



Representative Coach Selection Policy

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1. Purpose

This policy sets out how Penrith & Districts Basketball Association (PDBA) selects and appoints Representative Coaches, establishes the governance and appointment requirements of the Representative Coaching Panel (RCP), and defines the standards expected of appointed coaches and selection participants.

The purpose of this policy is to:

- ensure coaching appointments are made fairly, consistently and transparently;
- appoint the most suitable coaches to support athlete development and team performance;
- support the ongoing development of appointed coaches across the season;
- align appointments with the values, philosophy, and strategic objectives of PDBA; and
- protect the safety of participants and the integrity and reputation of the Association and its representative program.

2. Scope

This policy applies to all PDBA representative coaching appointments, including:

- Junior Representative teams;
- Senior Representative teams;
- NBL1 East and any equivalent senior performance program operated by PDBA;
- development or academy teams formally operated by PDBA; and
- any other representative, pathway or performance coaching role designated by the Board or its delegate.

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It applies to Head Coaches, Assistant Coaches, Development Coaches, and any other appointed coaching role within the representative program.

This policy also governs the appointment, conduct and ongoing obligations of RCP members under section 4.

This policy also binds every person involved in a coach selection, including RCP members, Board Directors, PDBA staff and any co-opted adviser. Those persons must comply with the conflict-of-interest, confidentiality, and announcement-embargo requirements of this policy.

3. Definitions

Approving Authority	The Board, or the person to whom the Board has delegated approval authority in writing. The Approving Authority for each role type is set out in section 8.
RCP	The Representative Coaching Panel — the standing body that assesses applicants and recommends appointments under this policy.
Connected coach	An applicant or coach who has a child, sibling, relative or other close personal connection to an athlete in the relevant age group or team.
WWCC	A current Working with Children Check, verified by PDBA through the relevant NSW verification system.
Conflict of interest	Any actual, potential, or perceived interest that could improperly influence, or be seen to influence, a person's role in the selection process.
RCP member	A person appointed by the Board through an EOI or to an ex officio or Board-delegate position forming part of the standing RCP under section 4.
Assessment Panel	The conflict-free members constituted under section 4.1 to assess and recommend an appointment for a particular coaching role.



4. Governance and the Representative Coaching Panel

The representative program is governed by the Board of PDBA. Coach selection is conducted through the RCP and conflict-free Assessment Panels established under this section to deliver fair, consistent, and transparent outcomes.

4.1 RCP composition and Assessment Panels

The standing RCP consists of:

- up to five (5) members appointed by the Board through the EOI process, one of whom is appointed by the Board as RCP Chair;
- the Representative Program Manager, or a suitably qualified nominee approved by the Board; and
- one Board Director or Board delegate appointed for each representative season.

For each coaching appointment, the Assessment Panel must include:

- the RCP Chair, or another EOI-appointed RCP member appointed by the Board to act where the Chair is unavailable or conflicted;
- the Representative Program Manager or approved nominee, or, where that person is unavailable or conflicted, a suitably qualified replacement approved by the Board; and
- the Board Director or Board delegate, or a replacement appointed by the Board where that person is unavailable or conflicted.

Other conflict-free RCP members may participate. The RCP may also co-opt one independent basketball subject-matter expert as an additional member where an appointment warrants further technical oversight. Before participating, every member and co-opted expert must complete the required conflict-of-interest and confidentiality declarations.

4.2 RCP appointment and term

EOI-appointed RCP members are appointed by the Board through a public Expression of Interest process advertised to PDBA members and the broader basketball community. An EOI is ordinarily conducted annually where a vacancy exists, or a term is due to expire. Up to four EOI-appointed member positions may be held at any one time. The Board delegate is appointed separately for each representative season and does not require an EOI.

