



**STATE SELECTORS, COACHES AND TEAM
MANAGERS POLICY**

Version: as approved February 2017

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Revision History:

Revision Date	Version	Comments
2011	1.0	Policy developed
May 2014	2.0	Policy updated
January 2016	3.0	Policy updated and converted to new template format with superfluous material removed.
February 2017	3.1	Policy updated with no material changes

Name

1. This policy shall be referred to as the **State Selectors, Coaches and Team Managers Policy**.

Source

2. This policy is made pursuant to rule 32 of the Constitution of Table Tennis South Australia Incorporated (TTSA).

Scope

3. This policy captures the following roles State Selectors, State Coaches and State Team Managers and should be read in conjunction with the **State Teams and Rankings Policy**.

Nominations

4. The Board of TTSA will call for nominations for the positions captured in rule 3 by the 31st December each year for the following calendar year appointments.
5. Persons meeting the criteria for the positions described in rule 3 are required to forward their nominations to the Executive Director by the date stated on the call for nominations.

Criteria for Appointment

6. To be eligible for positions captured in rule 3, individuals shall:
 - be a registered member of TTSA;
 - complete and forward to TTSA the prescribed Application Form and
 - meet any specific eligibility requirements as prescribed in this policy.

Appointment

7. The Board of TTSA will appoint individuals to the roles within 1 month of the closing date of the call for nominations.
8. The term of appointment for the positions captured in rule 3 are for the calendar year of the year of appointment. *(For clarity – if a person is appointed in January 2016 the term of appointment will expire on 31 December 2016).*

State Selection Panels

9. State Selection Panels will generally consist of at least 3 (three) members for each group (Junior, Senior/Youth and Veterans) up to a maximum of 5 (five) members.
10. Each member is known as **State Selector** for the purpose of this policy.
11. Each State Selection Panel will nominate 1 (one) member to be a **Coordinator**.
12. A Coordinator will:
 - convene and chair all meetings
 - issue reports on behalf of the panel – if required
 - act as sole spokesperson in all matters relating to their panel
 - ascertain players availability for State Team selection
 - receive all results of tournaments concerning their panel and ensure that each member of

their panel has access to those results

- supply the appropriate Tournament Committee with the seedings determined by the Panel
- maintain records for allocation of points received by players following each tournament
- ensure state teams are advised to the TTSA Executive Director for approval by the TTSA Board of Management
- delegate the position if he/she is unable to attend any meeting
- meet with coordinators from the other selection panels to select winners of State Awards where appropriate (refer to **State Awards Policy**).

13. State Selectors will:

- follow the directions of the Coordinator at all times
- attend tournaments and trials (where held and possible)
- have no individual discussion on any selection matter with any person outside the State Selection Panel or the Board of Management.

14. Each State Selection Panel will:

- determine the seedings for all TTSA Sanctioned Tournaments (refer to Tournament Regulations)
- make recommendations to the TTSA Board regarding State Squads (if relevant) and State Teams in consultation with the appointed State Coach (if one is appointed)
- select State Teams for Australian Junior, Youth, Open and Veterans Championships
- establish State rankings using performances of players who competed in sanctioned tournaments (or in those tournaments specified by the State Selection Panel) in the following categories (the list can be varied from time at the approval of the respective State Selection Panel):

Men	Veteran Over 40 Men
Women	Veteran Over 40 Women
Under 21 Men	Veteran Over 50 Men
Under 21 Women	Veteran Over 50 Women
Under 18 Men	Veteran Over 60 Men
Under 18 Women	Veteran Over 65 Men
Under 15 Boys	Veteran Over 60 Women
Under 15 Girls	Veteran Over 65 Women
Under 13 Boys	Veteran Over 70 Men
Under 13 Girls	Veteran Over 70 Women
Athletes with Disabilities	Veteran Over 75 Men
Veteran Over 30 Men	Veteran Over 75 Women
Veteran Over 30 Women	Veteran Over 80 Men/Women

15. In relation to the seedings and selection process - each State Selection Panel will:

- only consider results from TTSA sanctioned tournaments, trials (where held), or other

competition considered relevant to each age group, using the approved points system as detailed in **State Teams and Rankings Policy**

- select the best players available for State Teams giving due consideration to the reports received from the Team Manager(s) and State Coach(es)
- nominate a player in only one age group in the same National Championship team events
- not prejudice a players chance of State Team selection through their participating in South Australian Sports Institute Scholarship activities, Interstate and International competitions
- select State Teams of up to 5 (five) persons for each of the following groupings:

