



STATE & EMERGING TEAM MANAGER SELECTION POLICY

1. Area of responsibility

Technical Development

2. Date last updated

4 March 2013

3. Purpose

POLTD3

4. Purpose

The aim of the selection criteria is to ensure required standards are met in the appointment of Queensland State Team:

- Team Managers

5. Policy

Applications are called for the following State Team positions each year (age groups U16, U18 & U20) and Emerging Teams (U15 and U17).

- Team Manager

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

Applicants for a position **must** meet Essential Criteria for that position. Highly Desirable Criteria will weigh heavily in favour of applicants who comply. Desirable Selection Criteria will be considered when necessary in making selection decisions.

6. Focus of the State Performance Program and Coaching Staff/Team Manager Role

The Basketball Queensland State Performance Program is a Junior Elite Level High Performance Competitions Program with a specific focus on preparation for the Australian Junior Championships (U16; U18 “North & South” girls and boys and U20 “Whole State” men & women). The State Performance Program incorporates Athletes, Coaching Staff and Team Managers. It may also include (upon approval) Sports Science personnel/services.

The Queensland State Performance Program forms an important part of the State Development Program Framework as it is the major junior competitions component. This competitions program provides an essential elite pathway for our state aged Athletes and respective coaches on to Australian Junior National Programs. Consequently, the State Performance Program provides further developmental avenues for our coaches, as well as players.

The Queensland State Team Program adopts the following Junior Elite Level, High Performance Philosophy:

Athlete Centred: Athletes are the main focus of the program.

Coach Driven: Program is overseen by the North and South State Performance Managers who manage the program coaching staff for each respective age group. Coaching staff are responsible for the provision of a robust sports program, including: Technical, Tactical, Physiological, Psychological & Well Being (welfare) as directed by the State Performance Manager.

The program is administratively supported by the High Performance Administrator and by the State Team Managers.

Performance Based: Athlete & Coach selection is based on ability to meet relevant selection criteria. Each individual State Performance Program is assessed against individual program expectations.

Team Manager

As a State Team Manager you will be required to liaise and coordinate with the respective State Team Head Coach and where advised, the Basketball Queensland High Performance Administrator in regards to the implementation and management of logistics and the communication processes of the State 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 Queensland befitting the office of State Team Manager. 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.

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1. Core Values and Principles of Representatives of Basketball Queensland

As a Member of a State Team Program, you are committed to:

- a. Adhering to the policies of Basketball Queensland and the direction and instruction provided by Basketball Queensland State Performance Manager
- b. Putting the needs of the athletes first and foremost;
- c. Accepting the responsibility of being a positive role model for Queensland
- d. Practicing and competing at the absolute best effort knowing the State Team is representing each registered member of Basketball Queensland.
- e. Practicing and competing with the highest level of disciplined sportsmanship and behaving at the highest level of citizenship.
- f. Improve basketball in Queensland.

2. Selection Criteria

2.1 Essential Selection Criteria

Detailed below are the essential criteria for selection of managers to Queensland State 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 Board of Basketball Queensland.

- a. Proven evidence of reflecting the core values and principles of Basketball Queensland.
- 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 Basketball Queensland 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.

2.2 Highly Desirable Selection Criteria

- a. Demonstrated ability to implement the management, logistics and communication processes of the State 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.

- c. An understanding of State, National and Performance Program structures and philosophies.
- d. Current Sports First Aid/First Aid Certificate.

2.3 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 Australia Junior Championship 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, Basketball Queensland State Performance Manager, Basketball Australia and the host venue for the Australian Junior Championship.

3. Conditions of Appointment

All team managers are required to meet the following obligations if appointed to the position of State 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 coach in the Basketball Queensland State Performance Program, you are a representative of Basketball Queensland. 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 Basketball Queensland and must refrain from making any comments that made damage the reputation of Basketball Queensland, 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 Basketball Queensland High Performance Administration Officer.
- c. Attend the State Team Trials and the Whole of State Camp (if applicable) and carry out tasks requested by State Team Head Coach and the State Performance Manager.
- d. Coordinate with Basketball Queensland 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 Basketball Queensland 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 Basketball Queensland. *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. Accept they are not to be involved with training and/or games other than as a Manager unless approved through application to the Basketball Queensland State Performance Manager.
- i. Team Managers are to inform Basketball Queensland on a regular basis that state team payments are being made in accordance with the payment schedule determined by Basketball Queensland. If payments are not made in accordance with the payment schedule the Basketball Queensland High Performance Administration Officer is to be advised as soon as possible.
- j. Team Managers must ensure state team proposed budgets are issued to parents at least 45 days prior to the Championship and that accounts are finalised at least one (1) month prior to the Championship.
- k. Managers must keep a daily diary of team events and ensure financial reconciliation (including GST) is sent to Basketball Queensland the High Performance Administration Officer 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.

