



## **QUEENSLAND WEIGHTLIFTING ASSOCIATION**

### **Team Staff SELECTION POLICY – Masters. (Coaching, Management, Leadership)**

Applications for Team Staff positions within Queensland teams will be called from current active Queensland weightlifting coaches who are accredited in the National Coaching Accreditation Scheme of the AWF. All written submitted applications will be reviewed and assessed according to the QWA Team Staff Selection Criteria by the Selection Committee, a standing committee appointed by the Management Committee of the QWA.

The QWA will emphasise a number of factors when determining selection of team staff (coaching, management and leadership) roles:

1. Australian Sports Commission's (ASC) PlayWell strategy;
2. ASC's commitment to address the underrepresentation of women and underrepresented diversity groups across sport;
3. Sport Integrity Australia's National Integrity Framework and the embedding sport's integrity into the decision-making framework;
4. The values of Queensland Weightlifting Association;
5. The wellbeing needs of the weightlifting team and individual weightlifters are the primary concerns;
6. The specific performance needs of the weightlifting team and individual weightlifters;
7. Representation of the broader QWA membership, including regional and diversity considerations.

### **QWA Team Support Staff Selection Criteria**

#### **All Team Support Staff must meet the following criteria:**

- Must have a current QWA membership and be of good standing;
- Must have a baseline knowledge of the AWF National Integrity Policies, including;
  - AWF Member Protection Policy;

- AWF Improper Use of Drugs and Medicines Policy;
- AWF Competition Manipulation and Sports Gambling Policy;
- AWF Complaints, Disputes and Disciplines Policy;
- AWF Anti-Doping Policy (adopting the Australian National Anti-Doping Policy)
- Must have supplied evidence to the QWA of completing courses from the [Sport Integrity Australia portal](#):
  - Anti-doping Fundamentals
  - Annual Update
  - National Integrity Framework
  - PBTR Inclusive Coaching
- Must provide the name of the weightlifter/s of whom they are the “active coach”.
  - An active coach is defined as the coach responsible for preparing and supervising the training and competition programs for the named weightlifter/s.
  - Where two or more coaches share coaching duties relative to any one athlete, the athlete will identify their “primary” coach and only the primary coach will be credited as the active coach of that athlete in regard to the Team Staff Selection Criteria.
- Where a Coach is also a Masters’ competitor, he or she will not be credited as the Coach of himself or herself as a competitor for the purposes of activity based points
- Must have a minimum of Level 2 AWF Accredited Coach to be appointed to a Head Coach Role; and a minimum of a Level 1 AWF Accredited Coach qualification to be appointed as an Assistant Coach or Team Leader
- Appointed Team Coaching Staff must have coached at a minimum of 2 QLD Championships in the previous 2 years.
- Must have a minimum State Level Referee qualification.

### **Application Process:**

Applications for all QWA positions must be submitted via the method advertised in the EOI information approved by the QWA Management Committee.

The application will require applicants to answer questions.

Where insufficient applications are received the EOI process may be reopened on the authorisation of the QWA MC to fill only those roles not filled by appointment of initial applications.

### **Invalid Applications:**

Incomplete applications will be considered invalid and will not be considered.

Late applications will be considered invalid and will not be considered.

## **Appeals**

Selection processes for Team Support Staff roles are discretionary and there is no right of appeal for non-selection in Team Staff roles.<sup>3</sup>

There is an opportunity to request & receive feedback, for the purposes of assisting the applicant with their self-development plans.

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## **QWA Team Support Staff Selection Criteria**

### **1. Purpose**

The purpose of the Team Support Staff Selection Criteria is to:

- Identify the QWA support staff who possess the qualities deemed by the QWA as those which are essential to State Team Support Staff
- Identify QWA Coaches who are the most qualified according to the Selection Criteria to fulfil the Team Coaching positions provided within State Teams.
- Provide avenues for active coaches to gain experience and acquire skills and knowledge in Team Coaching positions.
- Develop pathways for a more representative sport, by providing coaches from marginalised groups the opportunity to have an active role in coaching the next generation of Queensland weightlifters.

