Little Athletics NSW

Australian Little Athletics Championships

State Team Management Selection Policy & Guidelines

AUSTRALIAN LITTLE ATHLETICS CHAMPIONSHIPS

NSW TEAM MANAGEMENT SELECTION POLICY

1. Introduction

This policy outlines the processes and procedures relating to the appointment of the Little Athletics NSW state team management. It also provides other information relevant to individuals considering applying for a state team management role.

It is the responsibility of potential team managers to read and understand this policy document and seek further clarification from LANSW as required.

2. Definitions

Some definitions of terms used in this policy are:

ALAC – Australian Little Athletics Championships

BOM – Board of Management

CEO – Chief Executive Officer

LANSW – Little Athletics NSW

3. The Australian Little Athletics Championships

The ALAC is a two-day event held every year, hosted by each State or Territory on a rotational basis. All States and Territories, apart from the Northern Territory, are usually represented at the championships.

A team of thirty (30) Under 13 athletes (usually but not necessarily 13 boys and 13 girls) is chosen to represent NSW in the Under 13 Teams Event from performances recorded during the LANSW State Track & Field Championships.

Four girls and four boys are selected to represent NSW in the Under 15 Combined Event, following performances at the LANSW State Combined Event Championships.

The Under 13 athletes compete for the Trevor Billingham Trophy (for overall point score) and the Alan Triscott Trophy (handicapped point score). The smaller States and Territories of Tasmania and the ACT also compete for the Dick Healy Trophy.

The Under 15 athletes compete for individual medals and a separate team point score trophy known as the Life Members Trophy.

The overall focus of the championships is on team performance.

4. Philosophy

The selection of the LANSW State Team Management is an important consideration for LANSW as the position of a state team manager carries considerable responsibility. LANSW is committed to appointing a state team management that:

(a) Is the best possible, as individuals and as a team, to support the needs of the athletes and the team as a whole.

(b) Has the potential to help bring out the best performance of each individual and the team as a whole.

(c) Will display an attitude, commitment and professionalism that is commensurate with the honour of being selected to manage the LANSW State Team.

5. Team Management Composition

The LANSW State Team Management will consist of at least four and usually no more than five individuals. These individuals are drawn from LANSW staff and advertised nominations (as required). Ideally, at least two of each gender will be represented on the state team management.

6. General Roles & Responsibilities

The general roles and responsibilities of a state team manager include:

(a) Undertaking a full "Duty of Care" for team members during the team preparation camps and the trip to the ALAC.

(b) Supervise, support, coach and generally manage the team throughout the team preparation camps and the trip to the ALAC.

(c) Organise, supervise, support and generally manage the team during the ALAC.*

* During the ALAC, two of the team managers will undertake "management" based roles while the other two or three will fulfill "coaching" roles. Each individual will have specific roles to play and tasks to undertake. These roles and tasks will be decided within the team management prior to the ALAC.

The team administration in the lead-up to and during the team experience is mainly the responsibility of the team managers who are also full-time LANSW staff members.

7. Eligibility Criteria

The LANSW staff members are automatically appointed to state team management positions.

Those who are required to apply for a LANSW State Team Management role must:

(a) Hold a current Athletics Australia coaching accreditation.

(b) Possess a current NSW working with children check number.

(c) Be available to attend all scheduled team activities including both pre-championship camps.

(d) Not have any direct relationship (e.g. parent) with any of the athletes available for selection.

NOTE: All personnel must show evidence that they have completed the *Play by the Rules* "Child Protection" and "Harassment & Discrimination" online courses prior to commencing their team management duties.

8. Qualities Required

The qualities required of a state team manager are:

(a) The ability to communicate effectively with both adults and children.

(b) Enjoyment of working with both adults and children.

(c) A strong understanding of "Duty of Care" and a willingness to take on this responsibility.

(d) The willingness to spend periods living away from home and work long and unusual hours during State Team activities.

(e) The ability to work with others in a team environment.

(f) The ability to speak confidently and perform presentations in front of groups, whether they be adults or children.

(g) Sound organisational, management and leadership skills.

(h) The ability to act as a positive role model for team members.

