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### **8.3 TEAM STAFF SELECTION POLICY - ATHLETICS**

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#### **Introduction**

1. The Ontario Cerebral Palsy Sports Association (“OCPSA”) has the responsibility to organize, develop and select coaches and team staff to represent OCPSA at National Championships, Open and Invitational Athletics events. This policy sets OCPSA’s procedures, guidelines, criteria, standards and timelines governing selection of coaches and team staff to those teams.

#### **Communication**

2. This Policy will be published on OCPSA’s website once approved by the OCPSA Board of Directors.
3. Any amendments to this Policy will be immediately posted on the Organization’s website.

#### **Authority for Selection**

4. The Athletics Committee, a Standing Committee of the Board, will make recommendations to the Board of Directors in regards to this policy. The Board of Directors of the Organization has the authority for all decision-making under this Policy.

#### **Selection Committee**

5. The members of the Athletics Committee or members of a sub-committee established for selection.

#### **Coaches and Team Staff Size**

6. The number of coaches and team staff selected will be dictated by the event and the Selection Committee who will have the discretion to name a larger or to name a smaller team due to resource constraints.

#### **Team Announcement**

7. The Organization will announce the selected coaches and team staff by contacting the selected coaches and team staff directly or via email.

## Eligibility and Selection

8. Applications for Team Staff positions will be solicited and accepted by the Athletics Committee.
9. Team staff personnel may include:
  - a) Team Manager;
  - b) Assistant Team Manager;
  - c) Sport Specific Coaches;
  - d) Head Coach;
  - e) Assistant Coaches
  - f) Equipment Manager
  - g) Medical Personnel
  - h) Therapist
  - i) Support Staff and/or Personal Care Attendant(s)
  - j) Classification Consultant

## Team Staff Eligibility (Excluding Coaches and Sport Specific Coaches)

10. To be eligible to be considered for selection in a Team Staff position, an applicant must:
  - a) Be a registered member in good standing of OCPSA;
  - b) Pass a police records check;
  - c) In the case of therapists and medical personnel, be certified and licensed;
  - d) Submit an application to OCPSA including:
    - i. Resume related to experience applicable to position
    - ii. Three references
    - iii. Criminal Records Check

## Team Staff Selection Process (Excluding Coaches and Sport Specific Coaches)

11. The Selection Committee will:
  - a) Develop a list of questions to be answered by each eligible team staff at an interview.
  - b) Rate answers on a scale of 1-10 which will be and weighted as follows:
    - i. 40% -Previous experience;
    - ii. 20% - Problem Solving Skills
    - iii. 10% - Ability to deal with high stress situations
    - iv. 25% - Interpersonal skills
    - v. 5% - References

- c) Rank the total scores of the individual(s) and the individual with the highest rating will be selected.
  - d) In the event that one of the top two ranked individuals decides not to participate, the next highest ranked individual will be asked as a replacement.
12. Members of the Selection Committee are required to remove themselves from any discussions, ranking and voting if there exists a conflict of interest.

### **Coaches Eligibility**

13. To be eligible to be considered for selection, a coach must:
- a) Be a registered member in good standing of OCPSA;
  - b) Be NCCP certified in Athletics - Competition Introduction: Club Coach
  - c) Be actively coaching for a minimum of one year;
  - d) Pass a police records check;
  - e) Submit an application to OCPSA including:
    - i. Proof of NCCP Certification
    - ii. Resume related to Coaching
    - iii. Years of Coaching Experience
    - iv. Knowledge of classification of athletes related to Athletics
    - v. Three references
    - vi. Criminal Records Check

### **Coaches Selection Process**

14. The Selection Committee will:
- a) Develop a list of questions to be answered by each eligible coach at an interview.
  - b) Rate answers on a scale of 1-10 which will be and weighted as follows:
    - i. 10% - NCCP Certification
    - ii. 40 % - Current or past coaching experience
    - iii. 20 % - Problem Solving Skills
    - iv. 10 % - Ability to deal with high stress situations
    - v. 15 % - Interpersonal skills
    - vi. 5% - References
  - c) Rank the total scores of the eligible coaches and the coach with the highest rating will be selected as head coach of the team and the coach with the 2<sup>nd</sup> highest rating will be selected the assistant coach of the team.
  - d) In the event that one of the top two ranked coaches decides not to coach the team, the next highest ranked coach will be asked as a replacement.
15. Members of the Selection Committee are required to remove themselves from any discussions, ranking and voting if there exists a conflict of interest.