- EOI-appointed members serve a two-year term commencing on the date specified in the EOI or appointment letter and may be renewed once by the Board;
- the Board may schedule recruitment rounds to preserve continuity and an appropriate balance of skills across the RCP;
- the Board appoints the RCP Chair from among confirmed EOI-appointed members for the RCP term unless the Board determines otherwise;
- a casual vacancy may be filled by Board appointment for the remainder of the vacated term without conducting a full EOI, provided the appointee meets the mandatory eligibility requirements in section 4.3;
- RCP service is voluntary and unpaid unless the Board determines otherwise; approved out-of-pocket expenses may be reimbursed in accordance with PDBA requirements; and
- the Board may remove an RCP member where the member no longer meets a mandatory requirement, breaches this policy or another applicable obligation, cannot perform the role, or where removal is otherwise in the best interests of PDBA.



4.3 Mandatory eligibility requirements

Each EOI-appointed RCP member must, at appointment and throughout their term:

- be a current registered member of PDBA;
- hold a current WWCC verified by PDBA and maintain it for the duration of the appointment;
- have no active disciplinary matter, suspension or integrity finding under PDBA, Basketball NSW or Basketball Australia frameworks;
- comply with PDBA's Code of Conduct, member protection and safeguarding policies, the Basketball Australia National Integrity Framework, and any other applicable PDBA, Basketball NSW or Basketball Australia requirement;
- complete any eligibility verification and provide accurate and complete information reasonably requested by PDBA;
- declare every actual, potential, or perceived conflict of interest in writing before appointment and on an ongoing basis; and
- sign and comply with PDBA's confidentiality, privacy, and selection-process undertakings.

The Board Director or Board delegate and the Representative Program Manager (or approved nominee) must also hold a current WWCC verified by PDBA, have no active disciplinary matter, suspension or integrity finding, and comply with the conflict-of-interest, confidentiality and declaration requirements of this section while serving on the RCP or an Assessment Panel.

4.4 RCP selection considerations

In appointing EOI members, the Board seeks a panel whose collective skills, experience and independence best serve the representative program. The Board may have regard to:

- current coaching qualification or accreditation and basketball technical knowledge;
- representative coaching, athlete-development, or pathway experience;
- knowledge of PDBA and its representative program;
- governance, administration, risk, integrity, or sports-management experience;
- independence from current or prospective coaching appointments and other selection outcomes;
- demonstrated impartiality, sound judgement, discretion, and capacity to manage confidential information;
- availability to undertake application reviews, interviews, meetings, and related selection work, including assistance with team and player selection under section 4.8 and coach mentoring and review under section 4.9; and
- the overall balance, diversity, and continuity of skills across the RCP.

No single desirable attribute is an automatic requirement unless the EOI states otherwise. The Board may prioritise particular capabilities needed to complement the continuing members of the RCP.

4.5 RCP EOI and appointment process

- Advertising. The EOI states the vacancies, term, role expectations, mandatory eligibility requirements, selection considerations, closing date, and privacy collection information.
- Application. Applicants provide the required EOI responses, relevant experience, current roles, previous RCP service, qualification, or accreditation details, WWCC information, and conflict-of-interest and eligibility declarations.
- Eligibility and verification. PDBA checks the mandatory requirements and may verify membership, WWCC, qualification or accreditation and integrity information with the relevant body where lawful and appropriate.

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- **Assessment.** The Board, or a conflict-free Board committee authorised for the purpose, assesses applicants consistently against section 4.4 and the collective needs of the RCP. Applicants may be shortlisted, interviewed, or asked for references or further information.
- **Appointment.** The Board determines appointments and the Chair. Appointment is not effective until the applicant has satisfied all mandatory requirements and accepted the written appointment terms.
- **Notification and records.** Successful and unsuccessful applicants are notified, and PDBA retains an appropriate written record of the process, declarations, verification, and Board decision.

