



Sabres (Rep) Jnr & Snr Team Manager & Team Official Selection Policy

July 2018

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Authorised: SBA President	Original Date: 1 July 2018	Version: 1.1

1. Purpose

To deliver a transparent, fair and consistent selection process that ensures required standards are met for Team Manager and Team Official selections and appointments for all Southern Basketball Association (SBA) (Sabres) junior and senior representative teams. The policy will ensure that all Team Managers and Team Officials are aligned to SBA's vision, mission and values.

2. Scope

This Policy applies to all SBA (Sabres) junior and senior representative Team Manager and Team Officials selections and appointments (incl. VJBL, Big V (YLC) and SEABL).

3. Policy

The SBA will seek the most appropriate Team Managers and Team Officials available for each age group and position.

Team Manager and Team Official positions will be advertised via the SBA website, on other websites and through other forms of media as deemed appropriate. All Team Manager and Team Official selections and appointments will be, as far as reasonably practicable, free of conflict of interest.

Fundamentally Team Managers and Team Officials will be assessed and selected on, but limited to, the following demonstrated and verified key attributes:-

- Commitment
- Knowledge
- Experience
- Background; and
- Alignment to SBA's vision, mission and values.

All those seeking selection must apply by the date nominated, in a manner prescribed and in a format requested. Failure to do so may void the application.

Team Managers and Team Officials can be nominated by an officially appointed coach and recommended by the Head Coach of each age group. A delegated Selection Coordinator will consider Team Manager and Team Official recommendations and forward to the SBA's CEO. Final approval for all positions will be signed off by the CEO and the SBA Board.

Once appointed all Team Managers and Team Officials agree to participate in training and follow all SBA and Basketball Victoria's policies and procedures. Team Managers and Team Officials are subject to all relevant codes of conduct.



4. Conflict of Interest (or perceived Conflict of Interest)

First and foremost the SBA will make decisions that are in the best interest of the player/child, of the SBA, its programs and its members. Conflicts of interest either real or perceived can cause significant issues if not dealt with effectively. It is important that this is understood.

Team Managers and Team Officials must declare any conflict of interest or perceived conflict of interest in their application, or at the earliest point in time when the conflict became apparent. Failure to do so can result in non-selection or removal from positions.

A declared conflict of interest of itself may not preclude someone from being selected as a Team Manager or Team Official. Whilst some conflicts may be of a nature that preclude selection, for the most part it is how the conflict is handled and then managed that is important.

Guidance - Conflicts of interest or perceived conflicts of interest might include, but are not limited to, being a Team Manager or a Team Official of a team that contains a family member; or having had an issue with a player or family member in a previous season or outside of the program; or holding multiple Team Manager or Team Official positions within the SBA or another Association. A common sense approach is expected, if it is something that is or should have been reasonably known or apparent to the individual making the application then it should be declared by the applicant as a conflict of interest.

Note - The SBA may stand-down a Team Manager or Team Official at any time for reasons that relate to a direct or perceived conflict of interest, or where there is miss-alignment of the Team Manager or Team Official to the SBA's vision, mission and values, a relevant code of conduct or where it is believed that a Team Manager or Team Official is not acting in the best interest of the child/player, the Coaches, the SBA, its programs or its members.

5. Selection Coordinator

A Selection Coordinator (Operational Staff Member) will be appointed by the CEO to receive and assess applications before recommending applicants for Team Manager and Team Official positions.

The role of the Selection Officer will be to set the selection criteria specifically as it relates to the capability of applicants with regard to, but limited to, those key attributes listed under section 3. of this policy.

The Selection Coordinator will conduct the selection process and make recommendations for appointment to the CEO.

The staff member will advise applicants of any specific selection criteria during the application and selection process.

6. The CEO

The CEO is responsible to ensure the implementation and monitoring of this policy and procedure.

The CEO will appoint the Selection Coordinator (Operational Staff Member) and have oversight and control of their activities.

The CEO has discretion to make changes to the staff members recommendations based on the interest of the player/child, the coaches, the SBA, its members or its programs. The CEO will present the recommendations to the Board and seek final signoff.

The CEO cannot apply for, or be appointed to, Sabres (Rep) Team Manager or Team Official roles.

