

Policy number: FNB- 1006

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Version: 2

Title: High Performance Coach & Player Selection Policy (HPC&PS)

1.0 GUIDING PRINCIPLE

Football New Brunswick (FNB) is the recognized Provincial Sport Organization (PSO) for Tackle, Flag and Touch Football in the Province of New Brunswick. As the PSO, FNB needs to be transparent and show equity in high performance coach and player selection. Those who meet an objective set of criteria as determined by FNB will be considered for selection. Accordingly, the Board of Directors (BOD) of FNB will develop and maintain a set of criteria for acquiring and maintaining coach and player selection.

2.0 POLICY STATEMENT

HPC&PS Policy shall follow a set of governing rules and obligations. The policy shall allow for equal opportunity, while mandating certain requirements and procedures. The policy shall have, but not be limited to, a Code of Conduct, Waivers which include (Statement of Nondisclosure, Medical Information Release, Player Participation Statement, Media Release Consent Form) and an Appeals Format. All team positions shall not be a paid position, however, reasonable prearranged expenses will be reimbursed.

FNB may, at its discretion, operate regional and provincial programs to enhance and promote the sport of Football. Nothing in this policy shall restrict FNB from said activities.

- **FNB empowers a High Performance Committee. Positions should include the High Performance Director, the Technical Director, one Board member and the head coach of each provincial team. The purpose of the committee would be to advise and ensure that the direction and procedures are being adhered to. The committee would report to the Executive Director of FNB and make recommendations to be reviewed by the board and/or minor council. The members should be aware of all FNB policies, mission, value and vision statements.**
- **In the event of an appeal, the BOD will serve as the appeals committee. Any BOD on the High Performance Committee shall be removed from appeal discussions and decisions.**

3.0 COACH SELECTION GUIDELINES

A High Performance Team with FNB via the following procedure:

- 3.1 **Have a maximum of seven (7) coaches plus a Team Manager and an Athletic Therapist (unless otherwise stated in football Canada event guidelines ie. Mentor coach, equipment manager etc):**
 - Head Coach – who shall also act as one of the Coordinators.

- Coordinators – Offensive, Defensive, and Special Teams – the Coordinators will manage one of the positions associated with their side of the ball. The two (2) remaining coordinators will be chosen after the Head Coach identifies the Coordinator position they will assume.
 - Positional Coaches – four (4)
 - Team Manager – the Team Manager will perform the duties associated with the day-to-day business of the team, including but not limited to, registration, coordinating and preparing for parent meetings, managing fund raising initiatives, implementing schedules and attend meetings. They shall report to the Head Coach and the Executive Director of FNB. Should there be any dispute; the decision of the ED shall prevail. The Team Manager position is subject to a criminal record check.
 - Athletic Therapist – shall be licensed and registered. They shall attend all camps, training sessions, practices and games. They shall have full disclosure to player profile information including all medical information. They shall sign a Statement of Nondisclosure. The Athletic Therapist position will be advertised publically and selected by the ED and FNB BOD, and is subject to a criminal record check.
- 3.2 All coaches shall apply in writing, within the required time line, for the position requested. With the application shall be included a resume stating their qualifications, CAC number, years in football experience, have or be willing to obtain a criminal record check and three references (two of which must be football related). Their resume shall include their goals and commitment to the position.
- 3.3 All head coach applications will be evaluated by the ED, HPD, TD and the President of FNB.
- 3.4 Head coaches will agree to a 2 year contract. Upon the completion of the 2 year term FNB will have a Call for Interest for the position. The existing Head Coach may re-apply for another 2 year term.
- 3.5 To be eligible a coach must:
- Be a Canadian citizen and a resident of NB.
 - Be a member in good standing with FNB.
 - Have a clean Criminal Record Check.
 - Not participate in any for-profit coaching initiatives. This would include owning a for-profit camp/program of your own, or assisting or working in a for profit camp/program in New Brunswick.
 - Meet Qualifications (subject to 3.5).
- 3.6 Coach Qualifications, Personal Qualities and Commitment:

3.6.1 Head Coach

- Minimum three years coaching with two years Head Coach.
- NCCP Intro to Competition with at least two NCCP position courses.
- Up-to-date courses including Safe Contact, Ethical Decision Making.
- Knowledgeable in football rules and game management.
- Team Leader, critical thinker, organized, planner, follow direction, respectful.
- Willing to make a 2 year commitment to the program.
- Sign Statement of Nondisclosure.

