



**Waterloo Minor Soccer Club**  
2001 University Avenue East, Suite 107  
Waterloo, Ontario N2K 4K4  
Office 519-578-9680

**VOLUNTEER COACH HIRING PROCESS  
GRASSROOTS DEVELOPMENT PROGRAM (U9-U12)  
AND COMPETATIVE PROGRAM (U13-U21)**

**OBJECTIVE & WHY**

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- This document is intended develop a clear understanding of the coach hiring process for both Competitive and Grassroots coaches.
- Creating a clear coherent coaching hiring process gives the club a chance to reflect with their current coaches and bring new coaches into the club.

**APPLICATION & REVIEW**

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- A call for Coach Applications for the upcoming year will be issued to current coaches and announced to the general public by posting on line via the Club website, Ontario Soccer website and Clubs social media channels by the 2<sup>nd</sup> Wednesday in July.
- Applications must be submitted to the club by the 1<sup>st</sup> Tuesday following the August Long weekend.
- Applications will then be reviewed by the Technical Director and necessary Technical staff.
- Technical staff will review the performance of the coach applicant aligned with the coach observations/assessments undertook as well as player/parent feedback.

**INTERVIEW PROCESS**

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- Those applying to return to the club will be offered an opportunity to discuss their coaching intentions via an individual meeting or phone call at the discretion of the Technical staff (Final two weeks of August).
- Those new to the club will be invited to an interview for the applied coaching position, during which Technical staff will outline what is expected of club coaches in the upcoming season.



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## COACH SELECTION

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- After both the interview process and candidate review process has been completed, the Technical staff will reflect upon the candidates and begin to allocate positions.
- Successful candidates will then be contacted via email informing them of the coaching position that they are being offered within the club. Coaches will be asked to respond and accept/decline the position within 48 hours of receiving their email.
- All coaches shall be in place by the first week of September and posted on the club website.