Olds Minor Hockey Association:
Coach Appointment Committee Terms of Reference, Policy, and Procedure

Organization: Olds Minor Hockey Association (OMHA)

Policy Name: Coach Appointment Committee Terms of Reference, Policy, and Procedure

Date of Policy Adoption: December 9, 2025

Date of Policy Amendments: September 8, 2026

Policy Purpose: The purpose of the Association's Coach Appointment Committee Terms of Reference, Policy, and Procedure is to standardize and bring transparency to the processes by which head coaches are appointed in Olds Minor Hockey Association.

Applicable Hockey Canada Regulation(s):	No	Yes
Applicable Hockey Alberta Regulation(s):	No	Yes
Applicable Olds Minor Hockey Association Bylaw(s):	No	Yes

This policy and procedure is authorized under Article 3.7(a)(i)(ix)(x)(xi) of the Olds Minor Hockey Association bylaws.

Coach Appointment Committee Terms of Reference:

Committee Purpose:

- The purpose of the Committee is to lead the Association's head coach appointment process for Olds Minor Hockey Association annually.

Committee Appointments:

- The Coach Appointment Committee members are appointed annually by the Board of Directors.

Olds Minor Hockey Association:
Coach Appointment Committee Terms of Reference, Policy, and Procedure

Committee Composition:

- The Coach Appointment Committee is composed of up to five Directors from the Association's Board of Directors, one of which will be the Vice-President.
- The Vice-President is the Chair of the Committee.

Committee Expectations:

- The Committee is responsible for the advertising of the Association's coaching opportunities, interviewing AA head coach applicants, interviewing mainstream and/or female head coach applicants (if deemed necessary), making recommendations to the Board of Directors for head coach appointments, providing oversight to the onboarding of appointed coaches, and providing appropriate notice to the Association of head coach appointments.
- All parent and non-parent applications shall be reviewed in accordance with the established guidelines as set out in this policy and procedure.
- The Committee Chair will update the Board on the Committee's progress, as warranted.

Committee Responsibilities and Powers:

- The Coach Appointment Committee is established under Article 3.7(a)(ix)(x)(xi) of the Association's bylaws, and will make recommendations to the Board of Directors regarding head coach appointments.
- The Board of Directors will determine and ratify head coach appointments from among the Committee's recommended panel of candidates.

Committee Reporting and Accountability:

- The Coach Selection Committee reports and is accountable to the Board of Directors.

Committee Disbandment:

- The Committee will automatically disband at the Association's Semi-Annual General Meeting.

Olds Minor Hockey Association Policy and Procedure:

Coach Application Process:

- All applicants, including prospective returning coaches, are required to complete the standardized application form available on the Association's official website.

Applicant Considerations:

All coach applicants will be required to submit the following as part of the standardized *"Coach Application Form"*:

- Summary of coaching or hockey related background and/or experience; and
- Summary of coaching certifications and/or qualifications; and
- Three references with contact information from hockey or coaching-affiliated sources with the application.

Application Timelines:

Mainstream and Female Hockey:

- The Association will receive applications for mainstream and female coaches from the opening of registration and up to the final conditioning skate for each division.

AA:

- The Association will receive applications for AA coaches from December 15 to February 15 (inclusive) on an annual basis.

Processing of Applicants:

- The Coach Selection Committee will review coach candidates from among the formal applications received by the Association within the specified timelines.
- All AA head coach candidates are required to participate in an interview with the Coach Selection Committee before the committee makes its recommendations to the Board of Directors. The committee will utilize the standardized "Coach Interview Form" for the interview of applicants.
- All mainstream and female coach candidates will be reviewed by the committee and, if there are multiple contending candidates, the committee will require an interview of all candidates.
- The Association reserves the right to extend the application deadline if, in the sole opinion of the Coach Selection Committee, there are insufficient or insufficiently qualified applicants.
- Family members, relatives, and business associates of Coach Selection Committee Members and/or Board Directors are eligible to apply for coaching positions with the Association; however, all applicants must fulfill all steps in the formal application process established through the terms of reference; further, the respective Committee Member and/or Director must recuse from the processing, deliberation, and decision of the applicant on the applicant on conflict-of-interest grounds.

Coach Appointment Procedures:

- Following the coach application, review, and interview processes (if required), the Coach Selection Committee will appoint head coaches and/or make

recommendations to the Board of Directors to appoint head coaches as outlined in the following procedures:

Mainstream and Female:

- The Coach Selection Committee will review all coach applications submitted according to the timelines and processes set out in the "Coach Appointment Policy and Procedure".
- If a parent-coach applicant is in contention, the Coach Selection Committee Chair will subsequently review the applicant's eligibility with the Team Formation Committee Chair to confirm the coach applicant's athlete eligibility within the criteria outlined in the "Team Formation Policy and Procedure". This requirement is not applicable and is waived for non-parent coach applicants.

