

CMHA Rep Hockey Coach Application Process (2025-2026)

The **Coquitlam Minor Hockey Association (CMHA)** values the dedication of its coaches. To ensure a **fair and transparent selection process** for rep hockey coaches, we have outlined the following steps for the 2025-2026 season.

Coach Application Phases & Deadlines

- **Phase I: Returning Head Coaches**
 - By February 20th, 2025 at 11:59pm:
 - Current HCs who wish to return to their existing team must notify the Coach Coordinator in writing;
 - Current HCs who wish to apply for a different position but are also interested in retaining their current positions should they not be the successful candidates during the open application process must notify the Coach Coordinator in writing. See Phase II for details pertaining to the open application process.
 - The Coach Committee will provide a list of recommended returning coaches for ratification during the March Board Meeting.
 - Applicants will be notified after Board decision of the **March** meeting.

- **Phase II: Open Application Process**
 - List of available positions will be released 48 hours after the March board meeting.
 - Applicants will go through an interview process conducted by two members of the Coach Committee.
 - If an applicant is unsuccessful in securing their desired team, the Coach Coordinator or a member of the Coach Committee will communicate message to the applicant.
 - The Coach Committee reserves the right to provide coaches with the option to return to their current team.
 - Coach committee will provide list of recommended coaches for ratification during April Board Meeting
 - Candidates from the open application process will be notified after Board decision of the **April** meeting.

- **Phase III: Remaining Open Positions**
 - List of available positions will be released after the April board meeting.
 - Candidates will go through interview process conducted by two members of the Coach Committee.
 - Recommended candidates will be presented to the Board on a case by case basis.

Application Review and Selection Process:

- All applications will be reviewed by the Coach Coordinator and the Coach Committee
- Evaluation criteria will include:
 - Coaching experience and certification
 - Player development focus and coaching philosophy
 - Feedback from previous seasons (if applicable)
 - References

Timeline for Ratification:

- The Coach Committee will finalize recommendations (agreed honorarium included) for head coaches and submit them to the CMHA Board of Directors for approval/ratification.
- Recommendations will be provided to the Board of Directors no later than 5 calendar days prior to the scheduled board meeting.
- Head Coaches for the 2025-2026 season will be presented in phases:
 - Phase I - Returning head coaches ratification at March Board Meeting
 - Phase II - Head coaches with new teams ratification at April Board Meeting
 - Phase III - Applicants will be presented to the Board on a case by case basis.

Communication of Results:

- Successful applicants will be notified after Board approval.
- Successful applicants will be given a 48 hour window of acceptance.
- Unsuccessful applicants will be notified after the successful applicant has been confirmed.

Additional Requirements and Honorarium

- Certification
 - All selected coaches must meet **BC Hockey's certification requirements** by the season's start date
- Honorarium
 - To be presented by the Coaching Committee for final board approval
 - Includes all payments to assistant coaches.
- CMHA reserves the right to adjust the selection process as needed

We look forward to reviewing your application and appreciate your commitment to the development of our players and the success of our association.

For questions or further details, please contact the Coach Coordinator at coach@coqmha.org