



Football PEI is committed to the True Sport Principles. The following document has been created for Football PEI's use, from the True Sport document - 'Coach Selection Process: A value-based and principle-driven guide to coach selection'.

COACH SELECTION PROCESS

Football PEI's mission is to provide a competitive football experience that inspires excellence, promotes good health, develops character and builds strong relationships that strengthen our community. We recognize a broad range of abilities and commitment among our athletes. We strive to provide age-appropriate instruction and competition within the constraints of time and additional resources.

Football PEI does not discriminate on the basis of gender, race, sexual orientation, national origin or religious affiliations. We seek to place athletes, with similar desires and objectively assessed abilities, together to maximize their enjoyment and development.

In the right environment, sport comes closer than almost any other cultural activity in delivering equal opportunity for all. This environment – one that is fair, safe and open to everyone – creates a sport experience that will teach the right lessons and will celebrate physical and ethical achievements. This is what we know as good sport. It is with this intent that we are committed to a fun and fair environment that develops self-confidence and leadership skills. This commitment begins with our ***Coach Selection Process*** and continues with our ***Player Selection Process***.

Our sport and its coaches teach skills and strategy, and also contribute to building character in youth. Although competition and the desire to win is an important element of any sport, when good sport is sacrificed for winning at all costs, the sport, the athletes, the coaches and the community lose something special. The future of our sport lies with great coaches and, as such, we are committed to recruiting, developing and mentoring the best coaches available and to ensuring they deliver programming that is fair, safe and open to everyone.

By promoting sport at its best—good sport – we seize the opportunity to instill character, strengthen the community and increase opportunities for excellence. To achieve these goals, Football PEI is committed to creating an atmosphere where the True Sport Principles work in balance with one another at all times.



GLOSSARY OF TERMS

Board of Directors (BOD): A body of elected or appointed members who jointly oversee the activities of a provincial sport organization (PSO). The duties of the BOD are set by the organization's by-laws. These members understand their legal and fiduciary responsibilities, exercise due diligence that is consistent with their duty of care, are familiar with the association's activities and are fully informed of the financial status of the association.

Executive Director (ED): Oversees the day-to-day operation of the PSO, along with the implementation of a provincial Long-Term Athlete Development (LTAD), which includes a Coach Selection Committee (CSC) and a Player Selection Committee (PSC). The ED serves as the liaison between the committees (CSC/PSC) and the Board of Directors (BOD).

Athlete Development Manager (ADM): Responsible for managing all aspects of Athlete Development (AD), including but not limited to player training, assessments and evaluations, and the implementation of the High-Performance Program (HPP).

High-Performance Program Committee (HPPC): A committee established to execute the delivery of the Provincial Sport Organization's (PSO's) High-Performance Program (HPP). The ED is the Chair of the HPPC.

Coach Selection Committee (CSC): A committee established to select head coaches and assistant coaches in a consistent, fair, and transparent way using a standardized approach. This committee develops, reviews and implements an application process for head coaches and a selection pool for assistant coaches and is responsible for assessing and evaluating all coach performances.

Player Selection Committee (PSC): Consists of the Coach Selection Committee (CSC) along with the selected head coach - with assistance and input from their appointed assistant coach(es). This committee selects players for teams at all levels of play in a consistent, fair, and transparent way using a standardized approach of player assessments and evaluations.



COACH SELECTION PROCESS

The Coach Selection Process is comprised of the following steps;

HEAD COACH APPLICATION PROCESS

The Head Coach Application Process will:

- Determine interested candidates;
- Re-select returning head coaches; and
- Head Coach applicants may be re-appointed year-to-year with annual reviews to:
 - Reduce the formal application process required each season;
 - Build trust in coaches;
 - Build relationships and social capital; and
 - Build consistency and understanding of program operations.

HEAD COACH APPLICATION FORM

The Head Coach Application Form will:

- Include questions about coaching experience working with children;
- Include details from the coach's NCCP transcript to review details of the coach's training background;
- Include a Policies & Procedures Agreement;
- Close before the Assistant Coach Selection Pool is open.

