

OPEN: July 03, 2025



2025–2026 Wave Head Coach Application

Ringette PEI is now accepting applications for **Wave Head Coach positions** for the 2025–2026 high-performance season. We are seeking passionate and dedicated individuals to lead the following teams:

- **U14 Wave Head Coach** (2 positions)
- **U16 Wave Head Coach**
- **U19 Wave Head Coach**

If you have a strong background in coaching and a commitment to athlete development, we encourage you to apply.

Application Deadline: Friday, July 11, 2025

Submit to: ringettepei@gmail.com

Format: All documents must be submitted in **PDF format**.

Application Requirements:

Applicants must demonstrate the following:

- Coaching credentials
- Ringette coaching experience
- Leadership experience
- A season plan outlining:
 - Weekly ice times
 - Dryland training plans
 - Proposed tournaments
- Team goals and athlete development philosophy

Interview Process:

If you are selected as a candidate, we will inform you of interview dates once the application process is closed. All interviews will be conducted **in person at the Royalty Centre in Charlottetown**, unless alternative arrangements are required.

Equity, Diversity, and Inclusion Statement:

Ringette PEI is committed to fostering an inclusive and equitable sport environment. We strongly encourage applications from women, Indigenous peoples, members of visible minorities, persons with disabilities, and individuals of diverse sexual orientations and gender identities. This is a competitive selection process, and all applications will be reviewed with fairness and care.

Before Applying: Please ensure you review the full Policy and other program materials relevant to the High Performance program prior to submitting your application.



K. 5. Selection of the Head Coach and Team Staff

5. Scoring Matrix

A scoring matrix based on a percentage value of your score will be the following:

a. Application – 10% (Evaluated by RPEI Executive Director)

- Application must include:
 - Cover letter outlining coach philosophy, coach's core values, and relevant coaching experience.
 - Coaching Resume
 - Program Plan (outlined below)
 - **Two letters of recommendation** are required. These letters need to provide emphasis on working in a team setting, leadership and guidance skills and how they successfully relate to managing players. They can come from the following sources:
 - Local Ringette Association
 - Another sport governing body that you are affiliated with
 - Another coach you have worked with in the past
 - An athlete or parent from a team you have previously coached
 - Reference contacts with all outlined information (outlined below)

b. Program Plan – 50%

- Applicants will need to provide a Program Plan to RPEI that will be blindly evaluated by a NCCP Coach Evaluator or higher.

WAVE and EDGE

- The Program Plan must include a program outline from the start of the High-Performance season September/October and ending March/April.
- A Periodized Training Plan for the full season leading up to the Canadian Ringette Championships (U16 WAVE and U19 WAVE) or the Eastern Canadian Championships (2 U14 WAVE, U16 and U19 EDGE)

Canada Winter Games

- The program plan must include a program outline from June 2025 - February 2027.
- A periodized training plan for the "year" leading up to the Canada Winter Games, January 2026 through – February 2027.

c. Interview Score – 30%

- **Canada Winter Games** - interview panel will consist of the RPEI Coaching Director, RPEI High-Performance Director, Independent Member (from inside ringette), High Performance Specialist (from outside ringette) at a minimum.



Policy Continued...

- **EDGE and WAVE** - interview panels will consist of the RPEI Coaching Director, RPEI High-Performance Director, Independent Member (from inside ringette), Independent Provincial Sports Organization (from outside ringette within PEI)
 - All interview panels must be approved by the RPEI President in writing prior to interviews being conducted.
 - All interview panels will be subject to change depending on applications to remove conflict which will be decided by RPEI President. The RPEI President can appoint or replace any interview panel member at anytime prior to the interviews being conducted.
 - All interviews will have 10 questions that will be scored on a scale of one (1) through three (3) where 1 being the lowest and 3 being the highest. All scores will be collected from each panel member and averaged to form a final score which will then determine the score out of 30%.
 - Interviews are to be held in person, however at the discretion of the RPEI Coaching Director a virtual meeting can be held via Zoom or MS Teams.
- d. Reference Check – 10% (Evaluated by RPEI Executive Director)**
- Two (2) references must be provided.
 - Full Name, Professional Title, Relationship to the Candidate, email and phone number with preferred time to contact.
 - References cannot be the same people who submitted letters of recommendation