4. 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. Basketball Queensland 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.
- d. Basketball Queensland 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 State Team manager withdraws, Basketball Queensland reserves the right to **either** immediately appoint a replacement **or** to re-open applications.
- f. Team Manager positions for each age group will be advertised 28 days from the completion of the respective National Championships. The positions will be open for fourteen (14) days. Appointments will be named within 28 days from the closing date for applicants. Short-listed applicants will be prepared 21 days from the application closing date.

5. Conflict of Interest

Applicants for the Team Manager position 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 or group of players that may affect their ability to work objectively without giving preferential treatment to a player or group of players at an Australian Junior Championships. A conflict of interest is determined as:

1. Being related to (father, mother, brother, sister, etc) a player or players who are eligible for selection in the age group and gender in which the application is being made; or
2. Having 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; or

3. Any other relationship which may be or be perceived to affect the ability work objectively without giving preferential treatment to a player or group of players at an Australian Junior Championship.

A conflict of interest will be assessed by the selectors and the Board of Basketball Queensland in determining the selection of applicants.

6. Manner in which Applications Will Be Processed

- a. Applications made available via Basketball Queensland website and distributed to associations.
- b. Completed applications must be received at Basketball Queensland by closing date to be considered.
- c. Receipt of the application will be acknowledged to applicant.
- d. Applications checked for compliance with selection criteria and listed for presentation to Selection Panel.
- e. The Selection Panel will consist of no less than three (3) qualified people from a coaching, refereeing or administrative position who is endorsed by the Basketball Queensland Board. A group of Team Managers will be short-listed by panel and may be interviewed if deemed necessary.
- f. If interviews are deemed necessary they will be conducted by the Selection Panel. Interviews may be in person or by electronic medium. (Applicants will **not** be informed of selection decisions at time of interview).
- g. Selection Panel deliberates and endorses the Team Managers.
- h. The list of all endorsed managers is given to the Board of Basketball Queensland for ratification before appointments are made.
- i. The list of "approved" Team Managers is provided to the appointed Head Coaches for selection. If the Head Coach is unable to select from the list of approved nominations, the positions which cannot be selected are re-advertised for at least two (2) weeks. Again the nominations must be "endorsed" by the selectors and "approved by the Board of Basketball Queensland before they are passed to the Head Coach. If, at the end of this period, Basketball Queensland cannot reach a consensus decision with the Head Coach, the Team Manager positions will be appointed solely by Basketball Queensland.
- j. Successful applicants must agree to abide by "conditions of appointment" outlined in this document and sign the Basketball Queensland Agreement Form.

7. State Team Staff Resignation Process

In the event of a Staff Team position becoming vacant Basketball Queensland reserves the right to directly appoint a substitute person without re-advertising the position. The decision will be made by the Player & Coach Development Manager in consultation with at least one of the State Team Coaching Selection Panel and the State Team Head Coach (if this person is still in place). This decision should be ratified by the Basketball Queensland Board.

Process:

- a. Notification of intention to resign noted
- b. Resignation received by Basketball Queensland State Performance Manager confirmation sent to confirm receipt
- c. Consultation with Head Coach
- d. Recommendation to the Selection Panel representative
- e. Confirmation with Head Coach
- f. Verbal Confirmation of interest from recommended staff person

- g. Confirmation with Basketball Queensland Chief Executive Officer and ratification by the Basketball Queensland Board
- h. Letter of offer sent to newly recommended team manager.
- i. Announcement of change to team/squad members

Graham Burns
Chief Executive Officer, Basketball Queensland
C/- Sleeman Sports Centre, Cnr Old Cleveland & Tilley Roads,
Chandler, Q 4155

Basketball Queensland State Team Manager Application Form

Applicant Details			
Title		Surname	
First Name			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Address			
Suburb	Post Code	E-Mail	
Phone	(H)	(M)	(W)
Blue Card No.			

