



# KARATE

western australia

## STATE COACH SELECTION POLICY

Date of Issue - November 2025  
KARATE WESTERN AUSTRALIA

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## 1. Background

Karate Western Australia (Karate WA) has a long history of participation and success at the National Karate Championships.

Karate WA 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 Karate WA's approach to select state team coaches, their terms of service and coach roles and responsibilities,

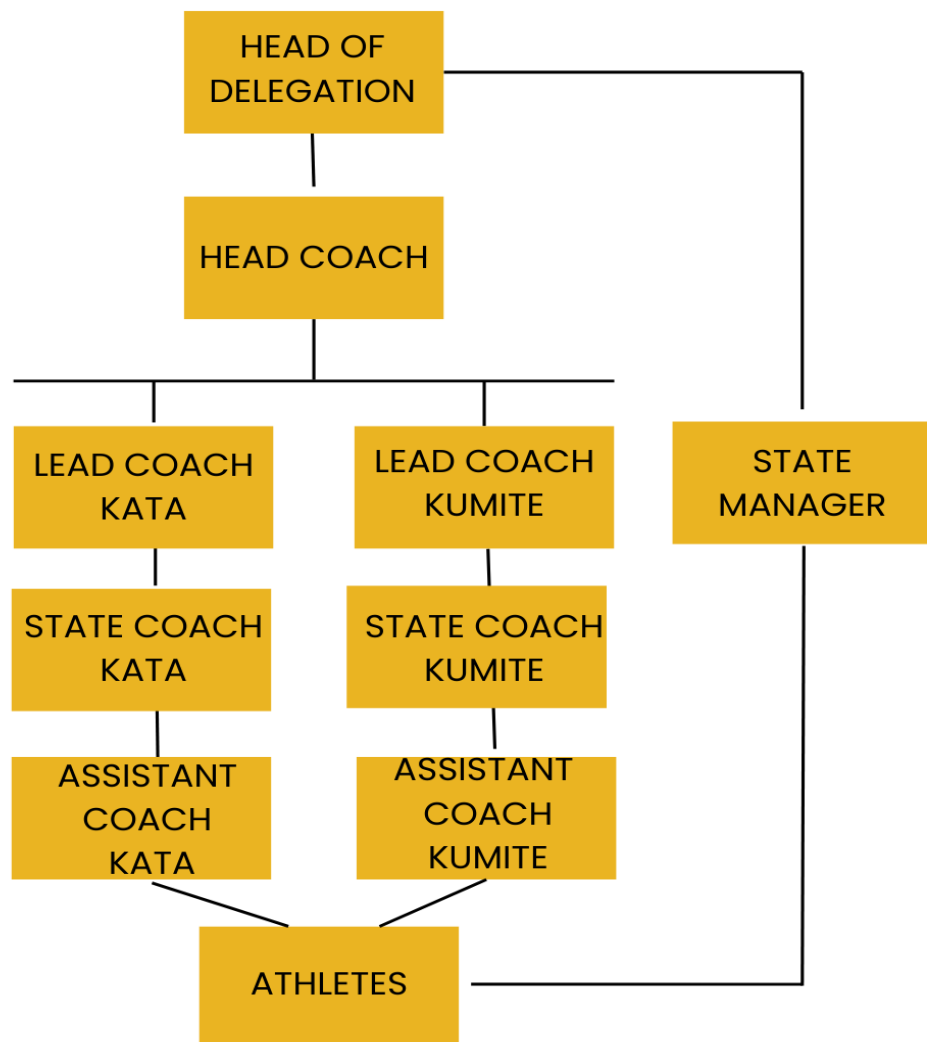
This document also provides clarity on the selection criteria and appeals process.

## 3. Definitions

- **KA** means Karate Australia.
- **National Championships** means the KA National Championships.
- **The State Team Coach Selection Committee means the group of people appointed to select the coaches.**
- State Head Coach Selection Committee is consisting of
  - i. Board Director & Chair – Performance Portfolio
  - ii. Up to 2 nominated Board Directors
  - iii. Events and Operations Staff Member (non-voting, organises the meeting and takes notes from the meeting.)
- State Lead Coaches, Team and Assistant Coaches

- i. Board Director & Chair – Performance Portfolio
  - ii. 1 X nominated Board Directors
  - iii. State Team Head Coach
  - iv. Events and Operations Staff Member (non-voting,organises the meeting and takes notes from the meeting.)
- **State Squad** means the Karate WA State Training Squad.
  - **State Team** means the Karate WA State Team.
  - **Karate WA** means Karate Western Australia.

