



SOUTHERN LIONS COACH SELECTION POLICY

Revision	Date	Description	Approved for Use (Club President signature)
A	November 2017	First Issue	Michael Penhaligon
B	February 2019	General Revision	

Note - Document will be reviewed annually and may be updated at that time. Changes will be marked in RED text.

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1 INTRODUCTION

This Policy sets out the Southern Lions' selection criteria and policies for the appointment of Coaches.

This policy requires attendance at a formal induction to ensure coaches are familiar with the club's expectations of them as coaches, and are made aware of all of the clubs relevant policies and procedures.

This policy, and the Code of Conduct, must be provided to all interested coaches before they complete the Coach Information Form ([Section 12](#)). The Coach Information Form must be provided to the Club Secretary for distribution to the Committee as part of the ratification process.

ALL positions are ratified by the Committee.

The Committee Executive has the right of veto an appointment if they believe the person is not acceptable to the Club. In this case, the reasons will be explained in writing to the applicant, and other Committee Members.

The Committee Executive means the Club President, Vice President Juniors, Vice President Seniors and the Club Secretary.

2 SOUTHERN LIONS RUFC - CONTACTS

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3 SENIOR HEAD COACH / DIRECTOR OF RUGBY

Candidates for the position of Senior Head Coach / Director of Rugby are selected by the Club President and Vice President Seniors.

Refer to the separate Job Description for this position.

4 SENIOR COACHES / ASSISTANT COACHES (INCLUDING U20'S)

Candidates for the senior team coaches / assistant coaches (including U20's) are selected by the Senior Head Coach / Director of Rugby in consultation with the Club President and Vice President Seniors.

These positions are selected based on the ability of the coaches to work with and implement the strategic goals and directions set by the Senior Head Coach / Director of Rugby.

All candidates for senior & U20 coaching positions must have or be willing to complete the following minimum coaching qualifications:

- Level 1 certificate, and are expected to be progressing towards their Level 2 qualifications.
- Smart Rugby (prior to coaching and every 2 years)

Failure to complete these pre-requisites may jeopardise a coach's position.

5 UNDER 17'S COACHES (MEN'S AND LADIES)

Candidates for U17s coaches are proposed by the Junior Coaching Co-ordinator in consultation with the Senior Head Coach / Director of Rugby, Vice President Seniors & Vice President Juniors.

This recognises that U17s remains a junior team, but are our upper most transitional team for seniors and U20's.

All candidates for U17 coaching positions must have or be willing to complete the following minimum coaching qualifications:

- Level 1 certificate, and are expected to be progressing towards their Level 2 qualifications.
- Smart Rugby (prior to coaching and every 2 years)
- Participate in Southern Lions Coaching induction (valid for 2 years).
- Non-parent coaches must hold a current Working with Children certificate.

Failure to complete these pre-requisites may jeopardise a coach's position.

6 UNDER 6 TO UNDER 15'S TEAMS COACHES (MEN'S AND LADIES)

Candidates for U6s to U15s coaches are proposed by the Junior Coaching Co-ordinator in consultation with the Club President & Vice President Juniors.

All candidates for coaching positions for U6s to U15s must have or be willing to complete the following minimum coaching qualifications:

- For U6 to U12 – Foundation
- For U13 to U17's - Foundation, progressing to Level 1.
- All coaches - Smart Rugby (prior to coaching and every 2 years)
- Participate in Southern Lions' Coaching induction (valid for 2 years).
- Non-parent coaches must hold a current Working with Children certificate.

Failure to complete these pre-requisites may jeopardise a coach's position.

7 MINIMUM AGE FOR COACHES

The minimum age to be considered for a team **head** coach position is 18.

The minimum age to be considered for an assistant coach position is 15.

Persons under the age of 15 are ineligible to be considered for any coaching position but may be engaged in other positions within the team (i.e. water boy, team runner etc).

- Assistant Coaches between the ages of 15 and 18 must be supervised at all times by the **team head coach, or an adult assistant** coach, and may not engage in any contact work except under the direct supervision of that team's head coach.
- Coaches under the age of 20 may not play in the same team that they coach.
- There must be at least a 3 year age gap between the age of the assistant youth coach and the team coached (e.g. a 15 year old youth assistant coach can assist with coaching up to U12s but not higher).
- May be subject to further restrictions or conditions at the Committee's discretion.

8 JUNIOR COACHING POSITIONS - GENERAL

All persons wishing to be considered for a Junior coaching role at Southern Lions must complete the Coaching Information Form ([Section 12](#)), and submit this to the Club Secretary at the time that interest is expressed in a coaching role.

Except for the identity of an applicant, all other personal details supplied with the Coaching Information Form are confidential as between the applicant and the Committee.