Men	Veteran Over 40 Men
Women	Veteran Over 40 Women
Under 21 Men	Veteran Over 50 Men
Under 21 Women	Veteran Over 50 Women
Under 18 Men	Veteran Over 60 Men
Under 18 Women	Veteran Over 65 Men
Under 15 Boys	Veteran Over 60 Women
Under 15 Girls	Veteran Over 65 Women
Under 13 Boys	Veteran Over 70 Men
Under 13 Girls	Veteran Over 70 Women
Athletes with Disabilities	Veteran Over 75 Men
Veteran Over 30 Men	Veteran Over 75 Women
Veteran Over 30 Women	Veteran Over 80 Men/Women

- may select 'B' Teams or President representatives only if players are of a suitable standard and the selectors consider them to be competitive at a national level.

Team Managers

16. Nominations for the position of Team Manager **MUST**:
 - be of sound mind and of good character
 - provide a National Police Clearance and DCSI check
 - be able to organise and manage all matters relating to the needs of a state team
 - advise details of any physical/medical conditions
 - have a good rapport with other team members
 - have completed, and provide evidence to the Executive Director, of completion and accreditation of 'Play by the Rules'
 - have completed other pre-requisites as required from time to time
 - completed and submitted a Code of Conduct declaration.
17. **Junior Teams** - The TTSA Board shall take gender balance into account when appointing the Junior Teams Manager and the Assistant Junior Teams Manager. All costs involved in both the travelling and accommodation costs for the Teams Manager and the Assistant Junior Teams Manager will be covered by TTSA.
18. **Senior, Youth and Veterans Teams** - Team Managers shall be appointed by the TTSA Board. In instances where player numbers are eight (8) or less, the TTSA Board may resolve that a Team

Manager(s) is not required where all players are 18 years or older. In these instances, travel and accommodation costs will not be covered by TTSA. Where TTSA resolves to appoint a Team Manager, all costs involved in both the travelling and accommodation costs for the Teams Manager will be covered by TTSA.

19. In the event that there are no Team Manager(s) appointed the duties and responsibilities of those vacancies shall revert to the TTSA Executive Director, until such time as the appointments are made (or not made as the case may be). *(For clarity – this is only applicable to Senior/Youth teams as per rule 18).*
20. Team Manager(s) will:
 - be responsible for all matters relating to Teams, with the exception of responsibilities of State Selections and/or Coaching
 - have ultimate responsibility for all disciplinary matters on and off the table for team members
 - have a duty of care responsibility for all team members
 - act as the representative of and be answerable to the TTSA Board
 - confirm training venues and time-tables, as arranged by the State Coach, prior to commencement of the program. Any alterations thereto must have the prior agreement of the Team Manager(s). Once these details have been finalised, the whole schedule becomes the responsibility of the Team Manager
 - maintain all attendance records which are to be made available to the State Selectors/Coaches for perusal as required
 - promptly report any disciplinary action taken against any Team Member to the State Selectors and the relevant State Coach for their consideration when selecting State Teams. A copy of this report shall be forwarded to the TTSA Board
 - monitor the general health and wellbeing of State Team members and shall ensure adequate supervision of each and every State Team member whilst that Team Member is entrusted to their care
 - ascertain players' availability for State selection and advise the respective coordinator of State Selectors at least 12 weeks prior to the National Championships
 - make arrangements for each team member to sign the relevant acknowledgement forms (as amended from time to time)
 - be responsible, in consultation with the TTSA Executive Director, for all accommodation arrangements whilst the teams are interstate
 - book suitable accommodation for all team members
 - if practicable, each junior team shall be accommodated separately, and parents may be separated from junior players in accommodation arrangements. This is at the discretion of the Team Manager in consultation with the Executive Committee

- determine the arrival and departure date of all team members for National Championships played interstate
- if practicable, team members will travel together to and from Adelaide under the authority of the Team Manager
- will advise team members of the relevant costs to be borne by the player inclusive of Individual tournament entry fees, travel, accommodation, uniform, transportation, meals and other costs as determined from time to time
- delegate selected responsibilities (where appropriate) of travel and sustenance whilst interstate to other adult members of their party, whilst retaining overall control
- ensure that the playing uniform is worn for the duration of each teams match and at other times where required
- provide a written report within 14 days to the TTSA Executive Director following the conduct of National titles. Such report to include any disciplinary action that may have been taken.

21. All appointed State Team Managers must complete an undertaking that confirms their understanding of the duties and responsibilities of the relevant role (as varied from time to time - refer to Appendix B).

