

HILLS BASKETBALL ASSOCIATION LTD

PO Box 6426, Baulkham Hills BC, NSW, 2153

Phone: 02 9894-8944

Email: info@hillshornets.com.au

Website: www.hillshornets.com.au

ABN 26 667 459 814

Organisation:	Hills Basketball Association Ltd
Policy Name:	Representative Coach Selection Policy
Effective Date:	01/07/2025
Approved by:	CEO
Reviewed:	Annually

1. Purpose

This policy outlines the selection process for Hills Basketball Association (HBA) Representative Coaches and the expected standards for appointed coaches. The aim is to ensure the most suitable individuals are appointed to provide the best development opportunities for athletes in alignment with the HBA playing style and philosophy.

2. Scope

This policy applies to all HBA coaching appointments, including:

- NBL1
- Waratah Junior League
- Waratah Senior League
- Wheelchair League

3. Structure

The Representative Program is managed by the High Performance Manager (managing Representative athlete and coach development, and the High Performance Centre) and the Representative Manager (managing all Representative teams, events and competitions). The Coaching Leadership Group consists of 4 members, plus two (2) Staff members.

4. Selection Guidelines

When selecting coaches, the following principles apply:

- Appointments must align with HBA's strategic objectives.
- If male and female applicants are equally qualified, preference is given to the female applicant to support the "I Am A Girl" program.
- If a current HBA coach and an external coach are equally qualified, preference goes to the HBA coach.
- Coaches should ideally be appointed to only one representative team per season.
- Junior coaches should not coach a group for more than three consecutive years.
- Preference is for independent coaches over parent coaches in top divisions; exemptions must be formally approved.

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5. Eligibility

To apply and be considered for a coaching position in HBA's representative program, applicants must meet the Mandatory Requirements below.

Mandatory Requirements

1. Agree to the Basketball NSW Coaches Code of Conduct.
2. Agree to Basketball NSW competition terms & conditions.
3. Agree to participate in Basketball NSW or Basketball Australia Integrity courses.
4. Agree to terms & conditions set out in the Hornets Representative Handbook.
5. Provide a current Working with Children Check.
6. Agree to the relevant Role Description.
7. NBL1 Coaches – Hold a current Association Coach Accreditation.
8. Waratah Senior League Coaches – Hold a current Club Coach Accreditation.
9. Waratah Junior League Coaches – Hold a current Club Coach Accreditation.

6. Method of Application

NBL1 Head Coaches

The NBL1 coach nomination process will commence at the end of each season or coach contract term, whichever is the latest. Out of contract coaches will be offered extensions at the Association's discretion. Expressions of Interest will be advertised on the Hills Hornets website and social media and distributed more widely as required. HBA reserves the right to make formal approaches to coaches as they see fit and/or ask for expressions of interest.

Waratah Senior League Head Coaches

Coaching positions are advertised annually in August via the Hills Hornets website, social media channels, and other relevant platforms as required. While all roles are advertised each year, some positions are appointed on two-year contracts. Under optimal conditions, roles will be staggered appointments across each year, for example, Youth League 1 coaching roles will be appointed in even-numbered years, and Youth League 2 in odd-numbered years, unless a vacancy arises.

Hills Basketball Association reserves the right to proactively approach prospective coaches and/or invite expressions of interest outside of the public recruitment cycle, where appropriate.

Waratah Junior League Head Coaches

Expressions of Interest will be advertised annually each year (August) on the Hills Hornets website and social media and distributed more widely as required. HBA reserves the right to make formal approaches to coaches as they see fit and/or ask for an expression of interest.

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7. Selection Criteria

Applicants who have met the mandatory requirements will be assessed by HBA's selection panel using the following selection criteria.

Assessment Criteria

WEIGHTED RATING	CRITERIA
25%	TECHNICAL KNOWLEDGE & SKILLS Understand, apply, and teach principles, methodologies, knowledge, and skills within a coaching role.
15%	EXPERIENCE The breadth and depth of an applicant's previous coaching experience.
15%	LEADERSHIP ATTRIBUTES Inspire, guide, and motivate individuals or teams.
15%	RELATIONSHIP MANAGEMENT Identify, understand, engage, and maintain positive relationships with key stakeholders. Player retention.
10%	CONDUCT Past actions, attitudes and conduct of applicant.
10%	EDUCATION/QUALIFICATIONS Commitment to professional development.
10%	TRACK RECORD Effectiveness and commitment to individual and team performance.

8. Selection Process

NBL1 – Head Coach

Step 1:	Expression of Interest and/or resume.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	Potential applicants interviewed. The selection panel (minimum of 4 members) will consist of the High Performance Manager, Representative Manager, CEO, and an elected nominee(s) from HBA Board or Sub-Committee. *
Step 4:	Approved by BNSW.
Step 5:	Successful and unsuccessful applicants advised.
Step 6:	Formal contract applied.
Step 7:	Successful applicants announced on website/social media.