4.6 RCP member obligations

Every RCP member and co-opted adviser must:

- act honestly, impartially and in the best interests of PDBA and its representative program;
- assess applicants only against the published requirements, criteria, and legitimate operational needs of the program;
- declare conflicts immediately and comply with any management measure, including recusal from discussion, access to information, scoring, recommendation, or approval;
- keep applications, personal information, references, scores, deliberations, recommendations, and pending decisions confidential;
- observe every announcement embargo and not disclose a pending appointment outside the authorised approval and communication process;
- use information obtained through the role only for authorised PDBA purposes and store or dispose of records as directed by PDBA; and
- report any suspected breach of this policy to the RCP Chair and the Board, or directly to the Board where the Chair may be involved.

4.7 Responsibilities

Board: owns and approves this policy; appoints RCP members, the Chair and Board delegate; maintains governance and risk oversight; appoints the Approving Authority or delegates that authority in writing; and determines any RCP member removal.

RCP Chair: leads coach recruitment and assessment; oversees the selection process independently; manages conflict measures; protects process integrity; and signs RCP recommendations before submission to the Approving Authority.

Representative Program Manager: coordinates recruitment, compliance, and WWCC verification; manages approved communications and records; and supports implementation of appointments.

RCP and Assessment Panels: assess coach applicants against the mandatory requirements and selection criteria; apply the connected-coach requirements in section 9; and make formal written recommendations to the Approving Authority.

4.8 Assistance with player selection

RCP members may be required to assist with team and player selection conducted under the Representative Player Selection Policy.

- the Representative Program Manager may nominate an RCP member to serve as the independent selector on a Selection Panel constituted under that policy, subject to written confirmation by the Approving Authority;
- a nominated member serves in their own right as a PDBA-appointed selector and does not carry RCP authority into the selection; the Panel Chair leads the selection;

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- the eligibility requirements in section 4.3 and the obligations in section 4.6 apply to a member acting as a selector, and are read alongside the selector eligibility and obligations in the Representative Player Selection Policy;
- a member must not act as a selector for an age group, team or program in which they have a personal interest as defined in the Representative Player Selection Policy, and must declare any prior involvement in assessing or recommending the appointment of a coach of a team to be selected; and
- availability to assist with team and player selection during the representative trial period is a relevant consideration under section 4.4.

4.9 Coach mentoring and review

The RCP supports the development of appointed coaches across the season. This function is developmental and is separate from the disciplinary processes in section 12.

- the RCP, or members nominated by the RCP Chair, may provide mentoring and support to appointed coaches during the season, in coordination with the Representative Program Manager;
- the RCP may conduct a mid-season check-in and an end-of-season review with an appointed coach as required. The RCP determines whether a check-in or review is held, and its format, in consultation with the Representative Program Manager;
- a check-in or review is conducted against the role expectations and any conditions recorded in the coach's appointment. Where no expectations were recorded at appointment, the review is limited to matters the coach was reasonably on notice of;
- the coach must be given a reasonable opportunity to respond to any matter raised, and their response recorded;
- the eligibility requirements in section 4.3 and the obligations in section 4.6 apply. A member must not mentor or review a coach where they have a conflict of interest, and must declare and step back in accordance with section 4.6;
- outcomes may inform future appointment recommendations under section 8, subject to section 15; and
- where a matter raised in mentoring or review indicates a possible breach of policy or code requirements, it is referred under section 12 and is not dealt with as a development matter.

5. Guiding Principles

All coach appointment decisions must be made in accordance with these principles:

Merit-based selection: appointments are based primarily on demonstrated capability, suitability and fit with the needs of the team and program.

Best interests of the program: decisions must first consider the interests of PDBA, its athletes and the long-term strength of the pathway.

Fairness and consistency: applicants are assessed using the same published requirements and criteria.

Child safety and integrity: no appointment is made unless the applicant meets all child safety, conduct and integrity requirements.

Culture and values alignment: coaches must support a positive, disciplined and development-focused environment consistent with PDBA values.

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Conflict management: any person with a conflict of interest must declare it immediately and step back from the relevant part of the process.

Operational suitability: PDBA may consider team balance, pathway continuity, coach workload, age-group fit and program needs.

