



# State Team Coach Selection Policy

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## 1 Background

The Western Australian Karate Federation (WAKF) has a long history of participation and success at the National Karate Championships.

The WAKF recognises the importance of selecting the right applicants to represent Western Australia as a State Coach and the significant responsibilities bestowed upon them.

## 2 Purpose

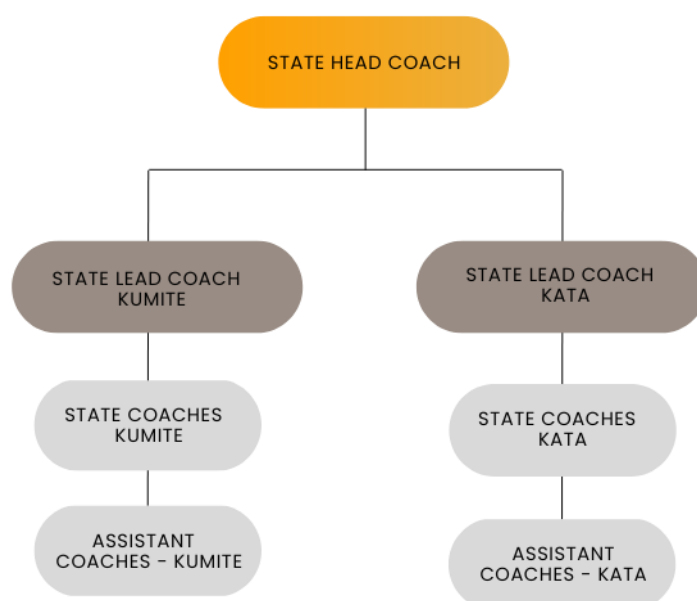
The purpose of this document is to outline the WAKF's approach to select state team coaches, their terms of service and coach roles and responsibilities,

This document also provides clarity on the selection criteria and appeals process.

## 3 Definitions

- **KA** means the Karate Australia.
- **National Championships** means the KA National Championships.
- **State Team Coach Selection Committee means the group of people appointed to select the coaches.**
  - State Team Coach Selection Committee is consisting of
    - Board Director & Chair – Performance Portfolio
    - Up to 2 nominated Board Directors
    - Sport Pathway Staff Member (non-voting, organises the meeting and takes notes from the meeting.
  - State Lead Coaches, Team and Assistant Coaches
    - Board Director & Chair – Performance Portfolio
    - 1 X nominated Board Directors
    - State Team Head Coach
    - Sport Pathway Staff Member (non-voting, organises the meeting and takes notes from the meeting.
- **State Squad** means the WAKF State Training Squad.
- **State Team** means the WAKF State Team.
- **WAKF** means the Western Australia Karate Federation.

## 4 State Team Coach Organisational Structure



The number of state team coaches and state team coach organisational structure at any one time will be determined by the WAKF Board and will be reviewed by the WAKF Board as required by the association.

## 5 State Team Coaches Roles and Responsibilities

### State Head Coach

- Plans, actions, and leads the State Squad and State Team to meet the desired outcomes of the WAKF.
- Provides an outline of an annual state team plan to the WAKF, four (4) weeks prior to the first state training session.
- Assist in the delivery of the WAKF Strategic and Operational Plan - Pathway strategies and reports on the measurement of success.
- Reports to and liaises with the WAKF Board.
- Develops positive working relationships with all coaches, staff, Board, coaches, committee, athletes and/or their parents.
- Shows commitment to developing and mentoring the state lead coaches and the coaching team.
- Conducts workshops and planning meetings for all coaches.
- Oversees all training sessions and assists all coaches as required.
- Develops and implements a State Camp that aligns with the WAKF purpose of the camp.
- Attends all meetings as required, including biannual board meetings, state team information sessions, state coach selection meetings, coaches' meetings and other meetings as required.

### **State Lead Coach**

- Delivers the overall state team plan to meet the desired outcomes of the WAKF.
- Develops and implements the sport specific plan (Kumite or Kata) to meet the desired outcomes of the overall state squad/team plan.
- Assist in delivering the WAKF Strategic and Operational Plan - Pathway Strategies.
- Reports to and liaises with the State Head Coach.
- Works with the head coach to mentor and develop the team and coaches.
- Develops positive working relationships with all coaches, staff, board coaches, committee, athletes and/or their parents.
- Attend all meetings as required, including state team information sessions, coaches' meetings and other meetings as required.

