

Townsville Basketball

Representative Team Manager Selection Policy

Updated – August 2015

Reviewed – September 2017

PURPOSE

The aim of this coach selection policy is to ensure that required standards are met in the appointment of U12 – U18 Townsville Basketball Representative Team managers.

ALL APPLICANTS MUST READ THE FOLLOWING

INFORMATION CAREFULLY BEFORE SUBMITTING AN APPLICATION

1. POLICY

Applications are called for the following positions for Townsville Basketball Junior Representative Teams (Male & Female U12, U14, U16, & U18 age groups) competing in the Basketball Queensland Representative Season (includes: QNJBC & State Championships):

- Team Manager

Applicants **must** meet Eligibility Criteria and Essential Selection Criteria (for each respective position applying for) to be considered for appointment.

Highly Desirable Criteria is viewed favourably in support of applications and will be considered when making final selection decisions.

Townsville Basketball Inc. will only accept applications from holders of a current, valid Blue Card at the time of application. Evidence must be included with the application.

Only fully completed applications will be considered

2. PROGRAM OUTLINE

The Townsville Basketball Junior Representative Program is a performance program with a specific focus of the preparation of players and coaches (U12 – U18) for competition in the QNJBC and State Championships.

The Junior Representative Teams form an important part of the Townsville Basketball development pathway; which involves the careful planning and synchronisation of player progression from U12 – QBL (dependent on selection). It forms an essential pathway for players and coaches to progress onto State and National Performance Programs. Consequently, the Junior Representative Team Program provides further developmental avenues for our Coaches, as well as Players.

Townsville Basketball Program Philosophy

- Athlete Focussed
- Coach Facilitated
- Administratively Supported
- Long-Term Player Development and Performance Based

Team Manager

As a Representative Team Manager you will be required to liaise and coordinate with the respective Head Coach and where advised, the Townsville Basketball Administrator in regards to the implementation and management of logistics and the communication processes of the representative team and in doing so ensure the appropriate provision of quality coach and team support, sports science, first aid and responsible management. The Team Manager accepts the responsibility of being a positive role model for Townsville. The Team Manager will be appointed for a period of one (1) year, with a review to be undertaken at the end of the appointment.

3. ELIGIBILITY CRITERIA

The following is required to determine eligibility for appointment prior to consideration of any selection criteria. Applicants not meeting the following criteria are not eligible for appointment.

- Must be in the possession of a Suitability Card for Child Related Employment (Blue Card) or show evidence that one is in the process of being attained
- Registered member / volunteer with TBI

4. SELECTION CRITERIA

4.1 Essential Selection Criteria

Detailed below are the essential criteria for selection of managers to Townsville Basketball Teams. They will be used by panel members in assessing the suitability of applicants prior to endorsement of nominating managers prior to ratification by the General Manager of Townsville Basketball.

- a. Proven evidence of reflecting the core values and principles of Townsville Basketball.
- b. Understanding of nutritional aspects at the elite competition level and the ability to prepare appropriate meals
- c. History of adhering to NCAS Code of Conduct.
- d. Evidence of suitably clearance to work with young people from the Commission for Children and Young People (Blue Card/Exemption Card).
- e. Ability to provide effective leadership and management skills.
- f. High level logistical skills to organize and coordinate appropriate training camps, tours and championship requirements.
- g. Demonstrated high standard of written and oral communication skills
- h. An understanding of the duty of care provisions involved in managing a traveling sports team.

- i. The ability to quickly apply coping strategies in unexpected and high-pressure situations.
- j. Performance within Townsville Basketball programs/competitions.
- k. Proven ability at Association, State or National level events.
- l. Current Drivers Licence
- m. Able to provide evidence of positive guidance and professional influence over all players in the State Team.
- n. Ability to create and maintain harmonious intra team and external relationships.

4.2 Highly Desirable Selection Criteria

- a. Demonstrated ability to implement the management, logistics and communication processes of the Representative Team and in doing so ensure the appropriate provision of quality coach and team support, sports science, first aid and responsible management.
- b. The manager must possess a pleasant, but assertive, character with the ability to work independently under pressure, be a self-starter and proactive in ensuring the logistical requirements of the State Team are met within the timeframe available.
- d. Current Sports First Aid/First Aid Certificate.

4.3 Desirable Selection Criteria

- a. Demonstrated skill in team management at relevant age and elite level.
- b. Demonstrated ability to provide effective leadership support for team staff and athletes. In particular, a disciplined approach to the organisation planning for the State Team.
- c. A sound working knowledge of sports science and the ability to monitor and measure a sports science program.
- d. Demonstrated knowledge of State Championships protocol and technical requirements and the ability to ensure that the experience for the athlete is balanced and enjoyable. The Manager must have the ability to maintain discipline within an environment of mutual respect.
- e. The ability to be an effective and proactive communicator and a conduit from the team management to other stakeholders which includes, but is not limited to players, parents, coaches, Townsville Basketball and Basketball Queensland.

5. CONDITIONS OF APPOINTMENT

All team managers are required to meet the following obligations if appointed to the position of Representative Team Manager. State Team Staff are subject to standard disciplinary processes in the event of a failure to comply with stated conditions in this policy. Serious breaches may lead to the immediate termination of the State Team Manager Appointment.

