



SKATE AUSTRALIA
NOMINATION AND APPOINTMENT OF TEAM MANAGERS AND NATIONAL COACHES OF
NATIONAL TEAMS

BY-LAW NO. 6

Effective from August 2003
Revised October 2003
Revised May 2008
Revised January 2010

PREFACE

The purpose of this By Law is to provide a policy on nomination, appointment and allocation of costs of team managers and national coaches for all SA International Teams, as well as disciplinary procedures for breaches. This policy is made pursuant to clause 30 of the SA Constitution.

This Policy confirms that the SA Board has the responsibility of appointing Team Managers and National Coaches. While the appointment may be based on recommendations made to the National Office by the National Branch Chairman and the High Performance Manager, the SA Board reserve the right to make appointments outside the recommendations of the National Branch.

The SA Board believes everyone who is a current member of SA and has met the required qualification and experience has the right to put forward their name as and when nominations are called for.

1. Nominations

- 1.1. Nominations for the position of Team Manager and Team Coaches for all international teams will be called for through the National Office.
- 1.2. The request for nominations must be initiated by the National Branch Chairman.
- 1.3. All advertisements calling for nominations will include the following:
 - 1.3.1. Name of competition, dates and venues (if known);
 - 1.3.2. Position description;
 - 1.3.3. Qualifications and experience (criteria);
 - 1.3.4. Advice that as part of SA's "Member Protection Policy", the selected applicant will be required to sign a Prohibited Person Declaration and an Authorisation for Policy Check Form;
 - 1.3.5. Closing date of nomination; and
 - 1.3.6. Returning address

2. Appointment – Team Manager/Assistant Team Manager

- 2.1. At the closing date for nomination, copies of all applications received will be forwarded to the respective National Branch Chairman.
- 2.2. The National Branch Chairman is to consult with his/her executive and review all applications received.
- 2.3. Within 2 weeks of closing date of nominations, the National Branch Chairman is to provide to the National Office a short list of the names, in order of preference, of up to 2 people, for each vacant position.
- 2.4. Board Appointment
 - 2.4.1. The National Office is to circulate the short list of names to the SA Board within the first working day after receipt of advice from the National Branch Chairman.
 - 2.4.2. The SA Board will meet within seven (7) days to consider the recommendations from the National Branch Chairman. This may be via teleconference, email or in person.
 - 2.4.3. The SA Board shall consider the recommendations and:
 - (a) Appoint one of the 2 people recommended by the National Branch Chairman; or
 - (b) if the Board considers that the persons put forward do not have the desired experience or qualifications, the Board may consider and appoint any of the other nominees for the position.

2.5. Notification

- 2.5.1. Within 2 working days of the SA Board meeting held to consider the recommendations, the National Office will advise the National Branch Chairman of the outcome.
- 2.5.2. The successful and unsuccessful applicants will be notified within seven (7) working days of the National Branch Chairman being notified.

3. Appointment Team Coaches

- 3.1. At the closing date for nomination, copies of all applications received will be forwarded to the respective National Branch Chairman.
- 3.2. The National Branch Chairman may consult with his/her executive and review all applications received.
- 3.3. Within 2 weeks of closing date of nominations, the National Branch Chairman is to provide to the National Office a short list of the names, in order of preference, of up to 2 people for each vacant position.
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4. No Right of Appeal

- 4.1. The decision of the SA board is final and there is no right of appeal against this decision.

5. Costs

- 5.1. All costs associated with team managers and national coaches travel/accommodation/official team uniform/insurance and meal allowance will be covered either by the National Branch or by cost share amongst all team members.
- 5.2. SA will advise the team manager and national coaches and the National Branch Chairman whether any funds will be provided towards these costs either from SA General Funds, High Performance Grants and/or Sponsorship.

6. Conditions of Appointment

- 6.1. All selected applicants appointed to positions of Team managers and National Coaches of National Team are required to:
 - 6.1.1. Sign a Prohibited Person Declaration and an Authorisation for Police Check Form as part of SA's "Member Protection Policy" (Bylaw 1); and
 - 6.1.2. Sign respective National Team Coach Agreement or National Team Manager Agreement

7. Disciplinary Procedures

- 7.1. For disciplinary action of International team athletes, refer to Bylaw 18. This Disciplinary procedure applies to team officials of International teams.
- 7.2. Team Officials who breach their Agreement may be subject to the following action:
 - 7.2.1. Depending on the severity of the breach, the team official will be given at least one warning from the Chef de Mission who will:
 - (a) notify the team official of the breach;
 - (b) seek any explanation for the breach; and
 - (c) advise the team official of disciplinary action if a similar breach occurs again.
 - 7.2.2. If the team official is considered to have breached the Agreement after being warned, the Chef de Mission may convene a disciplinary committee comprising of at least one other team official to consider:
 - (a) Any explanation from the offending team official;
 - (b) Decide on an appropriate penalty, which may include removal from the team and/or sent home;
 - (c) Advise the offending team official of the decision, and take appropriate action; and
 - (d) Document the decision and rationale and forward to the National Office.

- (e) In the event there are no other team officials, the Chef de Mission should consult with the National Office.
- 7.2.3. If the offending team official is the Chef de Mission, the National Office should be consulted immediately.
- 7.3. On completion of the tour, the SA Board may consider taking further action as per Bylaw 8 Disciplinary Tribunals.