

## HILLS BASKETBALL ASSOCIATION LTD

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### REPRESENTATIVE COACH SELECTION POLICY

Document Title:	Representative Coach Selection Policy
Approving Authority:	HBA CEO
Approval Date:	10/08/2024
Policy Advisor:	HBA Representative Manager

#### PURPOSE:

The purpose of this policy is to outline the selection process used for Hills Basketball Association (HBA) Representative Coaches and the expected standards that are to be met once appointed.

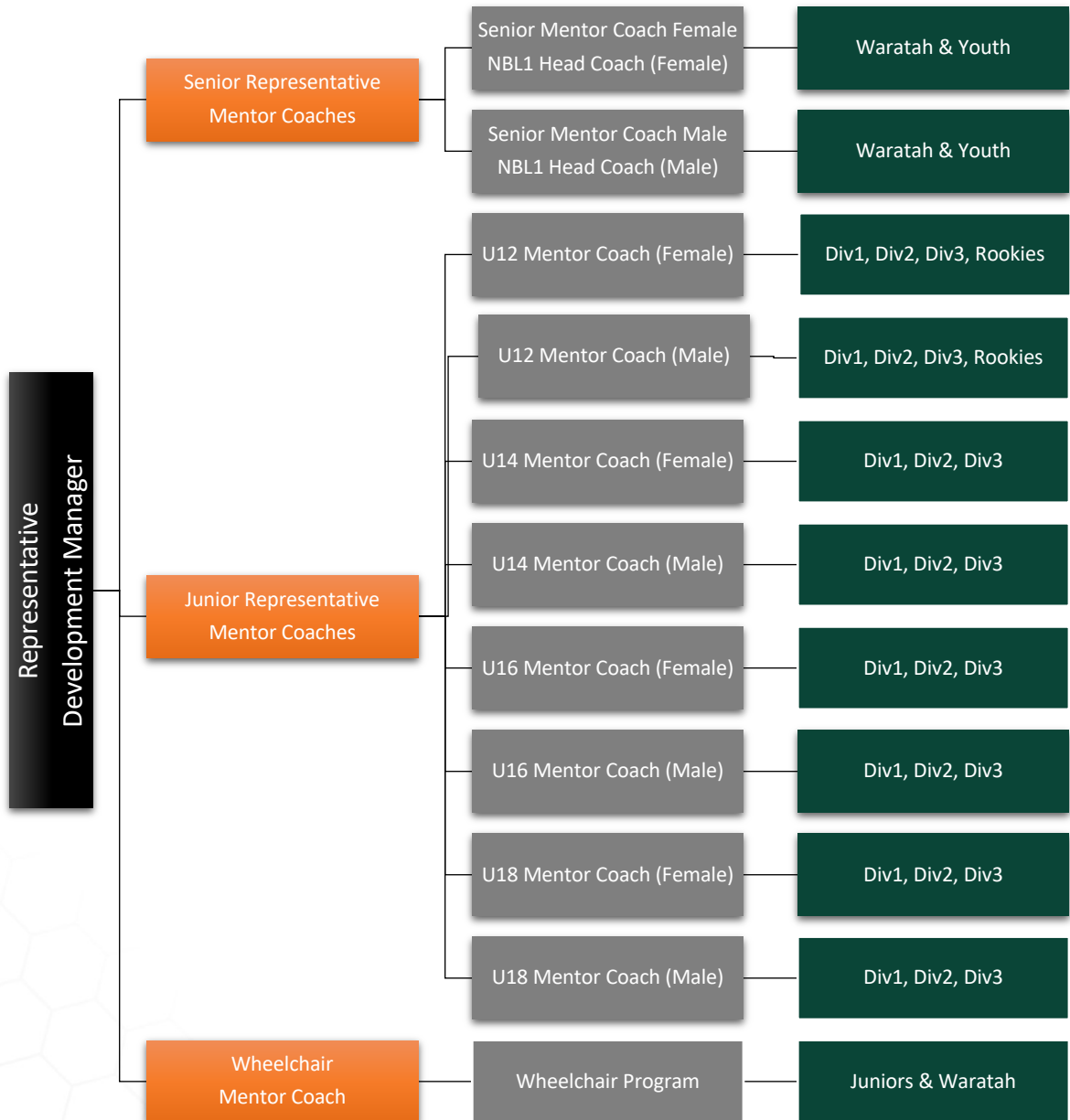
The selection process is designed to find the most suitable person for each position to give HBA teams the best opportunity to develop its athletes within the HBA playing style and philosophy.

