

BAHAMAS BASKETBALL FEDERATION

HEAD COACH SELECTION AND EVALUATION PROCEDURES

The selection procedures proposed below are designed as a process by which the Bahamas Basketball Federation (BBF) will select head coaches who will foster the philosophy of BBF and maximize the potential of athletes on a given team. Coaches donate an incredible amount of time to the BBF and their efforts are greatly appreciated. The intent of coaching evaluations is not punitive, instead, evaluations are intended to allow coaches a chance for reflection and an opportunity to set goals to improve coaching performance in the future. The primary purpose of this document is to ensure that the BBF has an objective process by which coaches can be selected and evaluated. A secondary purpose is to create institutional memory within the organization so that when transitions occur there is a record of the said process.

TERM OF OFFICE FOR COACHES

All coaching positions begin upon the date of appointment and will extend for a three-year period unless otherwise determined by the BBF. The intent is to provide the coach with an opportunity to recruit and retain athletes and to implement his or her team system and culture, consistent with the mandate and expectations as established by the BBF. BBF coaching positions are declared vacant upon the conclusion of the contracted period, resignation or if a coach is relieved of his/her duties. The coach selection process should normally begin in September to ensure a smooth and efficient transition of coaching staff for team preparation for the following summer period. Although coaching positions are voluntary, and individuals are not paid for their time, all coaching positions are considered “employment-at-will.” BBF may terminate a coach at any time if there is just cause, as laid out in its constitution or code of ethics, for removal.

ADVERTISING FOR HEAD COACHES

At the appropriate time, the BBF will put out an advertisement for Expressions of Interest (EOI) for the post of Head Coach. The advertisement will be placed on the BBF website and on the BBF’s Facebook page. The Expression of Interest (EOI) will also be distributed via email through the player/parent/coach contact lists at the end of each season. Social media pages, sporting news announcements and BBF press releases and other channels will be leveraged.

COACH SELECTION COMMITTEE

1. The Coach Selection Committee will consist of 11 persons **(or number TBD by BBF)**, representing a cross section of professionals who have experience in the sport of basketball as players, coaches, administrators or officials. Included in that number will be three (3) BBF Executives and the Immediate Past President who will serve as an ex-officio member. There will be a vote cast by the ex-officio member.

- (a) All members will be required to sign confidentiality forms to maintain the integrity of the process.
- (b) Any member of the Coach Selection Committee will recuse him/herself from any or all portions of the process if there is a conflict of interest (e.g., if the spouse or immediate family member of a committee member is applying for a coaching position).
- (c) Any applicant for a Head Coach position may ask a Coach Selection Committee member to recuse himself/herself from any or all portions of the process by providing written evidence of a conflict of interest. After discussing and/or examining the evidence of conflict of interest, a majority (50% + 1) of the Coach Selection Committee must agree with the request for recusal in order for a Coach Selection Committee member to be removed from the process.

APPLICATION AND SELECTION PROCESS FOR HEAD COACHES

1. The BBF Executives will receive applications (through the stipulated process) for Head Coach and in turn submit said applications to the Head Coach Selection Committee.
 - (a) All persons interested in the Head Coach position must complete the Coach's Application or a Nomination Form must be completed on his/her behalf to be considered for a Head Coach Position.
 - (b) All Head Coaches, upon selection, will be required to complete a police background check, CPR Certification & AED Certification.
2. The process of selecting a Head Coach will be conducted at a closed meeting including only the Members of the Coach Selection Committee in attendance.
3. The Coach Selection Committee will begin the review of Head Coach applications two weeks after the closed date/deadline, at a date set by the BBF Executive.
4. The Coach Selection Committee may, at its discretion, agree to conduct interviewees with prospective Head Coaches.
5. Coaching candidates will receive as much notice as possible as to the date of their interview. Candidates unable to attend interview for valid reasons, will be given an alternate date. a. A Head Coach who is returning, without a challenger or incidents of complaint on file, and if approved by the Coach Selection Committee, may not need to interview for a consecutive term.
6. If a candidate is a returning coach, the Coach Selection Committee will review previous coaching evaluations that pertain to that candidate. Contents of these evaluations shall remain confidential.
7. The Coach Selection Committee will review incident reports that pertain to that candidate. Contents of these reports shall remain confidential.
8. Upon review of the Head Coach applications, and after interviews are conducted, the Coach Selection Committee shall make candidate recommendations for the Head Coach positions for each level (Senior and Junior).
9. Following the Coach Selection Committee recommendations, a simple majority (50% +1) vote of the Coach Selection Committee will determine the Head Coach for each level (Senior and Junior).
 - (a) The voting body shall consist of 9 persons. Members must be present or provide justified reasoning for absence to be able to vote via proxy. The Minister with responsibility for Sports shall serve an ex-officio member without voting privilege.