State Team Application Details			
Please detail below the State Team/s manager position/s you wish to apply for:			
Region	<input type="checkbox"/> North Qld <input type="checkbox"/> South Qld	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female Age Group <input type="checkbox"/> U15 <input type="checkbox"/> U16 <input type="checkbox"/> U176 <input type="checkbox"/> U18 <input type="checkbox"/> U20

Please attach information which addresses the selection criteria set out in the Basketball Queensland State Team Manager Selection Policy.

Conflict of Interest Statement
<p>You must declare if you 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.</p> <p>A conflict of interest is defined as a person who has a relationship with a player or group of players that may affect their ability to apply the player selection policy objectively and allocate court time appropriately at National Championships.</p> <ol style="list-style-type: none"> 1. Are you related to (father, mother, brother, sister, etc.) a player or players who are eligible for selection in the age group and gender in which the application is being made? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Do you have 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? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Do you have any other matters which may be deemed as a conflict of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Please detail these on the back of this form?</p>

Declaration
<p>I, acknowledge and agree to the following:</p> <ol style="list-style-type: none"> 1. I agree to abide by the Manager's Code of Ethics contained in the Basketball Queensland State Team Manager Selection Policy. 2. Basketball Queensland may take disciplinary action against me, if I breach the code of ethics. (I understand that Basketball Queensland are required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me) 3. Disciplinary action against me may include de-registration from all other Basketball Queensland Programs. <p>Please refer to the <i>Harassment-free Sport Guidelines</i> available from the Australian Sports Commission or contact your Basketball Queensland, if you require more information on harassment issues.</p>

Conditions of Appointment

All team managers are required to meet the following obligations if appointed to the position of State 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.

- a. As a manager in the Basketball Queensland State Team Program, you are a representative of Basketball Queensland. As such, you must use your best endeavours to promote the interests of Basketball Queensland and must refrain from making any comments that made damage the reputation of Basketball Queensland, its Board, management and staff.
- b. Upon appointment and **prior** to entering into any communication with prospective athletes or parents, you are required to meet (by phone or in person) with Basketball Queensland High Performance Administration Officer.
- c. You must attend the State Team Trials and the Whole of State Camp (if applicable) and carry out tasks requested by State Team Head Coach and the State Performance Manager.
- d. You are to coordinate with Basketball Queensland in relation to the uniforms, team travel, ground transport and accommodation arrangements for the Championships.
- e. You are to 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. You will be responsible for the welfare and conduct of all team members ensuring that safety and well-being are of the highest priority.
- g. You are required to comply with the requirements of the Commissioner for Children and Young People Act Queensland, 2000. You will be required to sign a declaration of compliance with the Basketball Queensland Child Protection Policy and 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 Basketball Queensland. *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. You accept that you are not to be involved with training and/or games other than as a Manager unless approved in writing following application to the Basketball Queensland State Performance Manager.
- i. You are to inform Basketball Queensland on a regular basis that state team payments are being made in accordance with the payment schedule determined by Basketball Queensland. If payments are not made in accordance with the payment schedule you are to advise the Basketball Queensland High Performance Administration as soon as possible.
- j. You must ensure state team proposed budgets are issued to parents at least 45 days prior to the Championship and that accounts are finalised at least one (1) month prior to the Championship.
- k. You must keep a daily diary of team events and ensure financial reconciliation (including GST) is sent to Basketball Queensland the High Performance Administration Officer 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.