#### 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 Karate WA Board and will be reviewed by the Karate WA Board as required by the association.

## 5. State Team Coaches Roles and Responsibilities

### **State Head Coach – Key Responsibilities**

The State Head Coach is responsible for leading the Karate WA State Squad and State Team. This role provides direction and implements the Training Plan and prepares athletes and coaches for the National Championships.

#### **Leadership**

- Lead and plan the State Squad and State Team Program.
- Implement, and oversee the Training Plan and State Camp to prepare athletes and coaches for the National Championships.
- Set clear key performance indicators (KPIs), evaluate outcomes, and report on program effectiveness.
- Assist in delivering the Karate WA Operational Plan
- Lead and build a culture of success within the State Squad environment.

#### **Collaboration & Communication**

- Liaise regularly with the Head of Delegation.
- Attend all meetings as required (state team sessions, selection meetings, and coaches' meetings).
- Build positive relationships with coaches, athletes, parents, officials, referees and Karate Australia.
- Promote transparency, collaboration, and open communication across the coaching team.

#### **Coach Development & Management**

- Mentor and support State Lead Coaches and the coaching team through workshops, planning meetings and ongoing guidance, in particular at the National Championships.
- Lead the coaching team with a collaborative, consultative approach.
- Oversee all training sessions and the National Championships, assisting coaches as required.
- Work collaboratively with Lead Coaches and State Coaches.

#### **Athlete Development**

- Ensure programs meet the needs of athletes aiming for national success.
- Provide athlete development opportunities aligned with the Karate WA FTEM pathway.

### Administration & Planning

- Work with the State Lead coaches to provide an annual State Team Plan designed by Lead coaches to Karate WA at least four (4) weeks before the first training session.
- Possess organisational, communication, and administrative skills to manage programs effectively.
- Ensure that all plans and camps align with the stated purpose of Karate WA initiatives.
- Review and confirm all athlete registrations for National Championships two weeks prior to registration cut off via the format provided by the State Administration.

### On-Tour Responsibilities

- Design, implement and manage a coaching schedule for the National Championships. Work with the Head of Delegation to provide this during the National Championships.
- Deal with competition protests as they arise.
- Conduct coach meetings on tour as required.
- Deal and liaise with athletes as required.

### Requirements

- Karate Australia Gold Level Accreditation
- Karate Australia Line Coaching course completion
- Valid Working with Children Check
- Valid Karate Australia Membership
- Valid First Aid Certificate (align with KA Accreditation)

### Lead Coach – Key Responsibilities

The Lead Coach supports the State Head Coach in delivering the State Training plan. The role is responsible for developing and implementing discipline-specific (Kumite or Kata) plans, designing and leading training sessions, and contributing to the preparation of athletes for success at National Championships.

### Leadership & Support

- Work with the State Head Coach in planning, developing, and implementing the Training Plan, with clear goals, KPIs, and resource requirements.
- Deliver the State Team Plan to meet the outcomes of Karate WA and develop discipline-specific plans (Kumite or Kata) aligned with the overall program.
- Lead and manage squad and team training sessions, including session design, resource management, and monitoring athlete load and performance.

- Provide leadership, development opportunities, guidance, and direction to State Coaches and Assistant State Coaches.

#### **Collaboration & Communication**

- Work collaboratively with all members of the coaching panel, the Head Coach, the Head of Delegation and broader Karate WA stakeholders.
- Build and maintain positive relationships with athletes, parents, coaches, referees, officials, instructors, and support personnel.
- Promote transparency, teamwork, and mutual understanding within the Karate WA coaching team.
- Attend required meetings, including state team information sessions and coaches meetings.

#### **Coach Development**

- Support the Head Coach in mentoring and developing State Coaches and Assistant Coaches.
- Contribute to workshops, planning, and shared learning opportunities to enhance coaching capability across Karate WA.
- Assist the Head Coach and Head of Delegation in the management of coaches schedules for the National Championships.
- Work collaboratively with State Assistant Coaches on IDP's.

