled upon confirmation of completed application packages during the open application process from September 11 – September 20, 2020.

STEP 2: FORMATION OF COACH SELECTION COMMITTEES (SEPTEMBER 11-15)

Time Frame: September 11 – September 15

Key Dates: September 15 – Leagues and Club Associations submit delegates to Ringette BC

Key Individual(s): Leagues, Club Associations

The Coach and Team Staff Selection Committee for the Zone Competitive division will be comprised of the following individuals as outlined in the U14 Zone Division Guidelines and the U16/U19 Zone Division Guidelines.

¹ All Zone Coaches (U14, U16, U19) are required to attain Competition Introduction Certified Status by February 15 of each season.

- a Ringette BC representative
- a designated League representative
- a representative from each Club Association within the zone

It is highly recommended that the representatives on Coach Team Staff Selection Committees **are not** individuals who are applying to coach a Zone Competitive team in any division for the 2020/21 season to ensure the process can be done consistently and efficiently with the same panel members (as much as possible) at each age division. The representatives can be the same for all divisions or more than one delegate can be put forward.

Leagues and Club Associations **must** provide the name and contact information for their delegates for U14, U16 and U19 Zone Competitive Division Coach and Team Staff Selection Committees to Ringette BC by **September 15, 2020** to ensure there is sufficient time to schedule interviews and review application packages for each respective zone and/or division.

All Coach and Team Staff Selection Committee Members should review the following documents and resources prior to participating in the interviews:

- Ringette BC Guidelines for [U14 Zone](#) and [U16/U19 Zone](#)
- [Ringette BC Standard Coach Interview Questions](#)
- Coaching Association of Canada [Responsible Coaching Movement](#)
- [Ringette Canada's Skill Matrix](#)

STEP 3 – SCHEDULING ZONE COMPETITIVE DIVISION COACH INTERVIEWS (SEPTEMBER 11 – SEPTEMBER 30)

Time Frame: September 11 to September 30

Key Dates: Interview Panel members to submit availability by September 15

Key Individual(s): Coach and Team Staff Selection Committee Members, Ringette BC Staff

For the 2020/21 season, all Zone Competitive Division Coach Interviews will take place virtually from the start of the application period of September 11 to September 30 2020. Ringette BC will provide a schedule of interview dates and times to each Coach and Team Staff Selection Committee panel. Panel members must confirm their availability by signing up for dates and times. Once the panel members have confirmed the interview dates and times, applicants will be invited to sign up for an interview time for their Zone.

Ringette BC will confirm the interview details at least 72 hours prior to the interview date and time.

STEP 3 – ZONE COMPETITIVE DIVISION COACH INTERVIEWS (SEPTEMBER 16-30)

Time Frame: Completed by September 30

Key Individual(s): Coach and Team Staff Selection Committee Members

Interviews will be scheduled on an on-going basis from the opening of the application period until September 30. Coach and Team Staff Selection Committees will use the Ringette BC Standard Coach Interview questions for all Zone Competitive Division Coach Interviews. Coach and Team Staff Selection Committees may decide to add **up to an additional two questions**, which every applicant in that age division must be asked.

All interviews will be recorded, and take place using Ringette BC's virtual meeting platforms.

Each Coach and Team Staff Selection Committee Member will submit the Ringette BC Zone Coach Interview Template, including their notes, scores, and any comments **within 72 hours** of the interview ending to Ringette BC.

STEP 4 – COMMITTEE REVIEW AND SELECTION (OCTOBER 1 – 3)

Ringette BC will provide each committee with the scoring overview of the applicants from their respective zones. Using the scores from the Ringette BC Zone Coach Interview Template, including their notes, scores, and any comments, each Coach and Team Staff Selection Committee will meet to discuss the applicants, their recommendations, and make final decisions on selection as a panel.

All Zone coach appoints will conclude by October 3. Ringette BC will be responsible for advising the successful and unsuccessful candidates.