(i) Strong leadership qualities.

(j) Punctuality and reliability.

(k) Enthusiasm and an unquestionable commitment to this particular role.

9. Applications

After the automatic appointment of the LANSW staff the LANSW CEO will determine what positions require filling and these will be advertised accordingly. Applications for vacant positions may come from a variety of sources, including:

(a) A public call for nominations.

(b) Individuals who have been invited to nominate. These people will have been identified to have the appropriate skill set to be considered as a team manager.

(c) Nominations will consist of filling out the online Expression of Interest form. Click HERE to access.

(d) Applicants may be asked to take part in an interview to assist with the selection process.

10. Appointment

(a) Non-staff state team managers are selected by the LANSW State Team Management Selection Panel. This panel is made up of LANSW representatives with appropriate experience and expertise.

(b) Appointments are made after the careful consideration of all applicants.

(c) Applications must be submitted in writing to LANSW by the closing date.

(d) The appointment to the state team management is for one term. (i.e. one team).

(e) Individuals may re-nominate after their one term; however, preference may be given to other applicants who meet the criteria and demonstrate the appropriate skill-set to take on the role.

(f) Should insufficient applications be received to fill the vacant positions, LANSW may approach suitably qualified individuals to invite them to take on the role.

11. Selection Criteria

(a) The LANSW State Team Management Selection Panel will select the required number of state team managers that*, in their opinion*, has the ability to best fulfill the role. *The discretion of the panel is absolute.*

(b) The selection process is based on:

- Information provided by the applicant.
- Knowledge of the person and their past experience with the sport.

12. Announcement of the team management

Applicants will be advised of their selection or non-selection in writing by a member of the selection panel as soon as possible after appointments have been made.

As it is important to finalise the team management as quickly as possible, team managers will have 48 hours to accept or decline their place in the team. Should a team manager decline their place in the team another individual will be selected to fill the vacant position and be contacted accordingly. If an individual has neither accepted nor declined their place in the team by the deadline, the position will be assumed as vacant and another individual will be selected to fill the position.

The team management will be formally announced on the LANSW website and through social media as soon as possible after all team managers have been informed of their selection and their place in the team is confirmed.

13. Appointment queries

In the period immediately after the appointment of the team management, any queries or concerns relating to the appointment/s should be directed to the LANSW office. The query will be directed to the person most capable of providing an accurate and informed response.

14. Requirements after appointment

Following the appointment of a team manager as set out in this policy, the newly-appointed team manager will be required to comply with additional requirements:

(a) Take part in an induction and sign an agreement of understanding relating to their role on the State Team Management. This includes the State Team Management Standards.

(b) Become familiar with all relevant policies, guidelines and associated information. Access to this information will be provided by LANSW following appointment. This will include:

- State Team Selection Policies
- State Team Selection Criteria

- ALAC Rules of Competition
- ALAC program
- State Team Code of Conduct
- Specific Roles & Responsibilities of State Team Management

(c) All team managers are expected to meet minimum standards of conduct while assembled, travelling or training as part of the team. Any team manager who does not meet that minimum standard of conduct *in the assessment of the LANSW CEO and BOM* will be dismissed from the team.

(d) Team managers are required to attend all scheduled team activities including both pre-championship camps. These dates will be well publicised and it is the responsibility of potential team managers to make themselves aware of, and available for, these commitments. 100% attendance is expected. It is expected that team managers will take their involvement seriously and display an attitude and commitment to the team that is commensurate with this role. Except in the case of what the LANSW CEO considers to be extreme extenuating circumstances, failure to attend all or part of a scheduled team activity will result in the team manager being withdrawn from their role. Appeals for consideration of extenuating circumstances must be submitted in writing to LANSW as soon as practicable after the extenuating circumstances arise. A medical certificate must be produced in the case that a team manager's attendance at a team activity is affected by illness. A decision in each case about whether to accept a claim of extenuating circumstances as an excuse for non-attendance at part or all of a team activity will be made by the LANSW CEO and BOM on an individual basis. *The discretion of the CEO and BOM is absolute.* Regardless of extenuating circumstances, an individual who misses or will miss more than one team activity will automatically render themselves ineligible.