6. Mandatory Requirements for Coaches

To be eligible for appointment, an applicant must:

- hold current Basketball NSW registration for the relevant role, where BNSW registration is a condition of coaching that team;
- hold the minimum coaching qualification or accreditation required by Basketball NSW and/or Basketball Australia for the role;
- hold and maintain a current WWCC, verified by PDBA;
- comply with the Basketball Australia National Integrity Framework, Basketball NSW rules, and all applicable PDBA policies, by-laws, and codes of conduct;
- complete any safeguarding, integrity or child protection education required by PDBA, BNSW or BA;
- be able to attend required training, games, meetings, and program commitments;
- be willing to work collaboratively with PDBA staff, team managers, athletes, and families; and
- disclose any matter that may affect suitability for appointment.

Junior representative Head Coaches must hold a current coaching role in the PDBA junior domestic competition unless the Approving Authority grants a written exemption because it is satisfied that the appointment remains in the best interests of the team and representative program. The exemption and reasons must be recorded.

An applicant who does not meet a mandatory requirement will not progress.

7. Desired Attributes and Selection Criteria

Beyond the mandatory requirements, PDBA may give regard to commitment to developing Penrith athletes and coaches, alignment with PDBA's playing style and culture, capacity to contribute to the broader pathway, independence and objectivity in higher-level appointments, and succession planning.

Appointment to more than one representative team in a season occurs only where PDBA considers it operationally appropriate.

Applicants who meet the mandatory requirements are assessed against the following weighted criteria. These weightings apply to Head Coach appointments and guide assessment of Assistant and Development Coaches.

Weight	Criterion	Description
25%	Technical Coaching Competence	Ability to teach, develop and apply sound basketball principles, game concepts, skill progression, and team systems.

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Weight	Criterion	Description
20%	Relevant Coaching Experience	Breadth and depth of coaching experience, including representative, pathway, school, domestic or senior programs.
15%	Leadership and Culture	Ability to lead athletes and staff, set standards, build discipline, and create a positive team environment.
15%	Athlete Development	Ability to improve individual players, support long-term development and make age-appropriate decisions.
10%	Communication and Relationship Management	Ability to communicate clearly and work effectively with athletes, parents, staff, managers, and officials.
10%	Conduct, Integrity and Professionalism	Past conduct, reliability, judgement, behaviour, and alignment with PDBA expectations.
5%	Education and Ongoing Development	Current qualification or accreditation, learning mindset and willingness to attend coach education and program meetings.

PDBA may also consider previous performance in PDBA roles, references, capacity to manage administrative expectations, and overall fit for the specific team or age group.

8. Appointment Approval and Delegated Authority

The Board is the ultimate Approving Authority for coach appointments. The Board may delegate approval authority for a specified role or class of roles by written resolution. Any delegation must identify its scope, duration and conditions and must be recorded in PDBA's governance records.

Head Coaches: assessed and recommended by the RCP and approved by the Board or its written delegate.

Assistant and Development Coaches: assessed by the RCP in consultation with the relevant Head Coach, recommended by the RCP, and approved by the Board or its written delegate.

NBL1, senior representative and priority appointments: require direct Board ratification unless the Board has expressly delegated the specific approval in writing.

The Board may review any recommendation, request further information, decline an appointment, impose conditions, or require a role to be re-advertised or reassessed.

No person may appoint themselves, approve their own appointment, participate in final approval where they have a conflict of interest, or exercise a delegation outside its written scope.



9. Connected Coach Appointments

Applicants may have a child, sibling, relative or other close personal connection to an athlete in the relevant age group or team. This is common in community sport and is not automatically a barrier. However, the RCP and the Approving Authority must be satisfied that the integrity of both the coach selection process and the player selection process is protected before any appointment is confirmed or announced. This section applies at all levels of the representative program.

9.1 Conditions for appointment

Where a connected coach is considered, PDBA must be satisfied that:

- the appointment is in the best interests of the team and the broader program;
- the applicant has been assessed on merit against the published criteria in the same way as all other applicants;
- any conflict of interest has been declared in writing to the RCP before assessment begins;
- written appointment conditions are in place covering playing-time decisions, disciplinary matters, and athlete management for the connected athlete;
- the appointment will not unreasonably undermine confidence in the fairness of the program; and
- for senior, NBL1 or priority appointments, the RCP has specifically considered whether an independent coach would better serve the program and has documented its reasoning.