### **State Team Coach**

- Delivers the overall state team plan to meet the desired outcomes of the WAKF.
- Deliver the sport specific plan (Kumite or Kata) to meet the desired outcomes of the overall state squad/team plan.
- Reports to and liaises with the State Lead Coach - Kumite or Kata.
- Develops positive working relationships with all coaches, staff, board coaches, committee, athletes and or their parents.
- Attend all meetings as required. Including state team information sessions, coaches' meetings and other meetings as required.

### **Assistant State Team Coach**

- Assist with the delivery of the sport specific plan to meet the desired outcomes of the WAKF.
- Assist with the delivery of the sport specific plan (Kumite or Kata) to meet the desired outcomes of the overall state squad/team plan.
- Reports to and liaises with the State Team Coach - Kumite or Kata.
- Develops positive working partnership with all coaches, staff, board coaches, committee, athletes and or their parents.
- Attend all meetings as required. Including state team information sessions, meetings and other meetings as required.

## **General Responsibilities - All Coaches**

- Attend all State Team / Squad training sessions.
- Attend the Annual Awards function.
- Coaches must be familiar with child safety practices for children and young people, especially procedures around reporting and responding appropriately to suspected child abuse, which is outlined in the WAKF Child Safeguarding Policy.
- Coaches must be familiar and comply with the Concussion Policy, Process and Register.
- Coaches must lead by example and demonstrate the WAKF values of
  - **Commitment** - *We are committed to providing a sporting environment that honours the traditions of karate-do and the pursuit of excellence in everything we do.*
  - **Consistency** - *We seek consistency in our actions as the standard for the continued success of our sport.*
  - **Community** - *We value the participants, volunteers, staff, members, coaches, officials, and others involved in our sport and seek to make a positive difference in our communities.*
- Coaches must not show affiliation to a particular club/ HOS whilst representing the state squad/ team.
- Coaches must wear the appropriate team uniform during training, competition sessions and at the National Championships.
- Abide by the WAKF Rules, Policies and Guidelines.

## **6 State Team Coaches - General Selection Criteria**

- Must hold a national coaching accreditation.
- Current First Aid Certificate.
- Valid Working With Children Card.
- Not subject to any disciplinary behaviours or any investigation of a disciplinary action/s.
- Be a current financial member of the WAKF, or member of a club who is a WAKF member.
- Have had experience of having athletes participating in the WAKF State Championships.

## **7 State Head Coach Selection and Criteria**

### **Selection Process**

The WAKF Board will advertise to the karate community for nominations for State Head Coach.

The position will be advertised as a two (2) year position.

All applications will need to complete the online application form that will be published on the Head of Styles Newsletter, on Facebook and on the WAKF website. The due dates for the applications will also be published.

Applicants seeking to apply for selection are required to complete all sections of the online application form and submit the form before the due date.

After the applications close, the Selection Committee will convene.

The Selection Committee is a sub-committee of the WAKF Board, in accordance with the WAKF Governance Charter.

The Selection Committee will meet and select the State Head Coach.

The Selection Committee Members must declare any conflicts of interest at the start of the meeting. These must be noted in the meeting minutes. The Committee need to decide if the Conflict of Interest is.

- Actual;
- Potential; or
- Perceived.

It is then the duty of the remaining Committee Members to decide what the appropriate next steps are and how the conflict will be managed. The Committee should consider the involvement of the conflicted person when dealing with the conflict of interest. Depending on the circumstances, it may be appropriate to have them:

- excuse themselves from participating in any discussion on the conflict.
- remove themselves from the room during the time of any discussion.
- abstain from voting on the matter.

The Selection Committee may request interviews with applicants to deem their suitability for the role.

If a nominee is unsuccessful in securing their initially applied position or the nominee's qualifications and expertise are deemed suitable for a different coaching position than the one for which they have applied, the Selection Panel may reach out to the nominee to discuss the possibility of an alternative coaching role.

The Selection Committee will provide the WAKF Board with the selected applicant for Board resolution. The Selection Committee Staff Member will email the Executive Officer with the selected applicant and notes, who will circulate a board resolution to the WAKF Board.

The successful and unsuccessful applicants will be advised of selection/non-selection after the Board resolution via an email sent from the Executive Officer.

After 48 hours of being advised, and if no appeal is pending, the karate community will be notified of the State Head Coach via social media, newsletter, and website.

## **Selection Criteria**

The selection of the State Head Coach will be based on the following:

- General Selection Criteria.
- Highly developed leadership skills, including mentorship.
- Have experience with and be able to demonstrate the ability to coach a wide range of athletes.
- Experience in preparing and facilitating athletes along the athlete pathway.
- Ability to demonstrate effective overarching strategic planning and a commitment featuring strong, deliberate programming for a multi-level team.
- Experience in setting clear performance benchmarks and achievable planning outcomes.
- The ability to deliver the responsibilities of the role.
- Number of years of coaching experience in Sports Karate

## **Length of Position**

The State Head Coach is a two (2) year position.