3.6.2 Coordinators

- Minimum two years coaching with one year as a Coordinator.
- NCCP Intro to Competition with minimum of two NCCP position courses within the offensive or defensive team they seek to coordinate.
- Up-to-date courses including Safe Contact, Ethical Decision Making.
- Knowledgeable in football rules and game management.
- Leadership skills, critical thinker, organized, planner, follow direction, respectful.
- Sign Statement of Nondisclosure.

3.6.3 Positional Coach

- Minimum two years experience in the position they seek.
- NCCP Intro to Competition with the NCCP position course they seek to coach.
- Up-to-date courses including Safe Contact, Ethical Decision Making.
- Knowledge of the game of football.
- Leadership skills, follow direction, respectful.
- Sign Statement of Nondisclosure.

3.6.4 NOTE #1: In the event there are no coaches who meet the qualifications for the above positions, the next best suited coach will be chosen for a one-year term providing they immediately seek to upgrade their NCCP Qualifications to meet or exceed requirements. Where a coach is willing to upgrade their NCCP Qualifications, FNB will repay the fee incurred upon completion of the obligation to the team.

3.6.5 NOTE # 2: It is the goal of the programs to engage the coaches to start in the U14 program and work towards the U18 program. A commitment may be served in either level of the overall programs.

3.6.6 NOTE #3: It will be preferred that, if at all possible, the Head Coach and Coordinators come from different areas to best provide coverage for player selections. However, the best qualified coaches should be given priority. The Head Coach with the assistance of the HPD and TD of FNB will make the selection of Coordinators. The Head Coach and Coordinators will make the selection of the Positional Coaches, subject to approval of the ED, HPD and TD of FNB regarding qualifications.

4.0 COACH DUTIES

Coaches will perform the team duties in the best interests of FNB both financially and in respect for everyone's safety. They will at no time feign to represent FNB outside of their selected capacity. They will adhere to all FNB policies and guidelines and act within the Mission and Vision statements, best representing FNB.

4.1 Head Coach

- Will be responsible and available for all player functions and meetings as designated by FNB.
- Will report to the Executive Director and High Performance Director of FNB.
- Will work with the ED on a team and program budget.
- Take the lead with team discipline involving coaches, and in collaborate with the other two Coordinators to initiate player discipline.
- Plan and implement all game plans, practices and schedules.
- Act as the media speaker for the team with the guidance of the ED.
- Work with coaches, Executive Director and High Performance Director on program.
- Be willing to travel as required by FNB with compensation for mileage, meals and accommodations when necessary.
- Submit all required reports to the ED in a timely manner for expenses, positional coach selection, player selection process, practice requirements including fields and equipment, disciplinary actions and budget.
- Comply with all policies, procedures and materials as outlined by FNB including Harassment, Safety and Screening, Code of Conduct and Disciplinary policies.
- As a representative of FNB the Head Coach's philosophy and views will align with the organizations core mission, value and vision statements.

4.2 Coordinators

- Will be responsible and available for all team functions and meetings as designated by FNB.
- Will report to the Head Coach.
- Will follow the lead of the Head Coach and plan segments of practice and or camps.
- Will collaborate with the Head Coach with regards to player or positional coach discipline.