  Mainstream and Female:
  - "A" team coach may be selected any time after the announcement of the AA team roster is posted and before the black and gold game.
  - "B" team coach must be selected after "A" team has been formed to make coach selection picks if there is a "C" team to be formed.
  - If a player-coach applicant:
    - Has a skater that makes the pre-season AA roster and the player is therefore an "A" roster lock; and
    - Is in contention for a coaching position based on the assessment of the Coach Selection Committee;

    Then the head coach may be named prior to the second to last final evaluation skate if the coach is the highest qualified recommended applicant among the applicants in contention.
- If there is only one (1) team per division and there are no player evaluations, the head coach may be selected once the application process has been closed. The Coach Selection Committee may close the coach application process early if there is only one team in a division and circumstances warrant the early closure of the application process.

- The Coach Selection Committee will make head coach recommendations to the Board of Directors and request that the President facilitate an electronic vote in accordance with Association bylaws, policies, and procedures. When deemed necessary, the President, at the request of the Coach Selection Committee Chair, may call a Special Meeting of the Board of Directors to consider the Coach Selection Committee's head coach recommendations in a meeting of the board.
- If a Special Meeting of the Board of Directors is called for this purpose, the formation of the team will be reasonably delayed until this process is completed.
- Assistant Coaches will be named by the head coach at the discretion of the head coach, provided they meet the conditions as set out in the *"Other Conditions of Coach Appointments"* in this policy and procedure.

AA:

- The Coach Selection Committee will review all coach applications submitted according to the timelines and processes set out in the "Coach Appointment Policy and Procedure".
- AA head coach appointments, insofar as the number and quality of applicants allow for, will be considered by the Board of Directors during the March board meeting. The Coach Selection Committee will provide the Board of Directors with general summary feedback on applicants as well as recommendations for head coach appointments.
- The head coaches of all teams competing in the Alberta Elite Hockey League will be selected prior to evaluations, or once a suitable candidate is found.
- Assistant Coaches will be named by the head coach at the discretion of the head coach, provided they meet the conditions as set out in the *"Other Conditions of Coach Appointments"* in this policy and procedure.

Other Conditions of Coach Appointments:

- All coaches with Olds Minor Hockey Association must submit an RCMP security clearance and vulnerable sector check to execute their appointment, without exception and to the satisfaction of the Association.
- All coaches must complete all Hockey Alberta coach certification requirements within the prescribed timeline.
- All coaches must agree to and abide by the Association's "Positive Participation Policy" and annually sign-off on the provisions set out for Olds Minor Hockey Association coaches.
- Notwithstanding other policies and procedures prescribed in the "Coach Appointment Policy and Procedure", all coaches between the ages of eighteen (18) and twenty-one (21) require board approval.
- All junior coaches under the age of eighteen (18) must follow the junior coach and on-ice helper requirements as set out by Olds Minor Hockey Association.
- The Association reserves the right to revoke a coach appointment if any of the above conditions are not fulfilled to the ongoing satisfaction of Olds Minor Hockey Association.

Mid-Season Departure of a Head Coach:

- In the event of a mid-season departure of an Olds Minor Hockey Association head coach, the Coach Appointment Committee will open applications for the position for a seven (7) day period. The Committee will thereafter follow this policy and procedure in a timely manner to determine a replacement head coach.
- The Board of Directors will name one of the Assistant Coaches as the Interim Head Coach until a replacement head coach is appointed.

Coach Remuneration:

- Mainstream and female coaches are not eligible for remuneration, as coaching fees are not included in player registration fees.

- AA non-parent head coaches will receive an annual honorarium at the rate set out in the Association's "Volunteer Rebate and Honorarium Policy and Procedure".
- AA parent head coaches will receive an annual rebate at the rate set out in the Association's "Volunteer Rebate and Honorarium Policy and Procedure".

Appeal of Coach Appointments:

- Decisions of the Board of Directors on coach appointments are final, subject to the Bylaws of the Association and the standards set out in the Association's grievance policies and procedures.

Policy Review: This policy will be reviewed annually by the Olds Minor Hockey Association Board of Directors.

Policy Oversight:

The Vice-President is primarily responsible for the implementation of this policy, although there are policy accountabilities for all Association affiliates.

Operational Appendices:

Positive Participation Policy

Evaluations Policy

Evaluations Exemption Policy and Procedure

Team Formation Policy and Procedure

Volunteer Rebate and Honorarium Policy and Procedure

Team Formation Handbook

Coach Application Form

Coach Interview Form

Junior Coach Application Form

Letter of Volunteer Verification

Player Commitment Letter