Nominations for team coaches may be received from any person who will be over the age of 18 at the time the coaching season commences. (i.e. will be 18 on 1 January of the playing year).

Appointment to a Junior coaching position will generally be negotiated informally between the interested parties, **the Junior Coaching Coordinator & Vice President Juniors plus (for U17 only) the Senior Head Coach / Director of Rugby or Vice President Seniors** without the need for a formal application process.

All such appointments are provisional and are subject to ratification by the Committee.

Every junior coaching position is formally vacated on 30 November of the current year.

Serving coaches are not guaranteed to continue in their current role or to move forward with that season's age-group team. However, a history of coaching service will be a factor considered favourably when negotiating (or selecting between applicants for) coaching positions.

All persons wishing to serve as a coach for the following season must (re)negotiate their appointment.

A new Coaching Information Form must be submitted each season (or an existing one updated).

It is anticipated that most, if not all, coaching positions will be settled before the end of that season's calendar year for the coming year to best assist with a seamless start to the next season's pre-season.

The Committee reserves the right to invite persons who have not nominated for a position to nominate for a coaching position, whether before or after any nominations for that position have been received but not after any appointment has been ratified by the Committee.

The Committee can ratify the appointment of coaches subject to any terms and conditions it sees fit.

The Committee shall vote on the appointment of coaches, **and** on any terms and conditions the Committee sees fit to impose.

Provided the quorum as per the Club Constitution is satisfied, the appointment shall be by majority vote. Where a vote is tied the Club President shall have an additional deciding vote.

Where a nominee for a coaching position is also a Committee member, partner or family member of a committee member that committee member is to be excluded from the vote in respect of the position for which they or their partner or family member have nominated.

Where one of the persons nominated for a position is the Junior Coaching Coordinator or the Junior Coaching Coordinator has a conflict of interest with an applicant for a position, the functions of the Junior Coaching Coordinator shall be fulfilled by the Club President.

9 JUNIOR COACHING POSITIONS – MULTIPLE APPLICANTS, OR DISPUTE AS TO APPOINTMENT

Where there is more than one person interested in a junior coaching position and the appointment of the coaching positions cannot be negotiated between these persons, the Vice President Juniors and the Junior Coaching Coordinator, then -

- the Junior Coaching Coordinator, Vice President Juniors, Junior Liaison Officer (for that age group) and the Club President shall meet to select a coach. All persons must be at the meeting.

If the meeting is unable to select a preferred coach, then -

- All nominees will be requested to attend an interview.
- The interested persons must attend the interview if they wish to be considered further for the nominated position.
- The Interview Panel shall be the Junior Coaching Coordinator, Vice President Juniors, Junior Liaison Officer (for that age group) and the Club President.
- The Interview Panel must all agree the preferred person.
- The Interview Panel shall recommend to the Committee which candidate is preferred, along with the reasons why that candidate is the preferred candidate, and why any terms or conditions are recommended. This shall be by email from the Vice President Juniors sent to the Club Secretary for inclusion in the next Monthly Meeting.

10 INTERIM COACHES

Where no-one has nominated for a position or no coach has been appointed or an appointed coach is temporarily unable to fulfil their obligations to the team as coach or has abandoned their position, resigned, been removed, suspended or varied as team coach, then an interim coach may be appointed without the nomination process having been complied with.

An interim coaching position shall be appointed in the short term by consensus of the Junior Coaching Coordinator, Vice President Juniors, Junior Liaison Officer (for that age group) and the Club President. In the absence of consensus, the matter will be determined by majority vote of the Committee. So as not to cause unnecessary delay, the vote can be by email facilitated by the Club Secretary.

Until ratified by the Committee, an interim coach may be removed from their positions as interim coach without notice by consensus of the Junior Coaching Coordinator, Vice President Juniors, Junior Liaison Officer (for that age group) and the Club President. In the absence of consensus, removal will be determined by majority vote of the Committee. So as not to cause unnecessary delay, the vote can be by email facilitated by the Club Secretary.

Any interim appointment is subject to ratification by the Committee by majority vote and may be ratified on the terms appointed, varied in any fashion or cancelled by the Committee.

Where a vote is tied the **Club** President shall have an additional deciding vote.

The tenure of an interim coach is at the discretion of the Committee, but may be appointed for a fixed or unfixed duration (but in any event not longer than that current season).

An interim coach may be appointed on any terms and subject to any conditions.

