

COACH SELECTION COMMITTEE GUIDELINES

Effective Date: 02/05/2026

Version: 1.0

Owner: Vice President of Operations

Approved by: FLHA Executive Board

1. PURPOSE

- a. The purpose of these guidelines is to establish a consistent, transparent, and equitable process for the selection of head coaches at each level.

2. SCOPE

- a. This guideline shall apply to all head coach selections for boys' and girls' travel teams. It does not apply to the selection of assistant coaches.

3. ROLES

- a. CSC Chairperson:
 - i. Vice President of Operations
 - 1. The chairperson is responsible for Executive Board oversight of the Coach Selection Committee (CSC).
 - 2. Appoint the Committee Manager
 - 3. Provide initial oversight of the CSC formation and operating procedures
 - 4. Review and confirm that Independent Committee Members meet eligibility and independence requirements, subject to final approval by the Association President in accordance with the bylaws
 - 5. Serve as the tie-breaking voting member when required
- b. Committee Manager:
 - i. The general operations of the CSC will be run by the Committee Manager (to be named by the chairperson). Job duties include but are not limited to:
 - 1. Soliciting candidates
 - 2. Finalizing interview questions

3. Providing committee members with candidate application responses prior to interviews
 4. Scheduling & leading coach interviews
 5. Coordinating the voting process
 6. Coordinating with non-contingent coaches on their selection status
 7. Providing the contingent coaches rankings to the boys/girls' directors after tryouts are completed
 8. Serves as a voting member
- c. Player & Coach Development Director:
- i. The Player & Coach Development Director serves as a voting member of the CSC and provides perspective on coaching philosophy, player development principles, and alignment with association standards and long-term development objectives.
- d. Independent Committee Member:
- i. The CSC shall include three Independent Committee Members who serve as voting members. Independent Committee Members are selected based on their experience evaluating coaches, understanding of youth hockey development, and ability to provide objective, unbiased assessments.
 - ii. Independent Committee Members must:
 1. Not be current board members or registered parents within the association for the upcoming season
 2. Disclose any actual or perceived conflicts of interest and recuse themselves when applicable
 3. Independent Committee Members are compensated for their service in accordance with these guidelines.

4. PROCESS

- a. Candidate scheduling:
- i. The coaching application window will close 30 days prior to the start of tryouts. This is to allow the CSC ample time to interview and rank all candidates prior to the start of tryouts.
 - ii. All candidates for a given level shall be interviewed within a 48-hour period to minimize recency bias and ensure equitable evaluation.
 1. *Scheduling interview days or weeks apart can make it difficult to remember earlier candidate responses or impressions.*

- b. Non-contingent selections:
 - i. Non-contingent candidates are unique in that they may be pursuing head coaching jobs with multiple associations earlier in the off season than contingent candidates. When timing necessitates early consideration, non-contingent head coach selections may occur prior to the application deadline. The Committee Manager shall document the rationale, confirm that all eligibility criteria are met, and obtain concurrence from the Vice President of Operations.
- c. Interviews:
 - i. All interviews shall be conducted in a consistent format to ensure fairness and comparability among candidates.
 - ii. All candidates will be asked the same questions by the CSC Manager.
 - iii. Questions will be provided in advance to all candidates
 - iv. Allow limited follow-ups from voting members

5. VOTING:

- a. The Coach Selection Committee will consist of five voting members:
 - i. Committee Manager
 - ii. Player & Coach Development Director
 - iii. Independent Committee Member x3
 - iv. Vice President of Operations shall cast the deciding vote in the event of a tie
- b. Only voting members who attend all candidate interviews for a given level may rank candidates for that level. A quorum of at least 4 of 5 voting members is required to proceed.
- c. If the chairperson cannot attend an interview for any reason, they must be replaced by another member of the executive board for that interview.
- d. If any voting member is excluded due to conflict of interest or a candidate for a coaching position, the respective boys/girls director shall sit in for that voting member for all candidate interviews for that level.
- e. Tie breaking:
 - i. If a tie occurs in the highest cumulative weighted score, the Vice President of Operations shall cast the tie-breaking vote. The Vice President of Operations (or designated Executive Board member) must have either attended all interviews or reviewed all interview materials in their entirety.