State Team Coaches

22. All Nominees for the position(s) of State Coach(es) **MUST**:
- be an accredited coach (Level 2 or above) [this can be varied at the discretion of the Board]
 - be of sound mind and of good character
 - provide a copy of their National Police Clearance and DCSI check (at least and/or other relevant clearance as required from regulatory bodies from time to time)
 - be able to organise and manage all matters relating to the coaching needs of a state team
 - advise details of any physical/medical conditions
 - have a good rapport with other team members
 - have completed, and provide evidence to the Executive Director, of completion and accreditation of 'Play by the Rules'
 - have completed other pre-requisites as required from time to time.
23. Appointed State Coach(es) will:
- be answerable to the Team Manager for all matters relating to the team(s) under their his/her control
 - arrange all training program content and be responsible for actual methods of training and their evaluation
 - assist Team Managers in regard to venues, and times, travel and accommodation when required
 - be available to advise the State Selectors on current form of any State Team member, if and

when required to do so

- at all times refer any discipline matters to the Team Manager for their consideration and resolution
- deal with any playing orientated matter
- in the absence of a properly appointed Assistant Coach, and in conjunction with the Team Manager nominate an accredited Level 1 Coach to coach individual State Teams during the course of the National Championships, with such nominations to be approved by the Board of Management. Such coach to be the **non-playing captain** of that team with these appointments to be finalised not less than six (6) weeks prior to the National Championships.

24. The appointed Non-playing Team Captain remains adviser of that team and will not delegate this responsibility to others.
25. Team selections during National Competition will be at the discretion of the appointed State Coach or Team Manager (if a Coach is not appointed). *(For clarity - in the event that Team Non-Playing Captains are appointed the appointed State Coach will have final determination of team selection).*
26. All appointed State Coach(es), Assistant Coach(es) and Appointed Team Captain(s) must complete an undertaking that confirms their understanding of the duties and responsibilities of the relevant role (as varied from time to time - refer to Appendix C).

Playing Uniform

27. The playing uniform which will consist of blue short sleeved shirt (embossed with approved monogram) and navy blue shorts/skirts with the approved state tracksuit, and will be worn during team match play [this may be varied at the discretion of the Team Manager].
28. 'B' team players have to wear red short sleeved playing shirt (embossed with approved monogram) and navy blue shorts/skirts and State tracksuit [this may be varied at the discretion of the Team Manager].
29. TTSA reserves the right to amend the playing uniform from time to time.

Appendix A – Application for State Coach/Team Manager/State Selector



Application for State Coach/Team Manager/State Selector

Personal Information

Full Name: _____
Last *First* *Middle*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *Postcode*

Home Phone: _____ Alternate Phone: _____

Email _____

Accredited Coach Level _____

Role(s) Applied For (please tick)

Category	AWD	Juniors(U13,15,18)	Youths (U21)/Seniors	Veterans
State Coach				
Team Manager				
State Selector				

Supporting Comments and Declaration

Briefly describe your previous experience:

Briefly describe why do you want to be considered for the role(s):

I declare that I have completed the Play by the Rules, Police Clearance and DCSI checks (for Junior and Youth positions) and that I have read and understood the State Selectors, Coaches, Players and Team Managers Regulations.

I acknowledge that not all of the positions advertised may be filled and will be dependent on the number of athletes qualified and/or selected in accordance with the State Selectors, Coaches, Players and Team Managers Regulations.

Signature

Date

Appendix B – Team Manager Undertaking



RE: Team Manager Undertaking

I hereby accept the position of Team Manager for the being appointed by the Board of Management of Table Tennis SA Incorporated, and agree to accept those duties and responsibilities of the position of Team Manager as laid out in the **STATE SELECTORS, COACHES AND TEAM MANAGERS POLICY**.

I accept those delegations passed to me by the execution of this document and acknowledge having read and noted the information as provided within.

Dated.....

Signed

Print Name..... Date

Witnessed by:.....(Print Name) Signed:.....

Appendix C – State Coach, Assistant Coach, Appointed Team Captain Undertaking



RE: State Coach, Assistant Coach, Appointed Team Captain

I hereby accept the position of State Coach/Assistant Coach/Appointed Team Captain for the being appointed by the Board of Management of Table Tennis SA Incorporated, and agree to accept those duties and responsibilities of the position of State Coach, Assistant Coach, appointed Team Captain as laid out in the **STATE SELECTORS, COACHES AND TEAM MANAGERS POLICY**.

I accept those delegations passed to me by the execution of this document and acknowledge having read and noted the information as provided within.

Dated.....

Signed

Print Name..... Date

Witnessed by:.....(Print Name) Signed:.....