

Coach Leadership Group Terms of Reference

Title: Coach Leadership Group (CLG)

Objective: To assist BBNZ in providing a coach development programme that values and supports coaches at all levels through a targeted approach of coach development opportunities, ongoing learning, collaboration, and progression.

Responsible to: CEO Basketball New Zealand

Date: 6 February 2022

Committee Structure:

1. Committee Chair (appointed by BBNZ)
2. The CLG shall comprise of up to six other persons.
3. Key BBNZ staff will also attend all meetings – People Development Lead (Main BBNZ staff contact) and National Pathways Manager
4. Other BBNZ staff may attend CLG meetings however BBNZ employees are not permitted to be appointed onto the CLG.
5. A quorum shall be the Chair plus three (3) committee members.

Appointment:

BBNZ will appoint up to six members to make up the Group. The composition of the Coach Leadership Group shall include:

1. Committee Chair

Three geographic appointments from within the BBNZ membership.

2. North (Northern, Mid North zones)
3. Central (Central, Capital zones)
4. South Mainland, Southern zones)

These three positions shall be advertised within the BBNZ community and open for applications. Appointments will be made by a BBNZ appointments panel.

The following appointments will be filled by the BBNZ appointments panel (these spots do not need to be advertised, although the panel may choose to do so):

1. One BBNZ member who is actively involved in the coaching community.
2. One Sport NZ representative or nominated representative.

The committee may coopt other members with relevant experience and expertise.

The CLG will work in the best interests of coach development nationally.

Term:

1. Appointed positions will be for fixed terms. The initial terms will be staggered.
2. Members may be reappointed to subsequent terms, up to a maximum of three terms (six years).
3. BBNZ reserves the right to replace CLG members if they do not adhere to these Terms of Reference and the BBNZ Code of Conduct.

Profile:

Membership will be determined by BBNZ Appointments Panel, taking into account the diversity of knowledge, skills, and experience required to deliver against the purpose and role of the Coach Leadership Group. The composition of the Group is representative of the entire spectrum of coaching and coach education including, but not limited to the following areas:

1. The ability to think strategically and contribute to the future development/direction of basketball coach development in New Zealand.
2. A cross-section of skills and experience from within BBNZ, members and other organisations.
3. Experience in contemporary pedagogy, including designing educational content and learning frameworks, particularly in the context of sport and/or physical education.
4. An understanding of basketball policies, regulations and models of best practice.
5. A balance of representation from the cross-section of the basketball community.
6. The ability to think and act in the sport's best interests nationally.

Roles & Tasks:

The CLG is responsible for advising and assisting BBNZ in the development and implementation of a comprehensive national coaching plan that supports the needs of our people within the coaching community which includes:

1. People: supporting our member's needs
Providing insights into the challenges and issues faced by coaches at all levels.
2. Systems & Strategies:
Develop a national plan and/or strategy for to cater for all BBNZ coaching communities
Maintain a robust coaching database that provides insights and a mechanism to target our support and guidance for our members
3. Processes & Deliverables:
Development of clear, logical, and easy to navigate coaching journey framework. Which focuses on the Coaching Experience from a holistic investment.
To provide easily digestible and tangible coaching materials and courses; development of new courses; contemporary best practice approaches to, and models of, learning; Coach Developer training; and the overall coaching framework.
Assist in the development of key 'success measures.' A mix of quantitative and qualitative.
4. Capacity:
Appropriate support mechanisms and development opportunities for coaches, coach developers, coach trainers and mentors across the entire basketball community.
5. Relationships & Partnerships:
To develop and maintain positive and constructive relationships both within the basketball community (coaches, administrators, volunteers, officials) and external stakeholders (Sport NZ, HPSNZ, FIBA, PENZ and RSTs).

As well as provide advice and recommendations in relation to the following areas:

Recommend suitable candidates for international and national coach development opportunities offered by FIBA, Sport New Zealand, and other stakeholders.

Any other areas or coaching-related topics as required from time to time and agreed upon between the Committee Chair and CEO.

Operating Principles:

1. It is anticipated there will be four meetings per year, with at least one of these being a face-to-face meeting.
2. In addition, the CLG shall meet and/or communicate via video-conferencing or email as deemed necessary by the Committee Chair and/or BBNZ CEO.
3. All CLG meetings shall be conducted with an Agenda agreed by the People Development Lead and the Committee Chair. CLG members may put forward agenda items to the People Development Lead for consideration.
4. Any personal or professional conflicts of interest with any items on an CLG agenda should be noted at the start of the meeting.
5. Meeting minutes will be emailed to the CLG after the meeting has been held.
6. The CLG and/or CEO may create temporary working groups for specific projects. Any such working group shall have CLG representation and provide recommendations to the CLG to endorse.
7. Members of the CLG are to be positive role models for all members of BBNZ.
8. The CLG shall be united in supporting the positive implementation of the BBNZ plans and strategies and subsequent decisions in a non-partisan manner.

Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.

Authority:

1. The purpose of the committee is to:
 - a. Discuss and debate matters within the Role and Tasks sections as listed above with a view to find what is best for basketball in New Zealand.
 - b. Consult with affiliated associations and members to ensure the views of the basketball community are represented and that there is effective communication to and from the basketball community.
 - c. Provide positive leadership of coaching delivery and development, considering the implications of any recommendations across the basketball community and what is in the sport's best interests nationally.
 - d. Provide the BBNZ staff with advice, feedback, and support
2. Decisions on various agenda items of the CLG shall be recorded as "endorsed" or "not endorsed".
3. Decisions from the CLG then are referred to the CEO or the BBNZ Board as appropriate for adoption (or otherwise).

4. Any confidential information disclosed to the CLG shall remain confidential until such point that the confidential information comes into the public domain.

Role Requirements

- 1 -2 x one day workshops in annually
- 2-3 x zoom meetings annually
- 2 x host (or co-host) regional forums annually (2-3 hours in an evening)
- Other communication relating to the functions of the CLG

Type of positions

- BBNZ shall appoint the Committee Chair who will receive an honorarium in return for agreed services as detailed in the NCLG Chair Contract for Services.
- All other roles shall be voluntary.
- Per diem payments will be made for attendance of BBNZ workshops longer than two hours (face to face or online) or other activity approved by the GM Community. BBNZ will set two rates for full day (more than four hours) or half day (two to four hours).
- BBNZ will cover all expenses related to agreed CLG activities.

Amendment, Modification or Variation

These Terms of Reference may be amended, varied, or modified by Basketball NZ from time to time as deemed necessary to meet the needs of the organisation.