

Sabres (Rep) Jnr & Snr Coach & Assistant Coach Selection Policy

July 2018

Revised May 2020

Accountable: SBA CEO	Revision Date:	Policy: 10.0
Authorised: SBA President	Original Date: 1 July 2018	Version: 1.1 (May 2020)

1. Purpose

To deliver a transparent, fair and consistent selection process that ensures standards are met for coach and assistant coach selections and appointments for all Southern Basketball Association (SBA) Sabres (Rep) junior and senior representative teams. The policy will ensure the SBA attracts and retains the best coaching talent available, and that all coaches are aligned to SBA's vision, mission and values.

2. Scope

This policy and procedure will apply to all SBA Sabres (Rep) junior and senior representative coach and assistant coach selections and appointments (incl. VJBL, Big V (VYC) and NBL1).

3. Policy

The SBA will seek the best and most talented coaches and assistant coaches available for each age group and position.

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

Fundamentally coaches and assistant coaches will be assessed and selected based on, but not limited to, the following demonstrated and verified attributes:

- Knowledge
- Experience
- Capability
- Leadership
- Background
- Performance
- Qualifications; and
- Alignment to SBA's vision, mission and values.

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

No parent will be selected or appointed to be a coach of a 'One's Team' (1's Team) in any age group where their child, either by birth, adoption or guardianship, is selected to play in that team. In all instances the player/child comes first.

In all other instances (Non-One's Team), whilst non-parent coaches are preferred, parents are permitted to coach their child.



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

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

Coaches and assistant coaches must declare any conflict of interest or perceived conflict of interest in their application, or at the earliest point in time when the conflict becomes apparent. Failure to do so can result in non-selection or removal from coaching positions.

A declared conflict of interest of itself may not preclude someone from being selected as a coach or assistant coach. 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, coaching a player in a domestic or school team outside of the program; or, having had an issue with a player or family member in a previous season or outside of the program; or, being employed by, or holding a coaching position with another Basketball Association or club. A common sense approach is recommended, 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 can stand-down a coach or assistant coach at any time for reasons that relate to a direct or perceived conflict of interest, or where there is mis-alignment of the coach or assistant coach to the SBA's vision, mission and values, a relevant code of conduct or where it is believed that a coach is not acting in the best interest of the players/child, the other coaches, the SBA, its members or its programs due a to a conflict of interest.

5. Payment/Honorariums

An honorarium is an ex gratia payment. It is a common remuneration practice used by sports clubs to compensate volunteer coaches. An honorarium is offered to cover travel, preparation and coaching time.

Payment of an honorarium is at the discretion of the CEO. There are no rights to either full or part payment by virtue of appointment. The amount of the honorarium will be determined annually by the CEO and approved by the Board.

An honorarium does not make a Coach an employee or worker of the SBA. Coaches are volunteers and will be managed accordingly. Coaches remain subject to all relevant codes of conduct, policies procedures, by-laws, regulations and the SBA's Constitution.



6. Selection Panel

A selection panel consisting of SBA Boys and Girls Head Coaches and the SBA CEO will review Expressions of Interest and formulate an initial list of recommendations to be finalised by the SBA CEO and ratified by the SBA Board;

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

7. The CEO

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

The CEO has discretion to make changes to the selection panel 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) coaching or assistant coaching roles.

8. 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) coaching or assistant coaching roles.

9. Policy & Procedure 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.



10. Sabres (Rep) Coach & Assistant Coach Selection Procedure

The following selection procedure for coaches and assistant coaches will be followed:

1. The CEO will form a coaching selection panel, with the two SBA Head Coaches
2. The selection panel will develop a key selection criteria
3. CEO will approve the key selection criteria
4. All Sabres (Rep) coach and assistant coach positions will/must be advertised on the SBA's website.
5. An opening and closing date for application submission and the method of submission will be clearly defined on the advertisement.
6. The key selection criteria will be stated in the application documentation.
7. The annual advertisement for Sabres (Rep) coach and assistant coach positions will occur prior to the annual junior representative player tryouts commencement and prior to annual snr representative player tryouts commencement and it may continue through that tryout period.
8. **Note** – From time to time during the course of a season advertisements for coaching or assistant coaching 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.
9. Applications must be submitted in an approved form and must be complete on submission with evidence of accreditations, qualifications and other requirements attached by 5.00pm EST. on the closing date advertised. Incomplete applications may not be considered.
10. All applicants must nominate three (3) preferred teams in their application i.e. u12.1 girls, u16.3 boys and u14.1 girls. Failure to nominate three teams will limit chances of appointment to a position.
11. Applicants who are unsuccessful for coaching positions may be considered for assistant coaching positions unless applicants' op-out on their application form.
12. Applicants must address the key selection criteria in their application.
13. At a minimum, all SBA coaches must have BV Level 1 coaching accreditation, all Assistant Coaches must have a Level 0 accreditation. Evidence of all accreditations must be provided with the application. If accreditations are not complete at the time of application then evidence of enrolment and a reasonable timeframe for completion must be provided with the application. Appointments are not final until all accreditations are acquired and evidence of successful completion is received by the SBA.
14. Applicants must declare any **conflict of interest** or **perceived conflict of interest** (*refer section 4 of this policy*) in their application or as soon as it becomes apparent. Failure to do so may result in non-selection or removal from positions.
15. No parent will be appointed as coach of a 'One's Team' (1's Team) in any age group where their child, either by birth, adoption or guardianship, is selected to play in that team. If the parent is selected prior to player selection they will be removed from the position and given the option of another team. No player/child will be disadvantaged in this situation. The player/child's interest comes first.

16. All coaches and assistant coaches, must hold a valid Working with Children's Check card (WWCC). Evidence must be provided (colour photo-copy of both sides). 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.

Note – any coach or assistant coach 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.

17. 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.
 18. 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.
 19. Where an applicant is providing a history of experience, background and performance 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.
 20. Applicants may be subject to an interview with a member of the SBA's coaching selection panel, operational team member and/or the CEO of the SBA as part of their application.
 21. The coaching selection panel will submit recommendations for coaching and assistant coaching selection and appointment to the CEO.
 22. The CEO will review and effect any changes, then present the recommendation to the SBA Board for final sign off on all appointments.
 23. The SBA Board will have final signoff on all coaching and assistant coaching appointments.
 24. Coaches and assistant coaches will be notified of the outcome of the selection process by the selection panel.
 25. All coaches and assistant coaches are required to read and understand the coach's code of conduct found on the SBA website.
 26. Coaches and assistant coaches are required to read and sign the coach's declaration form and return to the SBA Operational Team prior to commencing coaching. Appointments are not final until the declaration has been signed and returned.
 27. Coaches and assistant coaches will be appointed for one (1) season only. All positions and selections are subject to review.
 28. All selections and appointments are final.
- End.