After the two (2) year period is up, the role will become vacant, and the position will be readvertised. The role may be advertised sooner by discussion and agreement between the WAKF Board and the State Head Coach.

## **8 State Lead Coaches, State Coaches and Assistant State Team Coaches Selection**

### **Selection Process**

The WAKF Board will advertise to the karate community for nominations for State Lead Coaches, State Team Coaches and Assistant Coaches.

State Lead Coach positions for Kumite and Kata will be advertised as a two (2) year position.

State Team and Assistant State Team Coach positions will be advertised as a one (1) year position.

All applicants will need to complete the online application form that will be published in the Head of Styles Newsletter, Facebook and on the WAKF website. The due dates for the applications will also be published.

Applicants seeking selection must complete all sections of the online application form and submit the form before the due date.

After the State Head Coach selection has been concluded and announced to the community, the Selection Committee will convene.

The Selection Committee is a sub-committee of the WAKF Board, in accordance with the WAKF Governance Charter, and includes the State Head Coach.



The Selection Committee Members must declare any conflicts of interest at the start of the meeting. These must be noted in the meeting minutes. The Committee need to decide if the Conflict of Interest is.

- Actual;
- Potential; or
- Perceived.

It is then the duty of the remaining Committee Members to decide what the appropriate next steps are and how the conflict will be managed. The Committee should consider the involvement of the conflicted person when dealing with the conflict of interest. Depending on the circumstances, it may be appropriate to have them:

- excuse themselves from participating in any discussion on the conflict.
- remove themselves from the room during the time of any discussion.
- abstain from voting on the matter.

The Selection Committee will meet and select all the coaches.

The Selection Committee may request interviews with applicants to deem their suitability for the role.

If a nominee is unsuccessful in securing their initially applied position or the nominee's qualifications and expertise are deemed suitable for a different coaching position than the one for which they have applied, the Selection Panel may reach out to the nominee to discuss the possibility of an alternative coaching role.

The Selection Committee will provide the WAKF Board with the selected applicant for Board resolution. The Selection Committee Chair will email the Executive Officer with the selected applicant and notes, who will circulate a board resolution to the WAKF Board.

The successful and unsuccessful applicants will be advised of selection or non selection after the Board resolution via an email sent from the Executive Officer.

After 48 hours of being advised, and no appeals are pending, the karate community will be notified of the state team coaches via social media, newsletter, and website.

### **Selection Criteria – State Lead Coach**

The selection of the State Lead Coach - Kumite and Kata will be based upon the following:

- General state team selection criteria.
- Developed leadership skills, including mentorship.
- Demonstrated ability to coach a wide range of athletes.
- Experience in preparing and facilitating athletes along the athlete pathway.
- Ability to demonstrate effective overarching planning and a commitment for deliberate programming for a multi-level squad.
- Experience in setting clear performance benchmarks and achievable planning outcomes.
- Demonstrate the ability to deliver effective training sessions.
- Number of years of coaching experience in Sports Karate.

- The ability to deliver the roles and responsibilities of the role.

### **Selection Criteria – State Team Coach**

The selection of the State Team Coach - Kumite and Kata will be based upon the following:

- General state team selection criteria.
- Demonstrated ability to coach a wide range of athletes.
- Experience in preparing and facilitating athletes along the athlete pathway.
- Experience in achieving performance benchmarks and planning outcomes.
- Demonstrated ability to deliver effective training sessions.
- Number of years of coaching experience.
- The ability to deliver the roles and responsibilities of the role.

### **Selection Criteria – Assistant Coach**

The selection of the State Team Assistant Coach - Kumite and Kata will be based upon the following:

- General state team selection criteria.
- Demonstrated ability to coach a wide range of athletes.
- Demonstrated ability to assist with the delivery of effective training sessions.
- The ability to deliver the roles and responsibilities of the role.
- An Assistant State Team Coach can only be selected for this role if they have not previously served as a coach on a state team. This requirement ensures opportunities for new coaching talent to gain valuable experience and contribute to the WAKF's development objectives.

### **Length of Position**

The State Lead Coach is a two (2) year position.

After the two (2) year period is up, the role will become vacant, and the position will be readvertised. The role may be advertised sooner by discussion and agreement between the WAKF Board and the State Head Coach.