11 REMOVING, RESIGNATION OR VARYING COACHES' APPOINTMENTS

The Committee reserves the right to remove a coach from their appointed position, amend a coach's appointed position or impose conditions on a coach's appointed position on the basis that the coach:

- has failed to comply with the Club's Code of Conduct or disciplinary policy;
- has been sanctioned (as a coach) by RugbyWA in that current season;
- is no longer considered a fit and proper person or is no longer of good character to represent the Southern Lions as a coach;
- has failed to disclose relevant information or given false declaration on the Coach's Information Form;
- fails to fulfil any prescribed condition imposed specifically on that coach or coaches more generally;
- is no longer able to continue as a coach, whether by reason of physical restriction or inability to dedicate the requisite time to properly honour the commitment required of a coach at Southern Lions;
- abandons their position as coach; or
- fails to meet the minimum standards expected of coaches at Southern Lions, including failing to demonstrate an appropriate level of skill, training or temperament.

A coach is deemed to have abandoned their position as coach if the coach is totally absent for two consecutive weeks without notice or explanation to **a Committee Member**. In such circumstances the coach's removal is automatic.

The Vice President Juniors and Junior Liaison Officer (for that age group) must discuss the coach's failure to act acceptably directly with the coach initially. The Junior Coaching Coordinator shall also be involved for coaching related issues. For any "formal" discussions, and so as to avoid "he said, she said" scenarios, this consultation is to be completed as a group, and not by committee members acting independently.

Following these discussions and if necessary, the Vice President Juniors will advise the Club President of the failure of a coach to satisfy the club's requirements.

The Vice President Juniors and Club President will then meet with the coach.

If the coach does not agree to the necessary changes, then the coach shall be given written notice from the **Club** President of the intent to remove, vary or impose conditions on that coach's appointment. An email to the coach's last known email address is sufficient to constitute written notice. The Club President will follow up the email with a telephone call, or face to face meeting.

The notice shall set out the basis for the proposed action against that coach. The relevant coach shall have a right of reply against the proposed action. The coach may elect to reply in person to the Vice President Juniors and Club President, in writing to the Club Secretary, or both.

A coach may be suspended from coaching upon receipt of a notice of intent to remove that coach's appointment, pending determination of the matter by the Committee.

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Notice of intent to vary or impose conditions on that coach's appointment does not result in suspension pending determination of that issue.

Any decision to remove (including suspend), vary or impose conditions on a coach's appointment after that appointment has been made will be done by consultation by the **Committee Executive**. The **Junior Coaching Coordinator or** Senior Head Coach / Director of Rugby (as relevant) **will be invited** to express an opinion on the matter. Any such decision must be ratified by majority vote of the Committee. Where a vote is tied the **Club** President shall have an additional deciding vote.

A coach removed from their position as coach is ineligible to resume any duties as coach within that season unless **agreed by the Committee Executive firstly and then** majority vote of the Committee. **Where a vote is tied the Club President shall have an additional deciding vote. The Junior Coaching Coordinator or Senior Head Coach / Director of Rugby (as relevant) will be invited to express an opinion on the matter.**

A coach suspended may resume coaching duties upon a matter being determined in their favour.

A coach may resign from their position at any time by giving notice to the **Vice President Juniors or Vice President Seniors**.

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12 SOUTHERN LIONS RUFC - COACH INFORMATION FORM

Name		Date of Birth: ____/____/____	
Email address(es):			
Phone No.			
Position applied for:		Team:	
Do / will you have a child playing in this team? Yes No (Please circle)			
Do / will you have children playing in other teams at Southern Lions? If so, which teams?			
Position(s) with Southern Lions (or other rugby clubs) previously held:			
Are you transferring from another club? Yes No		Which club?	
Rugby Union coaching qualifications and year of completion (including internal club training / inductions):			
Rugby Union playing experience:			
Rugby Union coaching experience :			
Experience working with / coaching children (not specifically rugby related):			
Other relevant qualifications, skills and experience:			
Do you suffer from any ailments that would affect your ability to do this role? If yes, what?			

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Do you have any commitments that would impact on your ability to coach full time (e.g.: FIFO, operational employment demands etc). If yes, what are they?
Do you hold a working with children certificate? If so, when does it expire?
Do you have any criminal convictions in WA or any other State or country? If so, what?
Have you ever been the subject of any formal disciplinary complaint or investigation as a coach whether at club or Union level (whether in rugby union or any other sport)? If yes, what was the complaint/investigation and what was the outcome?
Declaration: I hereby declare that the information provided by me, _____ on this form is true and correct and that any false information provided may invalidate this application or any coaching position to which I am appointed by Southern Lions RUFC. Signed: _____ Date: _____

SLRUFC use only:			
Form received (date):			
WWC sighted	Y / N / NA	Date:	Copy on record: Y / N / NA
Qualifications verified	Y / N	Date:	Copy on record: Y / N
Induction completed	Y / N	Date:	
Bridging induction completed	Y / N	Date:	
Recommendation to Committee			
Committee decision:			
Conditions on appointment:			
Further training/enrolment post-appointment			