9.2 Embargo on public announcement

Where a nominated or approved coach has a connected athlete who is a candidate in player selection for the same team, PDBA must withhold public announcement of the coaching appointment until either:

- player selection for that team is complete, and all selections have been finalised and communicated; or
- the RCP has confirmed in writing that conflict-management measures are in place and that the announcement will not compromise the integrity of player selection.

No coach, RCP member, Board member, or PDBA staff member may disclose a pending appointment to anyone outside the approval process while the embargo is in effect. A breach of the embargo must be reported to the RCP Chair and the Board and is dealt with under section 12.

9.3 Appointment conditions and oversight

Where a connected coach is appointed, PDBA imposes written conditions covering at least:

- who holds final authority over playing-time decisions for the connected athlete, where this is not the appointed coach;
- how disciplinary matters involving the connected athlete are managed, and by whom;
- any reporting or oversight obligations imposed by the RCP or Representative Program Manager for the season; and
- acknowledgement that PDBA may review the appointment at any time if conditions are not met or community confidence is materially affected.

These conditions must be signed by the coach before the appointment is publicly announced and form part of the formal appointment documentation.



10. Conduct and Behaviour Considerations

Representative coaches must model PDBA's behavioural standards and contribute positively to the culture, reputation, and integrity of the Association. In assessing suitability for appointment or reappointment, PDBA may have regard to an applicant's prior conduct, including:

- compliance with PDBA, Basketball NSW and Basketball Australia policies and codes of conduct;
- behaviour toward players, parents, officials, venue staff, association staff, and volunteers;
- ability to maintain composure and professionalism during games, training, and official activities;
- any history of disciplinary action, substantiated complaints, tribunal matters or integrity concerns; and
- any pattern of technical fouls, bench misconduct, abusive behaviour, or actions inconsistent with the standards expected of a PDBA representative coach.

A single incident will not automatically disqualify an applicant. Repeated incidents, serious misconduct, or behaviour that reflects poorly on the Association or creates unacceptable risk may be taken into account. PDBA may also impose behavioural expectations, mentoring requirements, warnings, or other conditions as part of an appointment.

11. Selection Process

11.1 Head Coaches

1. **Advertising / EOI.** Positions are advertised by PDBA or filled through a targeted EOI where appropriate. Applicants submit the required application or EOI, coaching resume, qualification, or accreditation details, WWCC details and any other information PDBA requests.
2. **Compliance check.** Applications are checked against the mandatory requirements, including WWCC verification.
3. **Initial review.** The RCP reviews applications and shortlists where appropriate.
4. **RCP assessment.** The RCP assesses shortlisted applicants against the criteria in section 7.
5. **Interview.** The RCP may interview shortlisted applicants and decides whether an interview is required. PDBA may appoint without interview where appropriate.
6. **Recommendation and approval.** The RCP provides a formal written recommendation to the Approving Authority under section 8. Where required, appointments are also approved by Basketball NSW.
7. **Notification.** Successful and unsuccessful applicants are advised by PDBA.
8. **Appointment.** Successful applicants receive a formal appointment with role expectations and any conditions.

11.2 Assistant and Development Coaches

These appointments follow the same process in streamlined form: EOI or resume submitted; compliance check completed; review by the RCP and relevant Head Coach; interview if required; recommendation; notification; and formal appointment. The relevant Head Coach may take part in assessment, but approval rests with the Approving Authority under section 8.

12. Breaches and Consequences

A breach of this policy by a coach, applicant, RCP member, Board member, staff member, or co-opted adviser may be dealt with under PDBA's Code of Conduct, member protection, safeguarding, disciplinary or

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tribunal processes and may be referred to Basketball NSW, Basketball Australia, or another appropriate authority.