The State Coach and Assistant Coach is a one (1) year position.

After the one (1) year period is up, the role will become vacant, and the position will be readvertised. The role may be advertised sooner by discussion and agreement between the WAKF Board and the State Head Coach.

## **9 Process If a Coach Withdraws Within The Allocated Tenure**

### **If a Head Coach or Lead Coach Withdraws**

- Upon notification, the WAKF will notify all current state team coaches of the vacancy, and all state team coaches will have the opportunity to nominate for the position by a nominated date.
- The State Team Head Coach and Lead Coach Selection Criteria and process will be followed.
- If no nominations are received, the position will be open to all WAKF member coaches and follow the appropriate selection criteria and process in the State Team Coach Selection Policy.

### **If a State Coach Withdraws**

- Upon notification, the WAKF will notify all assistant state team coaches of the vacancy, and all assistant state team coaches will have the opportunity to nominate for the position by a nominated date.
- The State Team Coach Selection Criteria and process will be followed.
- If no nominations are received, the position will be open to all WAKF member coaches and follow the appropriate selection criteria and process in the State Team Coach Selection Policy.

### **If an Assistant Coach Withdraws**

- The State Team Coach Selection Criteria and process will be followed.
- The position will be open to all WAKF member coaches and follow the appropriate selection criteria and process in the State Team Coach Selection Policy.

## **10 Coach Review Process**

The WAKF will provide advice and counsel to the coaches including formal reviews and feedback on their performance through an annual survey.

## 11 Travelling Coach Selection Process

The coaches selected travelling to the Karate Australia National Championships will be determined by the following

- The State Head Coach and State Lead Coaches will be automatically selected for travel.
- The strategic goals of the state team for that tour.
- The number of coaches allowed from each state to participate in the event.
- Meeting the needs of the travelling team, including gender and age diversity.
- Subject to budgetary constraints.
- The coach is already selected as part of the State Coaching team.
- Personal coaches will not be selected to travel or be allowed on the venue floor at the Karate Australia National Championships unless there are exceptional circumstances. Any exceptional circumstance must be approved by the WAKF Board at least two months prior to the event.

The Selection Committee will consist of two Board Members, the State Head Coach, and the State Lead Coaches. Lead Coaches may only participate in the selection process for to select coaches to their respective coaching discipline, ensuring expertise and relevance in each selection.

The Selection Committee will meet and select the coaches to achieve

- Best outcomes for the current team.
- Cohesive team member
  - A cohesive state team member is someone who prioritises team goals over personal ambitions, ensuring each action contributes to the team's overall success. They communicate openly and respectfully with teammates, coaches, and staff, offering constructive feedback and encouragement, which fosters trust and collaboration. Additionally, they demonstrate adaptability by willingly stepping up to support various team needs, whether by assisting with logistics or participating in team activities. This unified focus, effective communication, and readiness to contribute build a resilient and supportive team environment where each member feels valued.
- Pathway goals and objectives

The Selection Committee Chair will email the Executive Officer with the selected applicant and notes, who will circulate a board resolution to the WAKF Board.

The successful and unsuccessful applicants will be advised of selection or non-selection after the Board resolution via an email sent from the Executive Officer.

After 48 hours of being advised, and no appeals are pending, the karate community will be notified of the state team coaches via social media, newsletter, and website.

## 12 Coach Travel Funding

The Western Australian Karate Federation (WAKF) has a long history of participation and success at the National Championships. Each year coaches and athletes travel to compete at the National Championships if not held in Perth.

The WAKF Board will determine and publish funding guidelines each year.

## 13 Appeals

Any appeal against non-selection or non-travel selection can be made to the Executive Officer on the sole ground that the WAKF nominated selection committee did not properly follow or implement the process in the selection criteria.

There is no appeal on the merits of any particular selection decision.

### **Notice of Appeal**

An appeal can be made in writing if the applicant feels it is necessary. All appeals must be made via email to the Executive Officer within 48 hours on the announcement of non-selection/non-selection

The written notice must outline:

- The decision in question
- The ground(s) on which the appeal is being made
- The reasons or circumstances supporting the alleged ground of appeal.

There is an Appeal Fee payment of \$100.00, which must be made before the Appeals Process is actioned.

If the appeal is successful, the appeal fee will be refunded in full.

The appellant must be the individual who has not been selected.

### **Selection Appeals Committee**

The Selection Appeals Committee shall comprise of:

- Two WAKF Board Members who were not involved in the Coach Selection Committee.
- A person with experience and understanding of high-performance karate or sport with suitable skills for membership of the Committee – Board endorsed.

