



National Team Coach Selection Policy

Date Adopted by KA Board

29 November 2023

Date Effective

1 December 2023

Table of Contents

1	Background	1
2	Philosophy	1
3	Definitions	1
4	National Team Coach Organisational Structure	2
5	National Team Coaches Roles & Responsibilities	3
6	National Team Coaches General Selection Criteria	4
7	Head Coach Selection & Criteria	5
8	National Coach Selection & Criteria	6
9	Coach Review Process	7
10	International Events Coach Selection	7
11	Coach Travel Funding	7
12	Appeals	8
13	Monitoring and Evaluation	9
14	Revision History	9

1 Background

Karate Australia (KA) has a long history of participation and success at International Events.

KA recognises the importance of selecting the right applicants to represent Australia as a National Coach and the significant responsibilities bestowed upon them.

2 Philosophy

The objective of the KA National Team Coach Selection Policy (Policy) is to provide the best possible coaches for Australian representative karate team(s) using processes that are clear, consistent, well understood and practical.

The purpose of this document is to outline KA's approach to select national team coaches, their terms of service and coach roles and responsibilities.

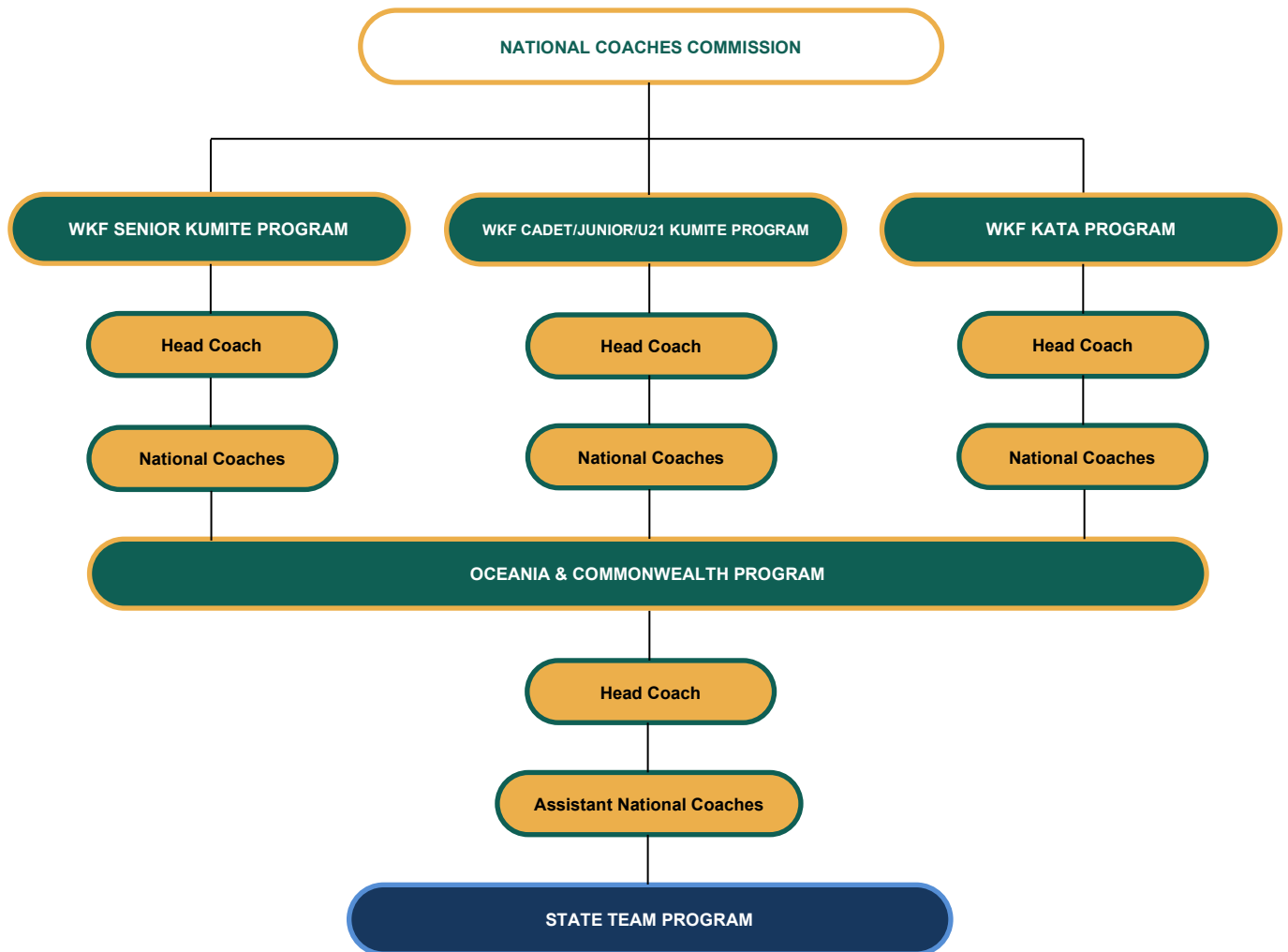
KA will consider all participants with strong claims for selection as a National Coach for selection in accordance with this Policy.