ASSISTANT COACH SELECTION POOL

The Assistant Coach Selection Pool will:

- Determine interested candidates;
- Include questions about coaching experience working with children;
- Include details from the coach's NCCP transcript to review details of the coach's training background;
- Include a Policies & Procedures Agreement;
- Open after the Head Coach Selections have been announced.

INTERVIEW PHASE (if deemed necessary)

The Interview Phase (if deemed necessary) will:

- Be conducted by members of the Coach Selection Committee (CSC);
- Include questions about coaching philosophies and practice plan(s); and
- Include behavioural and situational questions.

SCREENING POLICY & REFERENCE CHECKS

The Screening Policy & Reference Checks will:

- Be checked by the Executive Director and passed on to the Coach Selection Committee (CSC);
- Provide guidelines to determine which individuals will be subject to screening (Screening Policy); and
- Identify suitability to being in a position of trust with athletes.

COACH ORIENTATION MEETING

The Coach Orientation Meeting will:

- Be delivered by the Executive Director and/or Members of the Coach Selection Committee following the selection of all head coaches (may include assistant coaches and other team staff);
- Review Football PEI's expectations, Policies, and Procedures; and
- Outline the Player Selection Process, Practice Schedule, and Tournament Schedule.



APPENDIX 1 – COACH POSITION DESCRIPTION

REPORTS TO: Football PEI Executive Director (ED), Athlete Development Manager (ADM), and/or members of Football PEI's Board of Directors (BOD).

POSITION TERM: For a one-year term (with head coaches receiving the possibility for year-to-year extensions as decided by the Coach Selection Committee).

POSITION OVERVIEW: Coaches are responsible for planning and directing conditioning, training, assessments and evaluations of athletes for the program. Coaches will also play a large role in athlete recruitment, though that is not their primary responsibility. Coaches will need to work in cohesion alongside a group of other coaches and teams and must participate in the High-Performance Program (HPP). The duties may require moderate to active physical activity. Coaches will report directly to the Executive Director, but may also receive direct/indirect communication from the Athlete Development Manager (ADM) or members of the Coach Selection Committee (CSC) and/or the Board of Directors (DOB) from time to time.

EXAMPLES OF DUTIES: The following list provides examples of the most typical duties for the position. Not all duties listed may be necessary during the term, nor does the list include all duties that may be required. They may include:

- Direct and/or follow other coaches in the overall planning and execution of the program;
- Recruit quality prospective players;
- Monitor / maintain the discipline and conduct of players to support the image and reputation of the program;
- Plan and/or follow practice sessions;
- Coach players individually and in groups while demonstrating specific maneuvers and techniques;
- Develop and implement strategy and position assignments;
- Participate and encourage athlete participation in all High-Performance Program (HPP) activities;
- Promote and participate in community events, public speaking, fundraising, and marketing campaigns; and
- Ensure adherence to all Football Canada and Football PEI policies & procedures by yourself, your athletes, and all other members of your team staff.

EXPERIENCE/REQUIREMENTS:

- A minimum of 3 years football coaching experience at a U12 level or above is strongly encouraged for all Head Coach positions.
- A minimum of 1 year football coaching experience at a U12 level or above is strongly encouraged for all Assistant Coach positions.
- All coaching requirements outlined in the Coach Selection Process and Football PEI – Screening Policy must be attained prior to tournament start date.

APPLICATIONS:

- Interested candidates are asked to follow the Coach Selection Process:
 - Head Coach Application Form, or;
 - Assistant Coach Selection Pool.
- Application & Pool Deadlines: - to be set each term -

** These are volunteer coach positions.*

** Only those selected for interviews (if deemed necessary) will be contacted to schedule one.*

** Head Coaches that are re-applying may be selected for re-appointment upon review of the Coach Selection Committee.*

** In the event there are no applicants that meet the qualifications for the above positions, the next best suited coach (applicant, or not) may be selected; providing they immediately seek upgrades to meet the minimum requirements.*