- ii. In the event the chairperson must cast the tie breaking vote and a substitute executive board member attended an interview in their absence, the chairperson will still cast the tie breaking vote after review of all interview materials from the substitute.
- f. Ranking calculations:
 - i. Voting shall be conducted by means of ranked preferential ballots. In any election involving multiple candidates, each voting member shall assign numerical rankings in order of preference, with “1” designating the first preference, “2” the second, and so forth until all candidates have been ranked. To mitigate undue influence arising from strategic or extreme rankings, the tabulation process shall incorporate weighting measures designed to minimize the impact of such rankings on the overall outcome.
- g. Weighted Preferential Voting
 - i. The tabulation of votes shall employ the weighting function: $w(r) = \frac{(n-r+1)^{0.10}}{n^{0.10}}$, where n represents the total number of candidates and r the rank assigned (1 = highest preference). Weighted scores shall be aggregated across all ballots, and the candidate receiving the highest cumulative weighted total shall be declared elected. See Appendix A for additional information.
 - ii. Voting will take place immediately following the final candidate interview for that level, using an anonymous electronic voting process. No personally identifiable information will be recorded as part of the vote. This will prevent any perception of pressure to vote one way or another. It will also allow committee members to vote while all candidates are fresh in their minds and to prevent committee members from influencing one another or do any “horse trading”.

6. CONFLICT OF INTEREST (COI) & IMPARTIALITY CONTROLS:

- a. Independent Committee Members
 - i. The Coach Selection Committee shall include three independent, compensated committee members selected for their experience in youth hockey, coach evaluation, and player development. Independent Committee Members must not be current board members, coaches, or registered parents within the association for the upcoming season.

- b. Eligibility & Independence Requirements
 - i. Independent Committee Members shall not hold any roster-influencing role for the upcoming season and must disclose any actual or perceived conflict of interest. Individuals with a disclosed conflict shall recuse themselves from all interviews and voting related to the affected level.
- c. Appointment, Term, and Rotation
 - i. Independent Committee Members shall be appointed to one-season terms aligned with the official board turnover date. Members may be reappointed in subsequent seasons to ensure continuity; however, the association shall prioritize rotation and diversity of perspective over long-term service.
- d. Compensation
 - i. Independent Committee Members shall receive a flat stipend in recognition of the time and preparation required. Compensation shall not be contingent upon candidate selection outcomes or team performance.
- e. Substitution
 - i. In the event an Independent Committee Member is unable to serve or must recuse themselves, the relevant Boys/Girls director shall substitute for all interviews at a particular level.

7. NON-CONTINGENT COACH RETENTION

- a. This section establishes a standardized, objective process for determining whether an existing non-contingent head coach will be retained for the subsequent season.
- b. Committee Composition
 - i. Retention decisions shall be made by a committee consisting of:
 1. Association President
 2. Vice President of Operations
 3. Vice President of Business
 4. Player & Coach Development Director
 5. Relevant Boys or Girls Director
 - ii. All listed members shall serve as voting members.
- c. Eligibility for Consideration
 - i. Only coaches classified as non-contingent candidates, as defined in this policy, are eligible for retention consideration under this section.

d. Evaluation Criteria

- i. The committee shall consider relevant factors including, but not limited to:
 - 1. Alignment with association development philosophy and standards
 - 2. Demonstrated coaching effectiveness and player development outcomes
 - 3. Communication and professionalism with players, families, and association leadership
 - 4. Adherence to association policies and codes of conduct
 - 5. Feedback from directors and season evaluations, when available

e. Process

- i. Retention reviews shall occur after the conclusion of the playing season and before the annual Board turnover on May 1. Reviews shall be completed early enough to allow adequate planning for the upcoming season and, if necessary, to open any non-retained positions to the standard Coach Selection Committee process.
- ii. For each eligible coach, the committee shall conduct a structured discussion of performance and alignment with association standards, followed by a confidential vote to determine retention status. A simple majority vote of eligible voting members shall determine the outcome.
- iii. If a coach is not retained through this process, the position shall be filled through the standard Coach Selection Committee selection process outlined in these guidelines.