This Policy remains in force until revoked by KA.

3 Definitions

- **KA** means Karate Australia
- **NCC** means National Coaches Commission
- **Policy** means KA National Team Coach Selection Policy
- **National Squad** means the KA National Training Squad
- **National Team** means the KA National Team
- **International Events** means including but not limited to WKF World Championships, Karate1 Premier League, Series A and Youth League
- **WKF** means World Karate Federation

4 National Team Coach Organisational Structure



The number of national team coaches and national team coach organisational structure at any one time will be determined by the NCC and will be reviewed by the KA Board as required.

5 National Team Coaches Roles & Responsibilities

Head Coach Senior - Head Coach Cadet/Juniors/U21 - Head Coach Kata

- Plans, actions, and leads the National Squad and National Team to meet the desired outcomes of the NCC.
- Provides an outline of an annual national team plan to the NCC Chair.
- Assist in the delivery of the KA Strategic and Operational Plan - Pathway strategies and reports on the measurement of success.
- Reports to and liaises with the NCC Chair.
- Develops positive working relationships with the KA Board, NCC Chair, all coaches, athletes and/or their parents.
- Shows commitment to developing and mentoring the National Coaches.
- Conducts workshops and planning meetings for all coaches.
- Oversees all training sessions and assists all coaches as required.
- Attends all meetings as required.

National Coach

- Assist with the delivery of the overall national team plan to meet the desired outcomes of the NCC.
- Assist with the delivery of the sport specific plan (Kumite or Kata) to meet the desired outcomes of the overall national squad/team plan.
- Assist in delivering the KA Strategic and Operational Plan - Pathway Strategies.
- Reports to and liaises with the Head Coach - Kumite or Kata.
- Develops positive working relationships with the KA Board, NCC Chair, Head Coach, all coaches, athletes and/or their parents.
- Attend all meetings as required

General Responsibilities - All Coaches

- Attend all National Team/Squad training sessions.
- To have input in and work cooperatively with the national coaching team with respect to the planning, development and execution of the NCC training and competition programs. This includes commitment to and participation in the programs, as endorsed by the KA Board.
- 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 KA Child Safeguarding Policy.
- Coaches must lead by example and uphold and demonstrate the KA values of
 - **Excellence**
 - **Ethics**
 - **Equity**
- Coaches must not show affiliation to a particular club/HOS whilst representing the national squad/team.
- Upon invitation by the Athlete Selection Committee or NCC, input and participation in KA international team selection processes.
- Coaches must wear the appropriate team uniform during training, competition sessions and at the International Events.
- Delivery of high order pastoral care, mentoring and coaching expertise when participating in domestic and international events.
- Abide by the KA Rules, Policies and Guidelines.
- To represent the KA to the highest standards at all times.