Signature**Date**



Basketball Queensland
MEMBER PROTECTION DECLARATION

I, (name) of

Postcode (address) born ___/___/19___ solemnly and sincerely declare that:

- 1. I wish to be appointed as a Coach / Manager to the 20__ Under ___ State Team / U15 Development Team.
2. I have never been charged with any criminal offence relating to narcotics, violence or abuse including sexual abuse.
3. No person has ever sought or obtained any intervention order, injunction or other restraining order against me alleging dishonesty or verbal or physical abuse (including sexual abuse).
4. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above.
5. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi-government organisation where that rejection, suspension or dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence, drug use or to dishonesty.
6. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of players aged under eighteen or an administrator with frequent contact with persons aged under eighteen.
7. I also agree to uphold the acceptable standards of behaviour and conduct whilst acting in my role and are fully aware and accept that should any of these standards listed in the code of conduct be breached I will be dismissed from my role within this program and acknowledge that I will also be excluded from all future Basketball Queensland Development Programs at all levels.
8. I will notify the President or CEO of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.
9. I make this declaration that the information contained in it is true and correct and I make it understanding that a person making a false declaration is liable to the penalties of perjury.

Declared at _____, in the State of Queensland the ___ day of _____ 20

..... (signature)

Managers Code of Ethics

1.	Respect the rights, dignity and worth of every human being	<ul style="list-style-type: none"> • Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion
2.	Ensure the athlete's time spent with you is a positive experience	<ul style="list-style-type: none"> • All athletes are deserving of equal attention and opportunities
3.	Treat each athlete as an individual	<ul style="list-style-type: none"> • Respect that all athletes are different and come from various ethnic and economical backgrounds. • Assist to help each athlete reach their full potential
4.	Be fair, considerate and honest with athletes	
5.	Be professional and accept responsibility for your actions	<ul style="list-style-type: none"> • Display high standards in your language, manner, punctuality, preparation and presentation • Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators • Encourage your athletes to demonstrate the same qualities
6.	Make a commitment to providing a quality service to your athletes	<ul style="list-style-type: none"> • Seek continual improvement through performance appraisal and ongoing evaluation from your coach • Provide structured and well organised support to your coach and athletes • Maintain appropriate records
7.	Operate within the rules and spirit of your sport	<ul style="list-style-type: none"> • The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, eg anti-doping policy, selection procedures, etc • Managers should support the Coaches when educating their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)
8.	Any physical contact with athletes should be:	<ul style="list-style-type: none"> • appropriate to the situation • necessary for the athlete's skill development, health related issue and or wellbeing*
9.	Refrain from any form of personal abuse towards your athletes*	<ul style="list-style-type: none"> • This includes verbal, physical and emotional abuse • Be alert to any forms of abuse directed toward your athletes from other sources while they are in your care
10.	Refrain from any form of harassment towards your athletes*	<ul style="list-style-type: none"> • This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability • You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal • If you witness or suspect an athletes are engaging in an inappropriate relationship and behaviour and are endangering others you will advise the coach immediately

11. Refrain from using any form of recreational or illegal substance whilst attending any kind of training session, camp or function related to the Basketball Queensland Program you are appointed too.	<ul style="list-style-type: none"> Staff in a paid or volunteer position will not consume any form of recreational or illegal substance such as alcohol, drugs or any substance deemed inappropriate by Basketball Queensland.
12. Provide a Healthy and Safe Environment for your athletes.	<ul style="list-style-type: none"> Where applicable ensure athletes are provided with appropriate meals that are healthy and prepared at an acceptable & hygienic standard Do not provide any types of medications to athletes without strict permission from their parents and or guardian. Do not supply or offer any type of recreational or illegal substance to the athletes
13. Provide a safe environment for training and competition	<ul style="list-style-type: none"> Ensure equipment and facilities meet safety standards Ensure equipment is clean and hygienic Ensure equipment, rules, training and the environment are appropriate for the age and ability of the athletes
14. Show concern and caution toward sick and injured athletes	<ul style="list-style-type: none"> Assist the coach to implement a modified training program where appropriate Encourage athletes to seek medical advice when required Contact the Parent and or Guardian when required to advise on a sick or injured athlete Maintain the same interest and support toward sick and injured athletes
15. Be a positive role model for your sport and athletes	

* Please refer to the Harassment-free Sport guidelines available from the Australian Sports Commission for more information on harassment issues.

Managers should...

- ◆ Be treated with respect and openness
- ◆ Be matched with a program appropriate to their level of competence

PLEASE SIGN THE PREVIOUS PAGE TO INDICATE THAT YOU AGREE TO ABIDE BY THE COACHES CODE OF ETHICS AND RETURN TO

—
Basketball Queensland, c/- Sleeman Sports Complex, Chandler Q 4155