

Head Coach, Assistant Coach, and Team Manager Selection Policy

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1. Purpose

- 1.1. The purpose of this policy is to provide information and guidance on how Hervey Bay Basketball Association (HBBA) will select Head Coaches, Assistant Coaches, and Team Managers for HBBA representative teams.

2. Scope

- 2.1. This policy applies to the appointment of all Head Coaches, Assistant Coaches, and Team Managers for HBBA representative teams.

3. Statement Introduction

- 3.1. All HBBA representative teams will be supported by one (1) Head Coach, one (1) Assistant Coach, and one (1) Team Manager, with all appointments remaining valid for the duration of that representative season (CQJBC and State Championships).
- 3.2. HBBA is committed to selecting head coaches, assistant coaches, and team managers who demonstrate the capacity to prepare their respective teams at the representative level. HBBA aims to match the experience, skills, knowledge, competence, values and capabilities of volunteers with the athlete's needs.
- 3.3. To attract the most suitable persons for these roles, HBBA select the Head Coach and Assistant coach roles via a publicly advertised, open merit-based process. After being appointed, Head Coaches will participate in the selection of the Assistant Coach and the Team Manager. Team Manager roles will be filled by a closed merit process open only to parents/guardians of selected athletes.

Eligibility Criteria

- 3.4. To be eligible for consideration, all coaching applicants must be confirmed to:
 - a. Hold a current Blue Card (WWC) or Exemption Card;
 - b. Be a registered coach with HBBA;
 - c. Hold the relevant coach accreditation as determined by Basketball Queensland Coach Accreditation Framework, or demonstrate significant progress and that it will be obtained in a timely manner.
 - d. Adequately demonstrate how they would manage any potential conflicts of interest
- 3.5. To be eligible for consideration, all Team Manager applicants must be confirmed to:
 - a. Hold a current Blue Card (WWC) or Exemption Card;
 - b. Hold a relevant first aid certificate or be willing to obtain in a timely manner

Conflict of Interest

- 3.6. Applicants for roles of Head Coach or Assistant Coach must declare if they have a "Conflict of Interest" (refer to definitions outlined in this policy) with any of the players who are eligible for selection in the age group and gender in which they are making application (eligible players).
- 3.7. Due to the competitive nature of representative basketball, where two or more applicants are assessed by the Selection Panel as being equally meritorious, preference will be given to the coach that does not have significant conflicts of interest in relation to eligible players.

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- 3.8. Where a coach has been merited by the selection panel as the preferred appointment and has disclosed a conflict of interest, the selection panel will review the conflict of interest and discuss with the candidate how the conflict of interest will be managed.
- 3.9. Where the selection panel is satisfied that the conflict of interest can be effectively managed, the controls for managing the conflict of interest are to be documented by the selection panel and the appointment may proceed in line with this policy.
- 3.10. Where the selection panel is not satisfied that the conflict of interest can be effectively managed, the Selection Panel will document their assessment and advise the candidate of the outcome.

Development Pathway

- 3.11. HBBA recognises the Division 2 program as a critical component of the representative player development pathway and fundamental to the long-term success of the representative program. Accordingly, HBBA seeks to appoint highly capable coaches to Division 2 teams, who are committed to athlete development and capable of preparing players for progression to higher levels of representative basketball.
- 3.12. HBBA encourages coaches to view Division 2 appointments as an important coaching development opportunity and pathway within the representative program. Where two or more applicants for a Division 1 Head Coach position are assessed by the Selection Panel as being equally meritorious, preference will be given to the coach who served as the corresponding Division 2 Head Coach in the preceding representative season, provided they have demonstrated effective coaching performance and positive athlete development outcomes.
- 3.13. **Conditional Selection**
- 3.14. The selection panel may make the discretionary selection of any coach subject to the coach meeting further conditions. Those further conditions may include completion of all eligibility criteria, or if a parent-coach, it may be dependent on the independent selection of the child to a team. On these occasions, the agreed conditions will be documented and communicated to the coach in question in writing, prior to the announcement being made.
- 3.15. Should a coach who has been conditionally selected not meet the conditions as required, the selection panel will select a replacement coach in line with this policy.