### **Selection Appeals Committee Roles and Responsibilities**

- To convene a hearing within 7 working days of the WAKF receiving the appeal.
- Give the appellant and the Selection Committee every opportunity to be heard.
- Give due consideration to any written statement by the appellant.
- The Selection Appeals Committee has no power of the selection or reselection.
- If required, allow all relevant parties to be present (online or face to face) along with their adult representative (not being legally trained or qualified).
- When required, the Selection Appeals Committee may request or require such persons or any other witness to attend the hearing or provide such evidence as is available.
- Consider all relevant and available information and shall arrive at a finding.

### **Outcomes of the Selection Appeals Committee Meeting**

- If the Selection Appeals Committee considers the ground(s) alleged by the appellant to be satisfied, the Committee shall refer the matter back to the Selection Committee for reconsideration. Each Selection Committee member shall comply with any direction provided by the Selection Appeals Tribunal in any referral.
- Any further selection decision of the Selection Committee under the direction of the Selection Appeals Committee shall be final, and no further appeal shall be available to the aggrieved person in respect of that selection.
- The Selection Appeals Committee will notify the Board and the Executive Officer of the outcome, and the Executive Committee will notify the appellant as soon as practical after the meeting.
- If the Selection Committee is required to reconvene a selection meeting, it will be required within seven (7) working days of the Selection Appeal Committee Meeting.

## 14 Monitoring and Evaluation

The Western Australian Karate Federation will regularly evaluate this policy and make revisions to ensure it reflects the needs of members.

Recommended changes to this policy may be submitted to the Western Australia Karate Federation for consideration. Management will review the recommendations and forward to the Western Australia Karate Federation Board who have the authority to make any changes to this policy.

Should changes be accepted, the policy would be updated, dated and circulated to members.

### Relevant Policies and Forms

Related Western Australia Karate Federation documents include the following:

- Child Safeguarding Policy
- Working with Children Check Policy
- Code of Behaviour
- Member Protection Policy
- Financial Delegation and Management Policy
- Anti Match Fixing Policy
- Inclusion Policy
- State Team Policy and Guidelines

## 15 Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1.0	NA	December 2022	Original version. State Team Selection for coaches removed from the State Team Policy and Guidelines and a new policy written for State Team Coach Selection.
2.0	December 2023	December 2023	Clause added: If a nominee is unsuccessful in securing their initially applied position or the nominee's qualifications and expertise are deemed suitable for a different coaching position than the one for which they have applied, the Selection Panel may reach out to the nominee to discuss the possibility of an alternative coaching role.  Updated clause, to give further explanation to the process.  The Selection Committee will provide the WAKF Board with the selected applicant for Board resolution. The Selection Committee Chair will email the Executive Officer with the selected applicant and notes, who will circulate a board resolution to the WAKF Board.

3.0	November 2024	November 2024	<p>The State Team Selection Policy has been updated with several key revisions:</p> <ol style="list-style-type: none"> <li>1. State Team Coach Selection Committee Definition The Selection Committee structure has been clarified, detailing that it includes a Board Director and Chair for the Performance Portfolio, two nominated Board Directors, and a non-voting Sport Pathway Staff Member who organizes meetings and records notes. The State Lead Coaches, Team, and Assistant Coaches selection committee will include a Board Director, Chair of the Performance Portfolio, one nominated Board Director, the State Team Head Coach, and the non-voting Sport Pathway Staff Member.</li> <li>2. General Responsibilities: Coaches are now required to be familiar with and comply with the Concussion Policy, Process, and Register.</li> <li>3. Conflict of Interest Statement: Members of the Selection Committee must declare any conflicts of interest at the start of each meeting. These conflicts, whether actual, potential, or perceived, must be recorded in the meeting minutes. The Committee will determine how the conflict will be managed, which may involve the conflicted member excusing themselves from discussions, leaving the room, or abstaining from voting on the matter.</li> <li>4. Selection Criteria - Assistant Coach. Only individuals who have not previously served as a coach on a state team are eligible to be selected as an Assistant Coach. This ensures new coaching talent can gain experience and supports WAKF's development objectives.</li> <li>5. Process for Coach Withdrawal During Tenure: A process has been added to address situations where a coach withdraws within their assigned tenure.</li> <li>6. Travelling Coach Selection Criteria: Additional criteria have been included to define the requirements for selecting a Travelling Coach.</li> <li>7. Definition of a Cohesive Team Member: The policy now includes a description of what it means to be a cohesive team member, emphasizing qualities that contribute to a supportive and unified team environment.</li> </ol>
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