#### **Athlete Development**

- Design and implement weekly session plans that support athlete progress and align with long term training and development objectives.
- Ensure athlete loads are managed effectively and injury management prevention programs are implemented.

#### **Administration & Reporting**

- Report to and liaise with the State Head Coach on program delivery, performance outcomes, and pathway strategies.
- Team Training Plan development
- Assist in delivering Karate WA's Operational Plan and FTEM Pathway strategies.
- Demonstrate sound time management, organisational, and administrative skills to effectively manage the State Team program.
- Review and confirm all athlete registrations for National Championships two weeks prior to registration cut off via the format provided by the State Administration.
- Must be available to travel and attend National Championships in the Lead Coach role.

### On-Tour Responsibilities

- Assist with the coaching schedule for the National Championships. Work with the Head Coach and Head of Delegation to provide this during the National Championships.
- Deal with competition protests as they arise if the Head Coach is unavailable.
- Conduct coach meetings on tour as required if the Head coach is unavailable.

### Requirements

- Karate Australia Silver Level Accreditation (working towards in 2026)
- Karate Australia Line Coaching course completion
- Valid Working with Children Check
- Valid Karate Australia Membership
- Valid First Aid Certificate (align with KA Accreditation)

### State Coach – Key Responsibilities

The State Coach provides support to the Lead Coach and Head Coach in delivering Karate WA's Training Plan. The role is responsible for implementing weekly training sessions and managing squad and team training environments. The State Coach plays a key role in athlete development, ensuring athletes are prepared for National Championships.

### Leadership & Support

- Assist the Lead Coach and Head Coach with the implementation of the Annual Training Plan.
- Deliver discipline-specific plans (Kumite or Kata) to support the overall State Team outcomes.
- Provide leadership, guidance, and direction to Assistant Coaches.

### Collaboration & Communication

- Work cooperatively with all members of the coaching panel and Karate WA stakeholders.
- Report to and liaise with the State Lead Coach (Kumite or Kata).
- Build strong working relationships with athletes, parents, coaches, referees, officials, instructors, and support personnel.
- Attend all required meetings, including team information sessions and coaches meetings.

### Coach Development

- Provide guidance, mentoring, and support to Assistant Coaches to build coaching capacity.
- Contribute to knowledge sharing and joint planning within the coaching team.

### Athlete Development

- Implement weekly session plans aligned with athlete development goals and FTEM pathway strategies.
- Support athlete preparation for National Championships.
- Provide advice and feedback on athlete performance, load, injury management and development needs.

### Administration & Reporting

- Demonstrate effective time management, organisational, and administrative skills to support program delivery.
- Ensure all reporting requirements to the Lead Coach and Head Coach are met.
- Assist in delivering Karate WA's Strategic and Operational Plan and FTEM Pathway strategies.
- Must be available to travel and attend National Championships in the State Coach role.

### On-Tour Responsibilities

- Adhere to the coaching schedule as outlined by the Head Coach and Head of Delegation.

### Requirements

- Karate Australia Silver Level Accreditation
- Karate Australia Line Coaching course completion
- Valid Working with Children Check
- Valid Karate Australia Membership
- Valid First Aid Certificate (align with KA Accreditation)

## **Assistant Coach – Key Responsibilities**

The Assistant Coach supports all Coaches in delivering Karate WA's Training Plan and discipline-specific (Kumite or Kata) plans. The role provides technical expertise, delivering weekly training sessions, and contributes to the development of athletes. The Assistant Coach plays a supportive role within the coaching panel, ensuring program delivery is effective and aligned with Karate WA's athlete development pathways.

### Leadership & Support

- Assist in implementing weekly training sessions and specific coaching programs.
- Support the delivery of discipline-specific plans (Kumite or Kata) to achieve the overall State Team outcomes.

- Provide technical input and coaching expertise in areas such as skill acquisition, strength and conditioning, technical application, strategy, and tactics.

#### **Collaboration & Communication**

- Work cooperatively with the State Coach, Lead Coach, Head Coach, and all members of the coaching team.
- Report to and liaise with the State Coach (Kumite or Kata).
- Build positive working relationships with athletes, parents, coaches, referees, instructors, and other stakeholders.
- Attend all required meetings, including state team information sessions and coaches' meetings.