Selection Criteria

- 3.16. Coaching is a complex activity that spans beyond the court and the mere transfer of knowledge from the coach to player and team performance. Consequently, there is no single objective measure that can be used to compare one coach against another. Although the attributes that affect performance can be defined (as selection criteria), it is impossible to objectively define a set "standard" for these criteria, taking into account athlete needs and coaching context. Therefore, the process of selection requires a selector to subjectively weigh up, assess and define what they believe the standard of an individual coach is, against the criteria. This is a subjective decision tempered by the experience and expertise of the selector. Consequently, subjectivity will always remain an unavoidable element of selection.
- 3.17. HBBA uses the following five (5) selection criteria as a basis of coach selection:
 - a) **Character:**

Coaches must demonstrate personal qualities that align with HBBA's values and expectations. While there is no single personality type suited to coaching, successful candidates will demonstrate integrity, respect, accountability, professionalism and a commitment to providing a positive environment for athletes.

- b) **Coaching Knowledge:**

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Basketball knowledge and technical coaching skills are essential requirements of the role. However, technical expertise alone is not sufficient. Coaches must be able to effectively communicate, teach and develop athletes, while demonstrating a commitment to ongoing learning and improvement.

c) **Player Outcomes:**

Coaches play an important role in creating a positive learning environment where athletes feel supported and able to develop. Effective coaches contribute to positive athlete outcomes across four key areas: confidence, competence, connection and character. Coaches should demonstrate the ability to develop athletes in each of these areas:

- I. **Competence:** Develop athletes' basketball skills, knowledge, decision-making and overall growth as players.
- II. **Confidence:** Build athletes' self-belief through positive relationships, effective communication and appropriate support and challenge.
- III. **Connection:** Create an inclusive and supportive team environment where athletes feel valued, respected and connected to their teammates.
- IV. **Character:** Promote integrity, respect, responsibility and good sportsmanship, helping athletes apply these values both on and off the court.

d) **Coaching Ability (in respect to Context):**

Effective coaching requires an understanding of the unique needs, goals and circumstances of each team. Coaches should demonstrate the ability to adapt their coaching approach to the age, skill level, development needs and competitive environment of the athletes they are coaching. Selection panels will consider a candidate's ability to meet the specific requirements of the team and program for which they are applying.

e) **Coaching Competencies.**

Coaching competencies are the practical skills and capabilities required for a coach to effectively perform the responsibilities of the role. In assessing candidates, the Selection Panel will consider the following competencies, taking into account the level of appointment and the specific needs of the team

- I. **Set a Vision and Strategy:** Demonstrates leadership by establishing clear goals and expectations for the team. Coaches should be able to develop a positive team culture and provide a plan that supports both athlete development and team performance
- II. **Shape the Environment:** Creates a positive, safe and inclusive environment for athletes. Coaches should be able to effectively manage people, build support networks and utilise the skills and resources available within HBBA and the wider basketball community
- III. **Build Relationships:** Develops positive and respectful relationships with athletes, parents, officials, schools, clubs and HBBA stakeholders. Communicates effectively and contributes to a positive basketball environment.
- IV. **Conduct Practices and Manage Competitions:** Plans and delivers effective training sessions and prepares athletes and teams for competition. Utilises appropriate coaching techniques to support learning, development and performance.

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- V. **Read and react to the Environment:** Makes sound decisions and responds appropriately to on-court and off-court situations. Demonstrates judgement, adaptability and problem-solving skills in a variety of circumstances.
- VI. **Learn and Reflect:** Demonstrates a commitment to ongoing learning, self-reflection and professional development. Seeks feedback and continually works to improve coaching performance and support the development of other coaches