f. Conflict of Interest and Recusal

- i. Committee members must disclose any actual or perceived conflict of interest. Conflicts include, but are not limited to:
 - ii. A child rostered on the coach's team during the review season
 - iii. A family or close personal relationship with the coach
 - iv. Any financial or professional relationship that could impair impartial judgment
 - v. Members with a conflict shall recuse themselves from discussion and voting for the affected coach
- vi. If one or more members recuse themselves, the remaining non-conflicted members shall appoint a neutral substitute to restore the committee to five (5) voting members. Substitutes should be individuals with relevant hockey or coaching evaluation experience

who do not have a conflict of interest. Substitutes shall serve only for the specific retention review and shall possess full voting rights for that review.

8. GLOSSARY OF TERMS

Term	Definition
Coach Selection Committee (CSC)	The body responsible for running the head coach selection process for each level.
CSC Chairperson	The executive sponsor of the CSC.
VP Operations (VP Ops)	Executive board member providing oversight and serving as tie-break voter (as defined).
Committee Manager	The operational lead who manages applications, interviews, voting logistics, and communications.
Player & Coach Development Director (PCDD)	Committee member focused on technical/coach development aspects; voting member.
Independent Committee Member	One of three voting members without a specific titled role.
Boys Director / Girls Director	Program leads for boys' and girls' divisions.
Level	The age/skill grouping for which a head coach is selected.
Non-contingent Candidate	A coach whose appointment does not depend on player placement; no familial ties to any player on the roster.
Contingent Candidate	A coach whose placement depends on player placement based on tryout results, roster formation, or internal assignments.
Ranked Preferential Ballot	A ballot on which voting members rank candidates in order of preference (1 = highest).
Weighted Preferential Voting	A method converting rank positions to numerical weights and summing across ballots to determine a winner.

Term	Definition
Weighting Function	The formula that assigns a weight to each rank to mitigate strategic/extreme rankings.
Voting Member	A committee member eligible to cast a ballot for a level.
Quorum	The minimum number of eligible voting members required to conduct a vote.
Conflict of Interest (COI)	Any relationship or interest that could impair or appear to impair impartiality.
Recusal	The act of withdrawing from interviews and voting due to a COI.

APPENDIX A – WEIGHTED PREFERENTIAL VOTING SCALE

The following table sets forth the normalized weighting factors to be applied to each rank position under the weighted preferential voting method described in the voting section. The scale is derived from the function:

$w(r) = ((n - r + 1) ^ 0.10) / (n ^ 0.10)$ where n denotes the number of candidates and r the numerical rank assigned (1 = first preference).

Rank ↓ / Candidates →	3	4	5	6	7	8	9	10
1	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
2	0.871	0.910	0.950	0.960	0.967	0.972	0.975	0.978
3	0.757	0.833	0.900	0.921	0.933	0.940	0.945	0.949
4	—	0.762	0.833	0.885	0.903	0.914	0.921	0.926
5	—	—	0.740	0.848	0.874	0.888	0.897	0.903
6	—	—	—	0.803	0.846	0.864	0.875	0.882
7	—	—	—	—	0.819	0.841	0.854	0.863
8	—	—	—	—	—	0.819	0.836	0.846
9	—	—	—	—	—	—	0.803	0.816
10	—	—	—	—	—	—	—	0.796

Note: The lowest-ranked candidate retains a weight of approximately 0.80 for elections with up to ten candidates. Differences between adjacent ranks shrink toward the lower end of the scale to discourage strategic ranking behavior.