Team Managers must adhere to the following conditions during their tenure in the role:

- a. As a manager in the Townsville Basketball Representative Program, you are a representative of Townsville Basketball. As such, you must ensure that you dress in appropriate attire while acting in the role, use your best

- endeavours to promote the interests of Townsville Basketball and must refrain from making any comments that made damage the reputation of Townsville Basketball, its Board, management and staff.
- b. Upon appointment and **prior** to entering into any communication with prospective athletes or parents, the Team Manager is required to meet (by phone or in person) with the Townsville Basketball Program Manager.
 - c. Attend the Team Trials (if applicable) and carry out tasks requested by Team Head Coach and the TBI Program Manager.
 - d. Coordinate with Townsville Basketball in relation to the uniforms, team travel, ground transport and accommodation arrangements for the Championships.
 - e. Conduct meetings with team members parents to advise them of Championship details, player codes of behavior, rules regarding practice weekends and other relevant information
 - f. Be responsible for the welfare and conduct of all team members ensuring that safety and well-being are of the highest priority.
 - g. Managers are required to comply with the requirements of the Commissioner for Children and Young People Act Queensland, 2000. They will be required to sign a declaration of compliance with the Townsville Basketball Child Protection Policy. They must agree to mandatory screening through appropriate government approved screening agencies and must obtain a positive notice to enable them to work with children. Prohibited persons **must not apply** for team management positions with Townsville Basketball. *A prohibited person is any person who has a criminal record in relation to child abuse and sexual assault, apprehended violence orders related to child protection or has had relevant disciplinary action related to child protection taken against them*
 - h. Team Managers are to inform Townsville Basketball on a regular basis that required payments are being made in accordance with the payment schedule determined by Townsville Basketball. If payments are not made in accordance with the payment schedule the Townsville Basketball Accounts Manager is to be advised as soon as possible.
 - i. Managers must keep a daily diary of team events and ensure financial reconciliation (including GST) is sent to Townsville Basketball and the Townsville Basketball Accounts Manager within 14 days of return from the Championship. Any items not substantiated with receipts must be signed off by the Head Coach as confirmation that funds have been acquitted appropriately.

6. OTHER IMPORTANT POINTS FOR ALL APPLICANTS

- a. All Team/Coaching Staff will be appointed for a period of one (1) year, with a review to be undertaken at the end of the appointment.
- b. Townsville Basketball reserves the right **not** to make an appointment to any position where it deems that there is not a suitable applicant or for any other special circumstances. In these cases, the position will be re-advertised until a suitable applicant is appointed.
- i. Townsville Basketball reserves the right to re-open applications for any position if it decides not to make an appointment after the first round of applicants is considered.
- e. If an appointed Representative Team manager withdraws, Townsville Basketball reserves the right to **either** immediately appoint a replacement **or** to re-open applications.

- f. Where an absence of suitable applications for manager positions occurs, Townsville Basketball, in consultation with the head coach, may appoint a suitable individual to the representative team manager role.

7. CONFLICT OF INTEREST

Applicants for the Team Manager must declare if they have a “Conflict of Interest” with any of the players who are eligible for selection in the age group and gender in which they are making application.

A conflict of interest is defined as a person who has a relationship with a player, which may affect their ability to apply the player selection policy objectively and allocate court time appropriately during QNJBC and State Championships. This could be that the applicant:

- Is a relative of a player (father, mother, brother, sister, etc.) who is eligible for selection in the age group and gender in which the application is being made; or
- Has a personal relationship (e.g. a personal friend of the family) with a player or players in the age group and gender in which the application is made.

Note: A conflict of interest does not prevent a manager being appointed to an age group, it is simply an acknowledgement. The selection panel on a case-by-case basis when determining the selection of applicants will assess each application identifying a conflict of interest and decide an appropriate course of action to ensure transparency and fairness.

Although TBI prefers managers of representative teams not to manage their son/daughter, TBI reserves the right to appoint a parent manager if it deems that there are no other suitable coaches to fill the position (and the Basketball Development Manager and sub-committee is confident that appropriate systems are in place to ensure the coach can perform his/her coaching duties in an impartial manner).

8. APPLICATION PROCESS

- Applications made available via Townsville Basketball website and distributed throughout basketball community
- Completed applications received at Townsville Basketball by closing date
- Acknowledgement of application provided to the applicant
- Applications checked for compliance with eligibility criteria and listed for presentation to Selection Panel
- Selection Panel considers eligible applications. Selection Panel consists of a minimum of three (3) members: Basketball Development Manager, TBI General Manager and the head coach.
- Coaches short-listed for interview if required (U14, U16 & U18 HEAT & FLAMES Coaches).

- Interviews conducted if required, in person (selection decisions not presented at time of interview)
- Selection Panel recommends Head Coaches appointment to TBI General Manager
- TBI reserves the right to directly appoint to any managerial position.

IMPORTANT POINTS FOR ALL APPLICANTS INFORMATION

- The Manager must seek approval from the Basketball Development Manager for any events, trainings, tours or games outside of the standard Player/Team Development Calendar.
- TBI reserves the right not to make an appointment to any position where it deems that there is not a suitable applicant or for any other special circumstances
- TBI reserves the right to re-open applications for any positions if it decides not to make an appointment after the first round of applicants are considered
- If an appointed manager to any position withdraws, TBI reserves the right to either immediately appoint a replacement or to re-open applications