Depending on the nature and seriousness of the breach, PDBA may:

- require a conflicted person to step back from part or all of a selection process;
- decline, suspend or set aside an application, assessment or recommendation affected by the breach;
- impose conditions, warnings, training, supervision, or mentoring requirements; or
- review, suspend, remove, or terminate an RCP membership or coaching appointment.

PDBA may review, suspend, or terminate a coaching appointment where the coach breaches policy or code requirements, acts inconsistently with PDBA values, fails to meet expected standards, creates unacceptable risk, or no longer meets a mandatory requirement. A materially affected person will be advised in writing of the reason and any available process-review right under section 13, subject to PDBA's confidentiality, safeguarding, and legal obligations.

13. Complaints, Feedback and Process Review

Unsuccessful coach and RCP applicants may request appropriate feedback. Feedback focuses on the applicant's development and suitability against the published requirements and criteria. PDBA is not required to disclose confidential information, comparative applicant information, references, panel deliberations, or internal scoring.

A person who reasonably believes the applicable selection process, or the process for a decision under section 12, was not followed may request a process review in writing within 10 business days after notification of the outcome. The request must identify the alleged process departure and be sent to the PDBA contact stated in the outcome notice.

The Board will appoint a reviewer who was not materially involved in the disputed decision and has no conflict of interest. The review is limited to whether this policy and the applicable process were followed; it is not a re-assessment of the comparative merits of applicants or of the substantive decision. PDBA will provide a written outcome and may, where a material process departure is established, require corrective action or a fresh assessment.

14. Appointment Conditions

All coaching appointments are subject to continued compliance with qualification or accreditation and WWCC requirements; compliance with PDBA, Basketball NSW and Basketball Australia policies, integrity frameworks, and codes; satisfactory conduct and performance; attendance at required meetings, training, and education; participation in coach mentoring and any check-in or review conducted under section 4.9 and any additional conditions imposed by PDBA for the season.

15. No Automatic Right to Reappointment

Appointment as a coach in one season does not create an entitlement to appointment in a future season. Appointment as an RCP member does not create an entitlement to renewal and remains subject to the term and renewal limits in section 4.2. All appointments may be reviewed and determined in accordance with this policy.



16. Privacy, Records, and Information Security

PDBA collects personal information through RCP and coach recruitment, including contact information, membership details, experience, qualifications, or accreditation, WWCC information, conflicts, declarations, references, and other suitability information. PDBA collects and uses this information only for recruitment, assessment, eligibility verification, appointment management, safeguarding, integrity, and related governance purposes.

Access is limited to authorised persons who require the information for those purposes. PDBA may verify relevant information with PDBA records, the Office of the Children's Guardian, Basketball NSW, Basketball Australia, referees, or another appropriate body where lawful and reasonably necessary. Sensitive verification information should be collected and stored through an appropriately secure process.

PDBA must retain, secure, disclose and dispose of records in accordance with its Privacy Policy, records-management requirements, and applicable law. Recruitment materials must include an appropriate privacy collection notice and identify a PDBA contact for access, correction, or privacy enquiries.

17. Ownership and Review of this Policy

The Board owns this policy. The Representative Program Manager and RCP administer it subject to Board oversight. The Board will review the policy within 12 months of adoption and at least annually thereafter, or earlier where required by changes to Basketball NSW or Basketball Australia requirements, integrity, or safeguarding standards, PDBA governance, law, or representative program operations.

18. Related Documents

- PDBA Constitution and By-laws
- PDBA Representative Player Selection Policy
- PDBA Junior Representative Player & Parent Handbook
- PDBA Code of Conduct
- PDBA Member Protection and Safeguarding Policy
- PDBA Privacy Policy or Privacy Statement
- PDBA conflict-of-interest, records-management, and disciplinary requirements
- Basketball Australia National Integrity Framework
- Basketball Australia Coach Development Framework
- Basketball NSW coaching qualification, registration, competition, and safeguarding requirements
- NSW Working with Children Check requirements and guidance