7. The Board

The Board has final discretion to make changes to the CEO recommendations based on the interest of the player/child, its coaches, the SBA, its members or its programs.



Board Members/Directors cannot apply for, or be appointed to, Sabres (Rep) Team Manager or Team Official roles.

8. Policy Review

This policy will be reviewed annually to ensure it remains relevant to SBA's operations and reflects both community expectations and standards, and legal requirements.

9. Team Manager & Team Official Selection Procedure

The following procedure in the selection of Team Managers and Team Officials will be followed:

1. The CEO will appoint a Selection Coordinator (Operational Staff Member)
2. The Selection Coordinator will develop a key selection criteria.
3. The CEO will approve the key selection criteria.
4. All representative Team Manager and Team Official positions will/must be advertised on the SBA's website, other websites or other selected forms of media.
5. An opening and closing date for application submission and the method of submission will be clearly defined on the advertisement.
6. The annual advertisement for Team Managers and Team Officials positions will occur after the representative player tryouts have commenced and after the appointment of coaches and assistant coaches. It may occur simultaneously.
7. *Note* – From time to time during the course of a season advertisements for Team Manager or Team Official roles may be posted on the website, or other, where a coaching position becomes vacant. Where that occurs an interim appointment will be made. The interim appointment is not the final appointment. This policy and procedure, other than those parts that relate specifically to the timing of the annual advertisement, applies in such circumstances.
8. Applications must be submitted in an approved format and must be complete on submission with evidence of accreditations and any other requirements attached by 5.00pm EST. on the closing date advertised. Incomplete applications may not be considered.
9. Applicants must declare any **conflict of interest** or **perceived conflict of interest** (*refer section 4 of this policy for guidance*) in their application or as soon as it becomes known. Failure to do so may result in non-selection or removal from positions.
10. No child/player will be disadvantaged by the appointment of a Team Manager or Team Official. The child/player's interest comes first.
11. All Team Managers and Team Officials, must hold a valid Working with Children's Check card (WWCC). Evidence must be provided (colour photo-copy of both sides of a card). WWCC details will be entered into the SBA approved Child Protection database. If the applicant is in the process of applying for a WWCC then proof of application is required and selection is not final until evidence of the WWCC card has been provided to the SBA. Parents and players have the right to feel confident in the integrity of the WWCC process. SBA will ensure this condition is enforced. No exceptions. No exceptions.

Note – any Team Manager or Team Official who allows their WWCC to lapse during the course of the season will be stood down pending evidence of renewal. Maintaining a current WWCC is the responsibility of the individual not the Association.



12. Applicants that have been suspended whilst in any capacity other than as a player, in **any sport** in any Association anywhere in Australia or overseas for any reason by any jurisdiction or process must provide details of the incident/s and suspensions with their application.
13. Any applicant who has been found guilty of an offence under Basketball Victoria's Code of Conduct, Basketball Victoria's Member Protection By-Laws, any other relevant Basketball Victoria by-law, policy or procedure, or the SBA's Constitution must provide details of the offence and any sanctions applied with their application.
14. Where an applicant is providing a history of experience and background particularity from another Association in Australia or overseas the applicant must provide to the SBA a way of verification i.e. a reference person and contact details, copies of written citations and awards etc.
15. Applicants may be subject to an interview with the Selection Coordinator, an SBA operational team member and/or the CEO of the SBA as part of their application.
16. Team Managers and Team Officials can be initially nominated by the team coach and recommended by the Head Coach of each age group. Team Managers and Team Officials can also be nominated by SBA Operational Staff.
17. The Selection Coordinator will put together all recommendations for Team Manager and Team Official appointments and forward to the SBA's CEO for review.
18. The CEO will forward final recommendations for all positions for the Boards final approval and signed off.
19. All Team Managers and Team Officials are required to read and understand the relevant code of conduct found on the SBA website.
20. Team Managers and Team Officials are required to read and sign the relevant declaration form and return to the SBA Operational Team prior to commencement in the position. Appointments are not final until the declaration has been signed and returned.
21. Team Managers and Team Officials will be appointed for one (1) season only. All positions and selections are subject to review.
22. All selections and appointments are final and there is no appeal process.

End.