

8 STEPS TO COACH SELECTION

1. THE HEAD COACHING COORDINATOR POSITION

The first step is to decide who will be responsible for coach selection. It is strongly recommended that KMLA have or create the position of Head Coaching Coordinator. This position may include the following responsibilities:

- Recruit coaches
- Contact person for prospective coaches
- Distribute and collect applications
- Create and chair committees for screening
- Interviewing and final selection
- Contact successful and unsuccessful candidates
- Provide new coaches with their initial instructions
- Ongoing evaluation of coaches

2. COMMITTEE SELECTION

It is suggested that the Head Coaching Coordinator form a committee to ensure fairness in the screening interview and final selection of candidates. For simplicity and efficiency, the committee should consist of no more than five people. Committee Members should include a member of the executive, a person with coaching experience, and possibly a neutral person unrelated to the association.

Once the committee has been formed, it should meet to establish its structure and procedure. The Head Coaching Coordinator should chair the committee. Obviously, any conflict of interest on this committee must be avoided (see disclosure form).

3. APPLICATIONS

All coaches, new or returning, should be required to complete an application form.

Initial Contact: The Head Coaching Coordinator should be available for all prospective coaches to contact. This person will be responsible for the distribution and collection of coaching applications.

The Application Form: A sample application form follows on the next page. Feel free to use it, change it, or create your own. Make sure that applications include all the information you feel you need.

Screening Applicants: When a large number of applications are received, it may be necessary to screen applicants and establish a short list. Guidelines for screening applications should be established in writing, prior to the selection process.

Guidelines: guidelines to consider (not in order of importance).

- a) Experience in your association
- b) Experience in coaching minor lacrosse
- c) Experience working with children
- d) Community involvement
- e) Certification, education and training
- f) References

4. THE INTERVIEW PROCESS

It is preferable that the person (or committee) who will make the final decision conducts the interview.

Before interviews take place, the interviewer(s) should be familiar with the qualities KMLA is looking for in a coach (i.e. strong competitor, good teacher, motivator, etc.).

What to ask will depend entirely on the qualities KMLA is seeking. It is advisable to have a set of written questions, but do not hesitate to ask "spontaneous" questions which may arise during the interview. A list of possible questions appears on the next few pages.

Interviews may be as casual or as formal as you like. When a committee is involved, it should establish a structure or procedure to ensure the effectiveness of the interview. Some of the things the committee may wish to decide are:

- i. What rank each member has on the committee
- ii. Who will speak and when (who asks what questions)
- iii. How the interviewee will be evaluated

Ideally, you should allow at least half an hour for an interview and leave 15 minutes between interviews. This allows you enough time to discuss the qualities of the candidate and to properly evaluate them.

After any initial round of interviews, you may wish to short list and re-interview the short listed candidates.

A written record of the interview should be retained by KMLA. This should include the interviewers' evaluation of the candidate. Evaluation may take the form of written comments, or involve some sort of numerical ranking and written comments. Again, the categories you use in evaluating should relate to the qualities KMLA is looking for.