6 National Team Coaches General Selection Criteria

- Must hold a KA Karate Instructor Accreditation (KIA) Silver level.
- Current Senior First Aid Certificate.
- Valid WWC Card.
- Be a current financial member of KA.
- Minimum 4 years state coaching role with the respective KA Recognised State Association (RSA).
- Excellent understanding of KA and WKF competition rules.
- Demonstrated successful coaching aptitude in national coaching discipline.
- Team orientation when working with others.
- Not subject to any KA disciplinary behaviours or any investigation of disciplinary action/s.

7 Head Coach Selection & Criteria

Selection Process

The KA Board will advertise for nominations for Head Coach.

The position will be advertised as a four (4) year position, with on-going annual review.

All applicants will need to complete the online application form that will be published on the KA 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 KA Board, in accordance with the KA Governance Charter. The Selection Committee will consist of the KA Chair, one KA Board Member, KA Chief Executive Officer and the NCC Chair.

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

The Selection Committee will provide the KA Board with recommendations for selected positions for Board approval and endorsement.

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

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

Selection Criteria

The selection of the 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.

Length of Position

The Head Coach is a four (4) year position, with on-going annual review. After the four (4) year period is up, the role will become vacant, and the position will be readvertised.

8 National Coach Selection & Criteria

Selection Process

The KA Board will advertise for nominations for National Coaches.

National Coach positions for Kumite and Kata will be advertised as a two (2) year position, with KA Board discretion for a two (2) year extension subject to review.

All applicants will need to complete the online application form that will be published on the KA 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 applications close, the Selection Committee will convene. The Selection Committee is a sub-committee of the KA Board, in accordance with the KA Governance Charter. The Selection Committee will consist of the KA Chair, one KA Board Member, KA Chief Executive Officer and the NCC Chair.

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

The Selection Committee will provide the KA Board with recommendations for selected positions for Board approval and endorsement.

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

After 48 hours of being advised, and no appeals are pending, the karate community will be notified of the National Coaches via the KA website and social media.

Selection Criteria - National Coach

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

- General 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 position.

Length of Position

The National Coach is a two (2) year position with KA Board discretion for a two (2) year extension subject to review.

9 Coach Review Process

The NCC will provide advice and counsel to the coaches including formal reviews and feedback on their performance.

10 International Events Coach Selection

The coaches selected for each International Event will be determined by the following:

- The number of athletes in the National Team.
- The number of coach registrations permitted from each country to participate in the event.
- The strategic goals of the national team for that tour.
- Meeting the needs of the team, including gender and age diversity.
- Subject to budgetary constraints.
- Demonstrated evidence of fulfilling the roles and responsibilities of being a National Coach.

Coach Selection Process

The International Events Coach Selection Committee will consist of the NCC Chair and the Head Coach.

The International Events Coach Selection Committee will provide the KA Board with recommendations for selected positions for Board approval and endorsement.

11 Coach Travel Funding

KA has a long history of participation and success at the International Events. Annually, coaches and athletes travel to compete at various International Events including but not limited to WKF World Championships, Karate1 Premier League, Karate1 Series A and Continental Championships.

The KA Board will determine funding guidelines each year.

12 Appeals

Any appeal against non-selection can be made to the Chief Executive Officer on the sole ground that the KA 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 Chief Executive Officer within 48 hours on the announcement of non-selection.

The written notice must outline:

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

There is an Appeal Fee payment of \$500.00, 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 KA 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 KA 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 (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 Committee 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 Chief Executive Officer of the outcome, and the Board 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.

13 Monitoring and Evaluation

KA 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 KA for consideration. Management will review the recommendations and forward to the KA 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.

14 Revision History

Version	Date Reviewed	Date Endorsed
1.0	29.11.23	01.12.23