#### **Coach Development**

- Assist in athlete and coach education programs as directed by the State Coach.
- Support knowledge sharing and program delivery across the coaching team.
- Have an IDP and collaborate with State Coach and Lead Coach regarding pathway succession.

#### **Athlete Development**

- Help design, deliver, and monitor individual and team coaching sessions.
- Provide feedback on athlete performance in line with program objectives.
- Contribute to athlete preparation for National Championships.

#### **Administration & Reporting**

- Demonstrate organisational, time management, and administrative skills to assist program delivery.
- Support reporting requirements through feedback and session outcomes to the State Coaching team.

#### **Requirements**

- Karate Australia Bronze Level Accreditation
- Karate Australia Line Coaching course completion
- Valid Working with Children Check
- Valid Karate Australia Membership
- Valid First Aid Certificate (align with KA Accreditation)

## **6. State Team Coaches – General Selection Criteria**

- Not subject to any disciplinary behaviours or any investigation of a disciplinary action/s.
- Be a current financial member of Karate WA, or member of a club who is a Karate WA member.

- Have had experience of having athletes participating in the Karate WA State Championships.

## 7. State Head Coach Selection and Criteria

### **Selection Process**

The Karate WA 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 Karate WA 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 Karate WA Board, in accordance with the Karate WA 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 needs 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 Karate WA Board with the selected applicant for Board resolution. The Selection Committee Staff Member will email the General Manager with the selected applicant and notes, who will circulate a board resolution to the Karate WA Board.

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

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 Karate WA Board and the State Head Coach.

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

### **Selection Process**

The Karate WA 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 Karate WA 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 Team Coach selection has been concluded and announced to the community, the Selection Committee will convene.

The Selection Committee is a sub-committee of the Karate Board, in accordance with the Karate WA 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 needs 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 Karate WA Board with the selected applicant for Board resolution. The Selection Committee Chair will email the General Manager with the selected applicant and notes, who will circulate a board resolution to the Karate WA Board.

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

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 Karate WA'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 Karate WA 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 Karate WA 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, Karate WA 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 Karate WA member coaches and follow the appropriate selection criteria and process in the State Team Coach Selection Policy.

#### If a State Coach Withdraws

- Upon notification, Karate WA 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 Karate WA 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 Karate WA member coaches and follow the appropriate selection criteria and process in the State Team Coach Selection Policy.

## 10. Coach Review Process

Karate WA 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 Karate WA 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 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 General Manager with the selected applicant and notes, who will circulate a board resolution to the Karate WA Board.

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

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

Karate WA 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 Karate WA 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 General Manager on the sole ground that the Karate WA 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 General Manager 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 Karate WA 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 Karate WA 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 General Manager 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

Karate WA 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 Karate WA for consideration. Management will review the recommendations and forward to the Karate WA 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 Karate WA documents include the following:

15. Child Safeguarding Policy
16. Working with Children Check Policy
17. Code of Behaviour
18. Member Protection Policy
19. Financial Delegation and Management Policy
20. Anti Match Fixing Policy
21. Inclusion Policy
22. State Team Policy and Guidelines

## 23. Revision History

| Version | Date Reviewed | Date Endorsed | Content Reviewed/ Purpose  |
|---------|---------------|---------------|--|
| 1.0     | NA            | December 2022 | Original version.<br>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:<br>If a nominee is unsuccessful in securing their initially applied position or the nominee's qualifications and                                   |

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|-----|---------------|---------------|---|
|     |               |               | <p>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.</p> <p>Updated clause, to give further explanation to the process.</p> <p>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.</p>  |
| 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<br/>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</li> </ol> |

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|     |               |  | that contribute to a supportive and unified team environment.   |
| 4.0 | November 2025 |  | <p>The State Team Selection Policy has been updated with several key revisions</p> <ol style="list-style-type: none"> <li>1. Branding changes from West Australian Karate Federation to Karate WA</li> <li>2. Executive Officer role amended to General Manager</li> <li>3. State Team Coach Roles and Responsibilities amend to align with Karate WA State Team Roles and Responsibilities document endorsed September 2025</li> </ol> |