- Will lead interactions with their positional coaches.
- Be willing to travel as required by FNB, with compensation for mileage, meals and accommodations when necessary.
- Refrain from engaging in any public media regarding the team.
- Must comply with all policies, procedures and materials as outlined by FNB including Harassment, Safety and Screening, Code of Conduct and Disciplinary policies.
- As a representative of FNB, represent the Head Coach's philosophy and views and align with the organizations core mission, value and vision statements

4.3 Positional Coaches

- Will be responsible and available for all team functions and meetings as designated by FNB.
- Will report to either the Offensive or Defensive Coordinator.
- Will follow the lead of the Head Coach and lead segments of practice and or camps involving their position.
- Will report player discipline to the Head Coach and Coordinator.
- Will lead interactions with their positional players.
- Be willing to travel as required by FNB, with compensation for mileage, meals and accommodations when necessary.
- Refrain from engaging in any public media regarding the team.
- Comply with all policies, procedures and materials as outlined by FNB including Harassment, Safety and Screening, Code of Conduct and Disciplinary policies.
- As a representative of FNB, represent the Head Coach's philosophy and views and align with the organizations core mission, value and vision statements.

4.4 Team Manager

- The Team Manager will do the day to day business of the team, including but not limited to, registration, parent meetings, press releases, fundraising, implementing schedules and attend meetings.
- The Team Manager shall report to the Executive Director of FNB. Should there be any dispute the decision of the ED shall prevail.
- Will work with the Head Coach and ED to Implement the team budget and determine fund raising requirements and initiatives.
- The Team Manager may assign and oversee Area Managers to assist in fund raising initiatives.
- Will perform administrative duties as necessary before and during National Competitions by ensuring time lines are met.

4.5 Athletic Therapist

- The Athletic Therapist shall be licensed and registered.
- Attend all camps, training sessions, practices and games.
- Be given full disclosure to player profile information including all medical information. They shall sign a statement of Nondisclosure.

5.0 PLAYER SELECTION

- Player selection shall be carried out under the plan and direction of the Head Coach and their selected team of Coaches under the direction of the High Performance Committee. The plan shall adhere to the policies and procedures, guidelines, rules and regulations, practices and mission of Football New Brunswick.

5.1 Player Requirements

- All players involved in any portion of a high performance program must first be a member of FNB through their local organizations, or by other means as determined by FNB's Board of Directors.
- Must follow Code of Conduct subject to disciplinary action.
- Must complete a Medical Form with full disclosure of any and all injuries or medical conditions.
- Must complete a Player Profile and Player Experience questionnaire (player experience, other sports, code of conduct, social media responsibilities and guidelines)
- Must complete an Anti Doping course as designated by FNB.
- Should sign a drug declaration contract.
- Must take a Concussion Awareness class.
- Must sign a Media Release form for pictures, video or interviews to be used at the discretion of FNB. FNB shall grant the use of such with regards to the privacy and protection of personal information.

5.2 Parents

- All parents who have a child invited to Selection Camps will be invited to a mandatory parents meeting. This meeting will review fees, Code of Conduct, program history and objectives, selection process, fundraising, and staff introductions.
- Shall be requested to sign with the player where signatures are required.
- Shall be given concussion information.

5.3 Fees

- Fees and structure for all Provincial teams will be broken down into two stages:
 - Camp Fees (must be selected to attend)
 - Provincial Team Fee (required if selected to the Provincial team)

- The cost of these stages is dependent on the duration of programs and camps, whether it is a tackle or flag program, and the fees required to enter a Provincial team into a competition.
- Once a player has registered and pays the fees in a High Performance program refunds will be issued according to the FNB Refund Policy

5.4 **Dispute Resolution**

- If any decision results in a dispute, or if any disciplinary action calls for a review by the Appeals committee, upon written submission within 48 hours of a decision rendered, the Appeals Committee will have 72 hours to review and render a written decision to the Executive Director.
- If there is further need for appeal, under a written appeal, FNB will engage Sport NB for dispute resolution.