



## STATE TEAM COACH SELECTION POLICY

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## **1 - UNDERLYING PHILOSOPHY**

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Table Tennis Queensland operates under a principle of natural justice and equity that applies to the selection of State Team Coaches, Managers and other staff as required.

## **2 - DEFINITION**

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For the purpose of this policy the term “Staff Member” refers to the Head Coach, Manager, Assistant Manager, Coach or any other post required for a Queensland State Team.

## **3 - ELIGIBILITY**

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Applicants for all positions with State Teams, where there are participants under the age of 18, must have a current Working with Children Blue Card or Working with Children Exemption Card.

Applicants for coaching or managerial positions should ideally meet the following requirements:

1. Current Level 1 NCAS Table Tennis coach or higher
2. Actively coached at Club, Tournament or Representative level during the past 12 months
3. A minimum coaching experience of two years
4. Current financial member of Table Tennis Queensland
5. Current Association Umpire (or higher) qualification

## **4 - CONDITIONS OF APPOINTMENT**

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All appointed Staff Members are required to sign the “State Team Staff Member Agreement” Form to become officially appointed to the position. Generally staff members are expected to:

1. Actively coach at Club, Tournament or Representative level during the year they are appointed to the State Coach position;
2. Attend and participate in any team preparation camps run by TTQ in the year that they are appointed to the State Coach position;
3. Abide by the TTQ Member Protection Policy;
4. Adhere to the Table Tennis Australia Coach’s Code of Conduct;
5. Work co-operatively with and support the team manager, other coaches, and any other team staff during the National Championships and any lead up activities to it;
6. Immediately advise the Executive Officer of any issue that could reasonably be considered to be likely to become a problem at a later stage;
7. Be prepared to have their performance as a coach evaluated by the players and themselves;
8. Be prepared to produce a Player Performance Feedback report on each player coached at the championship.

## 5 - REMUNERATION

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### 5.1 Senior/Youth State Team

|                      |  |
|----------------------|--|
| Head Coach / Manager | \$500 + Travel and Accommodation Costs Covered       |
| Coach                | Travel, Accommodation & Meal Allowance Costs Covered |

### 5.2 Junior State Team

|            |  |
|------------|--|
| Manager    | \$600 + Travel and Accommodation Costs Covered       |
| Head Coach | \$600 + Travel and Accommodation Costs Covered       |
| Coach      | Travel, Accommodation & Meal Allowance Costs Covered |

### 5.3 AWD State Team

|                                 |  |
|---------------------------------|--|
| Head Coach                      | \$500 + Travel and Accommodation Costs Covered       |
| Coach/Support Staff as required | Travel, Accommodation & Meal Allowance Costs Covered |

### 5.4 Veterans State Team

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| Manager | This is a voluntary position and only incidental expenses, agreed in advance with the Executive Officer will be covered. |
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Note: TTQ does not appoint coaches for the Queensland Veterans Team.

## 6 - ACCOUNTABILITY AND IMPROVEMENT OF PERFORMANCE

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All players will be requested to fill out an anonymous Coach Evaluation Form at the end of the Australian Championships. The information from these forms will be used by the Board to determine the performance of the coach and to provide feedback to the coach as required.

Coaches will be asked to fill out a Self-Evaluation Form at the end of the Australian Championships as well as to provide feedback on individual player performances.

Head Coaches will be required to provide a Manager's Report on the championships which will include feedback on individual coach performance, general comments on player performance, details of any incidents and disciplinary issues, and any other suggestions for improvements in team organisation in future years.

## 7 - SELECTION PROCESS

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1. Applications made available via the TTQ website and distributed to Member Organisations and current accredited coaches
2. Completed applications received at TTQ by closing date
3. Applicants advised of receipt of application
4. Applications checked for compliance with criteria and distributed to TTQ Board
5. TTQ Board considers applications and makes appointments based on anticipated numbers of teams, with up to two reserves in event of withdrawals or additional teams being named after consultation with the team managers
6. Successful and unsuccessful candidates officially notified by TTQ office
7. Successful applicants posted on TTQ website
8. Should the number of teams be reduced due to player withdrawals then the Team Manager will determine which coaches will be withdrawn from the event

9. In the event of insufficient applicants for positions the TTQ Board reserves the right to appoint persons as they see fit
10. In the event of any appointed staff member withdrawing, the TTQ Board reserves the right to appoint persons to fill vacancies as they see fit

## **8 - SELECTION CRITERIA FOR STATE TEAM COACHES**

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The successful applicant should:

1. Possess a high level of interpersonal communication skills
2. Have the ability to form effective working relationships with players who are selected in the team
3. Possess leadership and management skills that demonstrate an ability to provide direction and manage the affairs of an elite team of Table Tennis players
4. Have the ability to understand and successfully coach table tennis at the elite level including: a thorough level of understanding of the game; evaluating the strengths and weaknesses of opposition players; providing instructions appropriate to the skill and age of the player; and providing advice appropriate to the physical and psychological state of the player

The Selection Panel will judge coaches on the above selection criteria, however, maintaining a gender balance in team staffing where required.

## **9 - SELECTION CRITERIA FOR STATE TEAM MANAGERS**

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Over and above the selection criteria for State Team Coaches, the successful applicant should have:

1. Experience in managing a large group of elite table tennis players
2. Previous experience at the relevant national championships either as a coach, assistant manager or manager
3. Knowledge of the regulations of national championships and the processes involved
4. The ability to manage the other team staff.

## **10 - SELECTION CRITERIA FOR OTHER AD HOC POSITIONS**

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The TTQ Board reserves the right to determine suitable selection criteria for other team staffing positions as required from time to time.

## **11 - APPEALS**

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An applicant may lodge an appeal against non-selection within seven days of notification of non-selection. The Appeals Committee will operate in accordance with Section 19 of the TTQ By-Laws.