Selection Panel

- 3.18. The Selection Panel for all appointments under this policy will comprise two (2) members of the Management Committee and one (1) member of the Representative Subcommittee. Panel members will be appointed by the President, having regard to their knowledge of the applicants, relevant experience, and the need to ensure a fair, impartial and robust selection process.
- 3.19. Where the President applies for a position under this policy, the President must not participate in the appointment of Selection Panel members, the assessment of applications, discussions regarding candidates, recommendations or ratification of appointments relating to the position for which they have applied. In these circumstances, the Vice President will assume the President's responsibilities under this policy. Where the Vice President is unavailable or has a conflict of interest, the Management Committee will appoint another Committee member to fulfil those responsibilities.
- 3.20. Selection Panel members must disclose any actual, perceived or potential conflict of interest relating to an applicant as soon as practicable. Where a conflict of interest is identified, the President will, in consultation with the remaining Selection Panel members, assess the nature and significance of the conflict and determine the appropriate management strategy. This may include:
 - a) **Restricted Involvement:** Restricting the panel member from participating in the assessment of a particular applicant.
 - b) **Removal:** Removing the panel member from part or all of the selection process. Where this occurs, a replacement panel member may be appointed.
 - c) **Additional Oversight:** Appointing an additional Committee member to oversee part or all of the selection process.
 - d) **Other Controls:** Implementing any other reasonable measure necessary to protect the integrity of the selection process.

Selection Process

- 3.21. All applications will be assessed against the Eligibility Criteria outlined in this policy. Only applicants who satisfy the Eligibility Criteria will proceed to merit assessment.
- 3.22. Applicants who meet the Eligibility Criteria, will be assessed against the Selection Criteria outlined in this policy. In undertaking its assessment, the Selection Panel may consider applications, interviews, coaching experience, previous performance, demonstrated conduct, references and any other information relevant to the role.
- 3.23. The Selection Panel will maintain appropriate records of its assessments and recommendations.
- 3.24. The Selection Panel will provide its recommendations to the Management Committee for ratification. Following ratification, successful and unsuccessful applicants will be advised of the outcome.
- 3.25. For each team, the Head Coach will be recommended first. Following the appointment of the Head Coach, the Selection Panel will consult with the appointed Head Coach regarding the appointment of the Assistant Coach and Team Manager. The Selection Panel will consider the Head Coach's views on team fit, working relationships, complementary skills and the ability of the coaching and management

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group to effectively support the development of athletes and delivery of the representative program. The final recommendation remains the responsibility of the Selection Panel.

3.26. Appointment to a coaching position is not an entitlement. Meeting the eligibility requirements or holding a previous appointment does not guarantee selection. Selection decisions will be based on merit and the needs of the representative program. HBBA reserves the right:

- a) not to recommend or appoint any applicant where no suitable candidate is identified;
- b) to re-open applications for any position;
- c) to appoint a replacement where a selected coach withdraws; and
- d) to re-open the selection process where circumstances require.

4. Roles, responsibilities and delegations

Role	Responsibility/Delegation
Management Committee	Ratifies appointments recommended by the Selection Panel.
President	Appoints Selection Panel members and manages conflicts of interest under this policy.
Vice President	Assumes the President's responsibilities where required under this policy.
Selection Panel	Assesses applicants and recommends appointments to the Management Committee.
Head Coach	Leads the representative team and provides input on Assistant Coach and Team Manager appointments.
Assistant Coach	Supports the Head Coach in delivering the representative program.
Team Manager	Supports team administration and operations.

5. Definitions

Role	Responsibility/Delegation
Conflict of Interest	A situation that may affect, or reasonably be perceived to affect, a person's ability to act impartially under this policy.
Head Coach	The person appointed to lead the coaching and development of a representative team.
Assistant Coach	The person appointed to support the Head Coach in delivering the representative program.
Team Manager	The person appointed to coordinate team administration and operations.
Selection Panel	The group appointed under this policy to assess applicants and recommend appointments.
Representative Program	HBBA's representative basketball teams and activities.

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Representative Season	The period from appointment through to the completion of the applicable CQJBC and State Championship campaign and post season review.
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6. Policy Information

Replaces Policy No: (if applicable)	NA
Approval Date:	
Minutes Reference:	Management Committee meeting held 7 th September 2026
Review Cycle:	12 months

7. Version Control

Version No	Approval Date	Amendments
1.0	7/09/2026	New policy.