

# REPRESENTATIVE TEAM STAFF SELECTION PROCESS

Representative athletics teams require a wide variety of Team Staff who can have a major impact on the collective and individual performance of the team. The number of Team Staff assigned to a representative competition and their roles and responsibilities depends on many factors including the team size; the age and experience of the athletes; the significance and location of the competition and the nature of the event (for example able-bodied, junior or para-athletics; track and field events, walks, road running, cross country running; or a mixture of all or some of these elements).

Whatever the event, the Team staff will include some or all of the following roles:

- Team Leader
- Head Coach
- Team Coach(es)
- Team Manager(s)
- Accredited Personal Coach(es)
- Media Officer
- Sport Science and Sport Medicine (SSSM) providers such as:
  - Doctor(s)
  - Physiotherapist(s)
  - Massage Therapist(s)
  - Personal Care Attendant(s) – eg for Para- teams
  - Sports Science experts (eg Sports Psychologist, Biomechanist, etc)

On any particular team some Team Staff may be employed by Athletics Australia (AA), contracted or offered an honorarium for their time. Other Team Staff may be asked to give their time on an unpaid basis.

The purpose of this document is to formalise the selection and approval of Team Staff for Athletics Australia representative teams.

## 1. Team Leader and/or Head Coach

### **Nomination:**

- a. The Team Leader and/or Head Coach will be selected by the High Performance Director (HPD). The selection will take into account the nature of the event (eg able-bodied, para-athletics, junior or a mixture); its significance to Athletics Australia; the venue and timing in the international competition calendar; the likely team size and succession planning for key roles.
- b. Some events do not require both a Team Leader and a Head Coach - in which case only one will be appointed.
- c. For benchmark events the Team Leader and/or Head Coach will normally be an employee of Athletics Australia. For all other events the Team Leader will normally be a volunteer.

### **Approval:**

Athletics Australia's Chief Executive Officer (CEO) will approve the Team Leader and/or Head Coach and, by exception, may take any controversial selections to AA's Board for further approval.

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## 2. Compliance

The appointed Team Leader and/or Head Coach will be responsible for ensuring that they and all other team staff - including Team Coaches, Team Managers, Accredited Personal Coaches and SSSM support staff - are appropriately credentialed and comply with all appropriate Athletics Australia Ethics and Integrity policies and best practice. For example, this includes ensuring that appropriate Team Members Agreements and/or Codes of Conduct are signed; that coaches are Athletics Australia Accredited Coaches; that SSSM providers are qualified, licensed and appropriately insured; etc.

The names of appointed Team Staff will be published on Athletics Australia's website although generally any Accredited Personal Coach names will not be published.

## 3. Sport Science and Sport Medicine providers

### **Nomination:**

The appointed Team Leader and/or Head Coach will consult with the High Performance Services Manager (HPSM), Chief Medical Officer and Head Physiotherapist to determine an appropriate mix of named SSSM providers for the event. The selection will take into account the event's venue; the likely team size and event mix; the athletes' age profile and gender mix; the available budget and succession planning for key roles.

### **Approval:**

The HPD will approve the SSSM staff and, by exception, may take any controversial selections to the CEO for further approval.

## 4. Selection of Team Coaches and Team Managers

### **Nomination:**

- a. At least once a year the High Performance Department (HP) will advertise for expressions of interest in becoming a Team Coach or a Team Manager during the following season.
- b. Applicants will be included in a Staff Selection Pool. Members of AA's HP Department, including coaches and athletics coaches employed by SIS/SAS partners will be automatically included in the Staff Selection Pool.
- c. The appointed Team Leader and/or Head Coach will consult with the HPD to select staff for the team. The selection will take into account the event's venue; the likely team size and event mix; the athletes' age profile and gender mix; the overall staff gender mix; the available budget and succession planning for key roles.
- d. If additional staff need to be recruited to cover the event, for example because of a lack of interest in a particular competition or a late drop out, the Team Leader/Head Coach will try to recruit additional expressions of interest which may be outside the Staff Selection Pool.

### **Approval:**

The CEO will approve the Team Coaches and Team Managers and, by exception, may take any controversial selections to Athletics Australia's Board for further approval.

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## 5. Accredited Personal Coaches

### **Nomination:**

Where there is a limit to the number of Personal Coaches that can attend an event (for example, if there are accreditation limits) the selection of the Personal Coaches will be managed by the HPD in close consultation with the Team Leader and/or Head Coach. Personal Coaches do not need to have been members of the Staff Selection Pool (see point 3).

### **Approval:**

The HPD will approve the Accredited Personal Coaches and, by exception, may take any controversial selections to the CEO for further approval.

## 6. Media Officer

### **Nomination:**

Team Leader and/or Head Coach will consult with the HPD and Athletics Australia's General Manager, Commercial and Growth to select an appropriate Media Officer. The Media Officer may or may not travel with the team.

### **Approval:**

The CEO will approve the Media Officer and, by exception, may take any controversial selections to AA's Board for further approval.