(b) If there is a conflict of interest with any member of the Committee (i.e., Family, close associate, etc.) that member shall remove himself/herself from the voting process. In the event of a tie the President of the BBF shall cast the deciding vote to select the Head Coach.

10. The Coach Selection Committee will notify all coaching candidates of the results via email within one week of completion of interviews. Note – The Head Coach position is contingent upon passing CPR Certification & AED Certification. If the candidate for Head Coach fails to demonstrate proof of any of the aforementioned certifications, the position of Head Coach shall be rescinded and an alternate candidate selected for the Head Coach position.
11. Any prior actions within the BBF as a coach or as an individual in the community (e.g. improper conduct with parents/players, improper conduct with coaches, improper conduct with officials or opponents, etc) will be taken into consideration and could potentially disqualify an applicant from coaching.

APPLICATION AND SELECTION PROCESS FOR ASSISTANT COACHES

The Selection Committee shall permit the Head Coach an opportunity to present names, CVs and other official documents of individual(s) he/she wishes to serve as assistant coach(es). The Head Coach shall provide the Selection Committee with a written rationale in support of his/her Assistant Coach selection. The Head Coach shall provide such name(s) to the Selection Committee two weeks after his/her appointment. The Assistant Coach(es) must meet the criteria for consideration.

All persons interested in an Assistant Coach position must complete the Assistant Coach's Application in order to be considered for the position. Upon selection as an Assistant Coach, he/she shall be required to complete CPR Certification & AED Certification

While the Head Coach of the team may identify a person to serve as the Assistant Coach(es) for his/her team, the Selection Committee must approve all selections. The Committee shall review the recommendations of the Head Coach for the position of Assistant Coach(es) and advance a recommendation (or determination?) to the BBF regarding the appointment.

The Selection Committee recommends that a Head Coach select approximately 2-3 assistant coaches for each team. However, a Head Coach has the ability to utilize as many or as few coaches as they deem appropriate for their team.

NOTIFY APPLICANTS NOT SELECTED FOR COACHING POSITIONS

Letters shall immediately be sent to candidates who were not selected for a coaching position to express thanks for the interest expressed in the position and to alert them that a candidate was selected. (See sample letter attached.)

CONTESTING THE HEAD COACH/ASSISTANT COACH SELECTION

If an individual is not selected for the Head Coach position, and would like feedback on the selection process, that individual may submit a request for feedback, in writing, to the Chair of the Selection

Committee. The Chair may convene the Selection Committee to either meet with the individual or to provide the requested feedback in writing.

COACHING EVALUATION PROCESS

Directly following the end of the season, the current BBF President (or designee) shall distribute a Coaching Evaluation Survey to all Executives.

- (a) BBF Executives shall be given a deadline for completion of the survey.
- (b) Responses to the survey are to be anonymous, and individuals need not provide their name unless they choose to do so.
- (c) Upon reaching the deadline of the Coaching Evaluation, the current BBF President (or designee) shall compile the results and share them with the Executives.
- (d) The current Executive Board shall reach out to each of the Head Coaches and share the results of their evaluations with each individual coach.
- (e) The current Executive Board shall schedule a time to debrief the season and discuss the coaching evaluations with each of the Head Coaches. These meetings shall be conducted in-person or virtually and shall take place within a month of the end of the season.

