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| **Policy Title:** | **Underpinning Program Coach Selection Policy** |
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| **Author:** | Fiona Young |
| **Author Title:** | Executive Director |
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**Updates to Policy**

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| **Update No.** | **Approval Date** | **Nature of Amendment** | **Update Author** |
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| Underpinning Program Coach Selection Policy  |
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| **Scope**The Underpinning Program Coach Selection Policy and associated procedures applies to the Squash & Racquetball Victoria Board, employees, members and all appointed personnel. |

Purpose

This policy is designed to provide a clear, transparent and objective framework for the selection of the Squash & Racquetball Victoria Underpinning Program Coaching staff each year.

# Policy

**Definition**

*Underpinning Program* refers to Squash & Racquetball Victoria’s tiered squad program:

* Squash Vic Academy
* Talent Development Squad

*1. Appointments Panel*

1.1 Role

The role of the Appointments Panel is to select Coaches for the Squash & Racquetball Victoria High Performance Program.

1.2 Composition

Squash & Racquetball Victoria Executive Director - the Squash & Racquetball Victoria ED is a voting member of the Appointments Panel and is responsible for overseeing the Appointments Panel process.

Squash & Racquetball Victoria Board representative - the Squash & Racquetball Victoria representative is a voting member of the Appointments Panel.

External Consultant(s) - up to two external consultants may be appointed by the ED, in consultation with the relevant staff.

Selection Criteria:

* Previous experience with high performance programs
* Relevant experience in the required area of expertise

 External Consultants may include:

* Coaching (specialist)
* Managing (specialist)
* Sports Science (generalist)

1.3 Conflict of Interest

If a conflict of interest exists, as determined by Squash & Racquetball Victoria or declared by the Appointment Panel member, between an Appointment Panel member and an applicant, then the Appointment Panel member will be required to step down for the appointment of the position(s) for which the applicant is applying.

1.4 Panel Terms of Appointment

External consultants are appointed annually as required.

A review of the Appointments Panel composition and process will be conducted every two years.

Appointment Panel members who are external consultants are required to comply with all Squash & Racquetball Victoria policies.

*2. Coaches*

Squash & Racquetball Victoria Underpinning Coaches are employed to deliver high quality coaching resources to assist Underpinning players reach their full potential.

2.1 Appointments

The following positions are appointed annually to the Squash & Racquetball Victoria High Performance Program:

Academy Coaches

At least one male and at least one female must be appointed. Appointment does not guarantee work. Athletes have the choice of which coach(es) to work with and coaches are paid monthly according to the hours worked.

Academy coaches will be responsible for all coaching aspects of the Underpinning program.

Talent Development Squad Coaches

ALL coaches appointed as Academy coaches are expected to work with the TDS.

Additional coaches may be appointed to assist Academy coaches with the TDS sessions.

(New Club Development level coaches are encouraged to attend and observe/assist with TDS training sessions – contact S&RV for details).

2.2 Terms of Appointment

All Coaches will be appointed for 12 months.

Coaches are required to sign and return to Squash & Racquetball Victoria a Code of Conduct and letter of agreement.

Coaches may be required to complete a monthly report proforma.

* 1. Selection
* Selection principles and criteria are outlined in the Selection Guidelines.
* All recommendations for short lists will be based on the written applications received.
* Appointments will be based on written applications/interviews as required.
* The Appointment’s Panel, if they believe the applicants are not suitable, may seek further applications.
* All disputes and appeals will be dealt with via Squash & Racquetball Victoria’s Appeals Procedure.

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| Underpinning Program Coach Selection Guidelines  |
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**Principles**

The principles for selection should be:

* That a coach is selected on the basis of merit.
* That a coach should be able to maintain a position if judged the best applicant. This may mean one coach holding a single position for a number of years on the basis that they remain the best candidate for the position.
* Athlete pathways are primary and coach appointments should support athlete development.
* That the selection process is based on merit and equity principles.
* Feedback is provided to unsuccessful candidates against the selection criteria.
* Applicants to be appointed annually.

**Selection Criteria**

The selection criteria for coach appointments should be clear and transparent. There should be four categories of selection criteria:

* mandatory
* desirable
* experience
* coaching competency

Short listing of applicants can be determined by from the first three categories prior to remaining applicants being assessed against category 4 criteria.

1. ***Mandatory criteria***
* Is a current financial member of Squash & Racquetball Victoria
* Holds a current ‘Working with Children’ check
* Holds or is working towards a current NCAS Talent Development Coach squash accreditation (SVA Coaches only)
* Holds current NCAS Club Development Coach (Level 1) squash accreditation (TDS Coaches only)
1. ***Desirable criteria***
* Other courses for professional development relevant to the position
1. ***Experience criteria***
* High performance squash coaching experience
1. ***Coaching competency***
* *Coaching effectiveness and competency.* Observation of coaches in a training and competition environment with elite athletes or observations from previous coaching at junior tournaments. Assessment to be made against core criteria such as; organisation, communication, rapport with players, technical and tactical knowledge etc.
* *Previous reports.* Comments from previous coaching reports for applicants that have previously held a Squash & Racquetball Victoria coaching position.
* *Managing situations.* Applicants to prepare responses to set situations/scenarios.
* *Referees.* Nominate a person and a player who can provide a testimonial to their coaching ability and effectiveness for the selection panel to contact for further information if required. Questions should be limited to seeking further clarification of evidence already presented by the applicant against the selection criteria.