Waratah Senior Program + Wheelchair Program – Head Coach

Step 1:	Expression of Interest and/or resume. Advertising available positions.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	List of applicants viewed by Hills Basketball Department Managers for feedback.
Step 4:	i) Where deemed necessary, interviews will be conducted with applicants. ii) The Association reserves the right to appoint an applicant without interview. iii) All application data will be provided to members of the selection panel.

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	iv) Selection panel (minimum of 4 members) will consist of High Performance Manager, Representative Manager, NBL1 Coach (Male / Female program) and an independent subject matter expert(s). *
	v) Selection panel will provide a list of coach appointment recommendations to the High Performance Manager for final step of approval.
Step 5 :	Approved & ratified by the HBA CEO and Performance Operations Manager. Approved by BNSW.
Step 6:	Successful and unsuccessful applicants advised.
Step 7:	Successful applicants announced on website/social media.

Rookies, Waratah Junior Programs – Head Coach

Step 1:	Expression of Interest and/or resume.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	List of applicants viewed by Hills Basketball Department Managers for feedback.
Step 4:	i) Where deemed necessary, interviews will be conducted with applicants. ii) The Association reserves the right to appoint an applicant without interview. iii) All application data will be provided to members of the selection panel. iv) The selection panel (minimum of 4 members) will consist of the High Performance Manager, Representative Manager and & two (2) independent subject matter experts. * v) Selection panel will provide a list of coach appointment recommendations to the High Performance Manager for final step of approval.
Step 5:	Approved & ratified by the HBA CEO and Performance Operations Manager. Approved by BNSW.
Step 6:	Successful and unsuccessful applicants advised.
Step 7:	Successful applicants announced on website/social media.

NBL, Waratah Junior & Senior Programs – Assistant Coach and/or Development Coach

Step 1:	Expression of Interest and/or resume.
Step 2:	Applications checked for compliance with mandatory requirements.
Step 3:	List of applicants viewed by Hills Basketball Department Managers for feedback.
Step 4:	The selection panel (minimum of 3 members) will consist of the High Performance Manager, Representative Manager, and Head Coach. *
Step 5:	Approved & ratified by the HBA CEO and Performance Operations Manager. Approved by BNSW.
Step 6:	Successful and unsuccessful applicants advised.

** Should any person involved in the selection process have a conflict of interest or personal interest in a particular age group or position, they are required to abstain from participation in the process. HBA Board or Sub-Committee members will be subject matter experts.*

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9. Key Considerations

The selection panel will provide recommendations to the High Performance Manager on coach appointments. At times, more confidential information may be considered. Due to this, the final list of coach appointments will rest with the High Performance Manager.

Appointment of the U18 Premier League Head Coach is considered our high-performance pathway entry point to Seniors. Integration of U18 Premier League Coach with senior coaching group is required.

Please note: The announcement of coaches for particular teams (divisions) may be deferred until the trials have concluded to allow a child of a 'parent coach' the opportunity to be placed without conflict of interest. Once selections have been made, the coaches will be appointed to their respective teams.

Once head coach appointments have been announced, head coaches are permitted to scout and encourage HBA local competition players to trial. Coaches are not permitted to contact players from other Associations without the approval of the High Performance Manager.

10. Position Duration

NBL1 – as per contract

Waratah Senior – as per contract

Waratah Wheelchair – as per contract

Waratah Junior – From appointment to Awards Night (or end of National if later).

11. Resignation, Removal, or Suspension

In the event of a Representative coaching position becoming vacant, HBA may directly appoint a substitute person without re-advertising the position.

The following process will be undertaken:

Step 1:	Notification of resignation, removal or suspension i) Notification of resignation is received, documented, and advised to key stakeholders. ii) Notification of removal is issued, documented, and advised to key stakeholders. iii) Notification of suspension is issued or received, documented, and advised to key stakeholders.
Step 2:	In the interim, High Performance Manager will assume the position.
Step 3:	Representative Department will identify suitable candidates to replace High Performance Manager as Coach. <i>*Note.</i> Coach Selection Policy standards, guidelines and selection criteria will apply.
Step 4:	High Performance Manager will make the final recommendation for replacement coach.

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Step 5:	Approved & ratified by the HBA CEO and Performance Operations Manager. Approved by BNSW.
Step 6:	Successful applicant advised.
Step 7:	Formal contract applied. (NBL1 Only)
Step 8:	Announcement of change to team/squad members.

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12. Annual Review & Feedback

The High Performance Manager will provide report templates for all coaches regarding athlete attendance, development, and behaviour, plus competition, administration, and style of play. Issued July each year.

All Representative Head Coaches must attend a review at the end of the season with the Representative Department.