JOB DESCRIPTION – BBF HEAD COACH

PRIMARY FUNCTION OF THE HEAD COACH:

The Head Coach is the primary leader on the court, both on game day and during practice. The Head Coach is responsible for all the safety and activity that involves the players, staff and volunteers. The Head Coach is the final authority for all matters pertaining to the proper execution and implementation of the basketball program, being guided by BBF and FIBA Bye-laws.

Criteria of the Head Coach

- FIBA Level 2 Certified (Preferred); Level 1 Certified (Minimum)
- 3-5 years of experience at the senior or junior (2-3); or comparable/equivalent as appropriate (Level 2 preferred)
- Bahamian or nexus to The Bahamas
- Knowledge of game (international rules and procedures)
- Ability to articulate a philosophy of the game
- Ability to develop a training plan and execute it
- Professional Ethics (demonstration of integrity, sportsmanship)
- Time commitment (flexibility beyond coaching specific; willing to engage in required training/Bye-Laws/Code of Conduct as specified by BBF)
- Communication Skills – ability to articulate a vision

- Relatable to players, coaching team, BBF Executive, parents/guardians, national awareness of community; ability to attract funding
- Team Builder; Leadership abilities
- Knowledge of Budgeting/Financial models related to sports administration
- Clean Police/Criminal Record (National/International)
- Three Recommendations/References (one character; one professional; one basketball specific)

RESPONSIBILITIES OF THE HEAD COACH

- Adhere to the FIBA Bye-laws.
- Adhere to coaching philosophies, requirements, and guidelines set forth by FIBA
- Assemble and manage a coaching staff.
- Run pre-season coaches' meetings for the appointed team to assign responsibilities & coordinate the multiple facets of the game.
- Establish lines of communication with players
- Plan, organize, implement, and direct all team and individual practice and game activities.
- Regularly attend and be punctual at all practices and games or delegate the responsibility to an Assistant Coach when necessary.
- Delegate specific responsibilities to Assistant Coaches as needed.
- Instruct athletes in individual and team fundamentals, strategy, skill development, and physical training necessary for them to realize a degree of individual and team success.
- Coordinate development of winning attitudes, sportsmanship and citizenship.
- Be trained and equipped to provide first aid if necessary.
- Abide by all officials' decisions.
- Be accessible by phone and email.

JOB DESCRIPTION – BBF ASSISTANT COACH

PRIMARY FUNCTION OF THE ASSISTANT COACH:

The primary function of the Assistant Coach is to assist the Head Coach in providing a positive learning environment and instill the knowledge and the basic fundamentals of the game. Assistant Coaches carry out any and all assignments and duties delegated by the Head Coach. Assistant Coaches assume all authority, responsibility and teaching obligations in the event the Head Coach is not available.

Criteria of the Assistant Coach

- FIBA Level 1 Certified
- 2-3 years' experience at a junior level, collegiate, or high school
- Bahamian or nexus to The Bahamas
- Knowledge of game (international rules and procedures)

- Ability to support the philosophy and vision of the Head Coach
- Ability to run training sessions in the absence of the Head Coach
- Professional Ethics (demonstration of integrity, sportsmanship)
- Time commitment (flexibility beyond coaching specific; willing to engage in required training/Bye-Laws/Code of Conduct as specified by BBF)
- Communication Skills – ability to articulate
- Relatable to players, coaching staff, BBF Executive, parents/guardians, national awareness of community; ability to attract funding
- Team Builder; Leadership abilities
- Clean Police/Criminal Record (National/International)
- Three Recommendations/References (one character; one professional; one basketball specific)

RESPONSIBILITIES OF THE ASSISTANT COACH

- Adhere to the FIBA Bye-laws.
- Adhere to coaching philosophies, requirements, and guidelines set forth by FIBA
- Establish lines of communication with players
- Assist the Head Coach with the planning, organizing, implementing of team and individual practice and game activities.
- Regularly attend and be on time at all practices and games
- Instruct athletes in individual and team fundamentals, strategy, skill development, and physical training necessary as directed by the Head Coach
- Coordinate the development of winning attitudes, sportsmanship and citizenship.
- Be trained and equipped to provide first aid if necessary.
- Abide by all officials' decisions.
- Be accessible by phone and email.