15. State Team Management Conduct Standards

In accepting a team management position with LANSW, an individual must acknowledge that the highest degree of professionalism in dealing with athletes, parents, peers, and all others associated with the team is required. Therefore, a LANSW State Team Manager will:

1. <u>Be Committed</u>

- Show full commitment to your role and your duties through your attitude, effort, actions and interactions.
- Be punctual. Arrive ahead of time.
- Honour commitments.

2. <u>Lead by Example</u>

- Maintain the standards of dress, appearance and behavior expected of a professional leader, coach and mentor of children.
- Model the behavior expected of the athletes.
- Do not smoke within sight of athletes, parents or any other relevant stakeholders.

3. <u>Be a Team Player</u>

- Fairly share the workload with other team managers. "Pull your weight" and no shirking duties!
- Support the efforts of the state team program coordinator/s.
- Demonstrate and communicate unity within the team management.

4. Show Respect

- Do not publicly criticise or disagree with the work of other coaches.
- Do not solicit athletes to join your squad from another coaching group or use your position to actively "recruit" athletes to join your training group.

5. Take Your Duty of Care Seriously

- Prioritise the safety and well-being of those in your care.
- Maintain professional boundaries with participants.
- Ensure that any physical contact with athletes is appropriate to the situation and necessary for the athlete's skill development
- Do not post photos of participants on your own social media.
- Do not show favouritism to or get "cliquey" with any individuals or groups of athletes.
- Do not consume alcohol prior to or while undertaking your role. This includes after-hours work while you have, or may have, duty of care for athletes.

6. Accept Feedback in a Positive Manner

- Be willing to hear the positives and negatives without taking it personally.
- Actively seek feedback.
- Commit to ongoing learning and improving.

7. Communicate Professionally & Respectfully

- Be a proactive communicator.
- Be easily contactable.
- Respond to all communications in a timely manner.
- When using social media or any other public platform, be a positive ambassador for Little Athletics NSW.

16. Replacement of team managers

A team manager who does not or cannot adequately fulfill their roles and responsibilities will be withdrawn from the team management and replaced by another individual.

17. Other Information Relevant to Applicants

(a) The role of a state team manager is a voluntary one which attracts no remuneration, however most related expenses are covered. Reasonable out-of-pocket expenses, including substantial travel to and from team activities, will be reimbursed following the submission of the required claim form. The parameters of what can be claimed will be outlined on this form. Tax invoices/receipts must accompany any claim. All personal cars used where travel is being reimbursed must be comprehensively insured and LANSW must be supplied with this evidence.

(b) The "coaching" of team members during the camps and trip away needs to be sensitive to, and avoid of conflict with, any coaching already taking place. State Team managers do not take the place of a team member's personal coach. Therefore, all NSW team managers must do their best to work in with a personal coach's wishes and any particular warm up, drills, etc, that the coach has designated.

(c) All team managers will be provided with a uniform and associated item.

(d) The team and team management will travel and be accommodated together during the team's trip to the ALAC. This travel and accommodation are arranged by LANSW. The team management will have no "free-time" to undertake their own activities during the trip away to the ALAC. The team managers must always stay with the team.

(e) An NSW team manager must recognise that the team management is jointly responsible for the supervision and care of the team members. All team managers are expected to do their fair share of work whilst a member of the team management. Further to this, all team managers are expected to support and uphold long-established expectations of team image and conduct associated with the LANSW State Team.

(f) In the event of any conflict, dispute or disagreement between team managers which cannot be satisfactorily resolved within the team management, the matter will be referred to the CEO for a decision.

18. Power to Amend this Policy

This policy can be amended at any time by Little Athletics NSW if it is of the opinion that:

- Such an amendment is necessary as a result of any change in the Little Athletics Australia Guidelines;
- To give effect to the policy following discovery of a drafting error or oversight;
- For any other reason determined to be in the best interests of LANSW.

LANSW will not be responsible or liable to anyone as a result of any such amendment.

19. Further information

For further information, contact the LANSW office on (02) 9633 4511 or admin@lansw.com.au.