#### SCOPE:

This policy applies to all HBA Coaching positions including NBL1 and Waratah Junior, Senior & Wheelchair Leagues.

**STRUCTURE**

The Representative Program is managed by the Representative Manager. The **Representative Coaching Development structure** is designed to support coaches in their appointed role and more broadly with their coaching development. Led by HBA’s Representative Development Manager, coaches will receive regular and relevant feedback directly related to their coaching role, performance, growth, and goals.



### SELECTION GUIDELINES

The following must be considered when selecting HBA Representative Coaches:

- All coaching appointments in the HBA Representative Program will align with HBA's strategic objectives.
- Should a male and female applicant be assessed as **equally** qualified, the female coach should be selected to the coaching position. This is in accordance with the HBA I Am A Girl Program to provide equal opportunities for women and to address the historic gender imbalance within coaching ranks.
- Should a HBA coach and a transferring coach be assessed as equally qualified, preference will be given to the HBA coach.
- Under optimal conditions, a coach should only be appointed to one representative team per season.
- Under optimal conditions, junior coaches should not coach a group for more than 3 consecutive years.
- Specific to Head Coaches - HBA prefers to appoint independent rather than parent coaches to the highest division in an age group. However, where the best candidate for appointment is a parent coach a formal exemption process will be executed.

### ELIGIBILITY

To apply and be considered for a coaching position in HBA's representative program, applicants must meet the Mandatory Requirements below.

#### Mandatory Requirements

1. Agree to the Basketball NSW Coaches Code of Conduct.
2. Agree to Basketball NSW competition terms & conditions.
3. Agree to participate in Basketball NSW or Basketball Australia Integrity courses.
4. Agree to terms & conditions set out in the Hornets Representative Handbook.
5. Provide a current Working with Children Check.
6. Agree to the relevant Role Description.
7. NBL1 Coaches – Hold a current Association Coach Accreditation.
8. Waratah Coaches – Hold a current Club Coach Accreditation.

## METHOD OF APPLICATION

### NBL1

The NBL1 coach nomination process will commence at the end of each season or coach contract term, whichever is the latest. Out of contract coaches will be offered extensions at the Association's discretion.

Expressions of Interest will be advertised on the Hills Hornets website and social media and distributed more widely as required. HBA reserves the right to make formal approaches to coaches as they see fit and/or ask for expressions of interest.

### Representative Program (Waratah Junior, Senior & Wheelchair)

Expressions of Interest will be advertised annually each year (August) on the Hills Hornets website and social media and distributed more widely as required. HBA reserves the right to make formal approaches to coaches as they see fit and/or ask for an expression of interest.

## SELECTION CRITERIA

Applicants who have met the mandatory requirements will be assessed by HBA's selection panel using the following selection criteria.

### Assessment Criteria

WEIGHTED RATING	CRITERIA
25%	<b>TECHNICAL KNOWLEDGE &amp; SKILLS</b>   Understand, apply, and teach principles, methodologies, knowledge, and skills within a coaching role.
15%	<b>EXPERIENCE</b>   The breadth and depth of an applicant's previous coaching experience.
15%	<b>LEADERSHIP ATTRIBUTES</b>   Inspire, guide, and motivate individuals or teams.
15%	<b>RELATIONSHIP MANAGEMENT</b>   Identify, understand, engage, and maintain positive relationships with key stakeholders.
10%	<b>CONDUCT</b>   Past actions, attitudes and conduct of applicant.
10%	<b>EDUCATION/QUALIFICATIONS</b>   Commitment to professional development.
10%	<b>TRACK RECORD</b>   Effectiveness and commitment to individual and team performance.

## SELECTION PROCESS

### NBL1 - Head Coach

Step 1:	Expression of Interest and/or resume.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	Potential applicants interviewed. The selection panel (minimum of 4 members) will consist of the Representative Manager, Representative Development Manager, CEO, and an elected nominee(s) from HBA Board or Sub-Committee. *
Step 4:	Approved by BNSW.
Step 5:	Successful and unsuccessful applicants advised.
Step 6:	Formal contract applied.
Step 7:	Successful applicants announced on website/social media.

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### Waratah Senior Program – Head Coach

Step 1:	Expression of Interest and/or resume.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	List of applicants viewed by Hills Basketball Department Managers for feedback.
Step 4:	i) Where deemed necessary, interviews will be conducted with applicants. ii) The Association reserves the right to appoint an applicant without interview. iii) All application data will be provided to members of the selection panel. iv) Selection panel (minimum of 4 members) will consist of Representative Manager, Representative Development Manager, NBL1 Coach (Male / Female program) and independent subject matter expert(s). * v) Selection panel will provide a list of coach appointment recommendations to the Representative Manager for final step of approval.
Step 5:	Approved & ratified by the HBA CEO and Operations Manager. Approved by BNSW.
Step 6:	Successful and unsuccessful applicants advised.
Step 7:	Successful applicants announced on website/social media.

### Rookies, Waratah Junior & Wheelchair Programs - Head Coach

Step 1:	Expression of Interest and/or resume.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	List of applicants viewed by Hills Basketball Department Managers for feedback.
Step 4:	i) Where deemed necessary, interviews will be conducted with applicants. ii) The Association reserves the right to appoint an applicant without interview. iii) All application data will be provided to members of the selection panel. iv) The selection panel (minimum of 4 members) will consist of the Representative Manager and Representative Development Manager & two (2) independent subject matter experts. * v) Selection panel will provide a list of coach appointment recommendations to the Representative Manager for final step of approval.
Step 5:	Approved & ratified by the HBA CEO and Operations Manager. Approved by BNSW.
Step 6:	Successful and unsuccessful applicants advised.
Step 7:	Successful applicants announced on website/social media.

### NBL1, Waratah Junior & Senior Programs – Assistant Coach and/or Development Coach

Step 1:	Expression of Interest and/or resume.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	List of applicants viewed by Hills Basketball Department Managers for feedback.
Step 4:	The selection panel (minimum of 3 members) will consist of the Representative Manager, Representative Development Manager and Head Coach. *
Step 5:	Approved & ratified by the HBA CEO and Operations Manager. Approved by BNSW.
Step 6:	Successful and unsuccessful applicants advised.

*\* Should any person involved in the selection process have a conflict of interest or personal interest in a particular age group or position, they are required to abstain from participation in the process. HBA Board or Sub-Committee members will be subject matter experts.*

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### KEY CONSIDERATIONS:

The selection panel will provide recommendations to the Representative Manager on coach appointments. At times, more confidential information may be considered. Due to this, the final list of coach appointments will rest with the Representative Manager.

Appointment of the U18 Premier League Head Coach is considered our high-performance pathway entry point to Seniors. Integration of U18 Premier League Coach with senior coaching group is required.

Please note: The announcement of coaches for particular teams (divisions) may be deferred until the trials have concluded to allow a child of a 'parent coach' the opportunity to be placed without conflict of interest. Once selections have been made, the coaches will be appointed to their respective teams.

Once head coach appointments have been announced, head coaches are permitted to scout and encourage HBA local competition players to trial. Coaches are not permitted to contact players from other Associations without the approval of the Representative Manager.

### POSITION DURATION

#### NBL1:

As per contract.

#### Waratah Senior & Junior Teams:

The position starts with the announcement of appointment and ends at the conclusions of the Annual Awards Ceremony. Note: For teams participating in National Club Championships, the conclusion of appointment will be at the conclusion of the National Championship tournament if later than the Annual Awards Ceremony.

### RESIGNATION, REMOVAL OR SUSPENSION OF A COACH

In the event of a Representative coaching position becoming vacant, HBA may directly appoint a substitute person without re-advertising the position.

The following process will be undertaken:

Step 1:	Notification of resignation, removal or suspension i) Notification of resignation is received, documented, and advised to key stakeholders. ii) Notification of removal is issued, documented, and advised to key stakeholders. iii) Notification of suspension is issued or received, documented, and advised to key stakeholders.
Step 2:	In the interim, Representative Development Manager will assume the position.
Step 3:	Representative Department will identify suitable candidates to replace Representative Development Manager as Coach. <i>*Note.</i> Coach Selection Policy standards, guidelines and selection criteria will apply.
Step 4:	Representative Manager will make the final recommendation for replacement coach.
Step 5:	Approved & ratified by the HBA CEO and Operations Manager. Approved by BNSW.
Step 6:	Successful applicant advised.
Step 7:	Formal contract applied. (NBL1 Only)
Step 8:	Announcement of change to team/squad members.

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### **ANNUAL REVIEW & FEEDBACK**

The Representative Department will provide report templates for all coaches regarding athlete attendance, development, and behaviour, plus competition, administration, and style of play. Issued July each year.

All Representative Head Coaches must attend a review at the end of the season with the Representative Department.