### **2. Team Support Staff**

To manage the wellbeing and performance of Queensland athletes, the following positions at a minimum and recognisant of team member numbers will be appointed:

- Head Coach
- Team Leader
- Assistant Coaches

### **3. Provisions**

- The numbers of coaches selected will remain the final decision of the QWA Management Committee after considering team numbers and any budget constraints.
- All applicants for State Team Coaching positions must be an active coach and nominated as the primary coach of at least one athlete who is selected in the relevant team.
- In the event that larger teams would benefit from the recruitment of additional team staff to the positions outlined above, applicants may be invited as or appointed to additional assistant roles. These may be:
  - Emerging coaches or team leaders who have registered an interest in taking on a Team Support Staff role.
  - Applicants that have a minimum of one athlete qualified to enter the relevant National event and will fund their own attendance at the event for the purpose of gaining experience.
  - Additionally, these additional staff must be available to assist with the team for the entire period of the competition.

*Notes: There will be no points allocated to these coaches for the purposes of future coach selections. However, evidence of previous experience in this capacity may be taken into consideration by the QWA Selections Committee/Management Committee in future selection decisions.*

#### **4. Team Coaching Staff**

The Team Coaching Staff comprises the Head Coach, and Assistant Coaches, each contributing to the technical and personal performance of athletes while upholding the highest standards of coaching ethics and integrity.

##### **4.1 Team Coach Selection Criteria**

The Team Coach Selection Criteria is categorised in two sections – Experience and Activity. The weighting of criteria in these categories is relative to the particular coaching position within the Team.

##### **4.2 Experience Related Criteria**

Experience refers to a candidate's formal qualifications, prior appointments, and demonstrated leadership in representative coaching or support roles. It reflects the depth and breadth of a person's background in:

- Holding AWF coaching accreditations
- Coaching at previous national-level events
- Contributing to team environments in official capacities
- Managing responsibilities related to competition procedure, athlete preparation, and coach coordination

##### **4.2.1 Accreditation**

By valuing each successive level of AWF accreditation, the QWA affirms its support of the AWF NCAS as a standard of quality assurance and recognises the increasing number of competencies attained at each level of accreditation.

**Value:**

- Club Licence / Level 1: 3 points
- State licence / Level 2: 8 points
- Level 3 Intern: 13 points
- National Licence/Level 3: 18 points

#### **4.2.2 Previous Team Appointments.**

Previous experience in coaching at national events indicates a coach's knowledge and competence to perform the duties of a State Team Coach at national events.

**Value:**

- 5 points for each appointment as Head Coach to a Master National Championship Team in the current calendar year and the previous two years.
- 3 points for each appointment as Head Coach to a Youth, Junior, Senior or Masters National Championship Team in the current calendar year and the previous two years.
- 1 point for each appointment to the following Team Support Staff roles in the current calendar year and the previous two years: Assistant Coach, Team Leader, at Youth, Junior, Senior or Masters National Championships
- Any coaching appointment to Ad Hoc Representative Teams, or other non-core national and interstate events (e.g. development or invitational teams)

#### **4.3 Activity related criteria**

Activity refers to a candidate's current and ongoing involvement in the regular coaching and preparation of athletes who have qualified for national-level events. It reflects how actively engaged a coach is within the daily and seasonal training environments, including:

- Nominated as primary coach and actively coaching athletes who are selected for the relevant team.
- Supporting athletes through their qualification, development, and competition cycles.
- Demonstrating alignment with QWA's values through consistent involvement and athlete development

#### **4.4 Coach Selection Criteria Weighting**

Weighting between experience and activity varies by role to reflect the differing emphasis on leadership, strategic oversight, and hands-on coaching.

##### **4.4.1 Head Coach**

70% Experience 30% Activity

The Head Coach is the leader of the Coaching Staff and should be the most experienced in the areas of team coaching, competition procedure, time management, human resource management and communication with Team Leaders and competition officials.

### **5.1 Head Coach Responsibilities:**

- Communication and Information:
  - Facilitate effective communication channels between athletes, coaching staff, and QWA officials that includes seeking information regarding team members' current training regimes and fitness levels and provide advice, where necessary, to the athletes preparing to compete in the team and their personal coaches.
  - Ensure timely dissemination of relevant information and updates to team members.
- Athlete Preparation and Compliance:
  - Work with Team Leader to organise and run pre Nationals squad training sessions
  - Construct a coaching roster that ensures all team members have an allocated coach for their competition session
- - Ensure compliance with competition uniform and behavior regulations and standards.
- Support to Assistant Coach/es:
  - Mentor assistant coaches in the delivery of their warm-up and platform practices
  - Lead decision-making processes related to athlete welfare and integrity.
- Active Coaching
  - Head Coaches will also be actively coaching athletes selected in the team.
- Reporting
  - Head Coaches are required to submit a written report to the QWA Management Committee that includes evaluation of staff and athlete performances within 2 weeks of the completion of the event.

Where two or more coaches attain an equal point score in regard to the selection for the position of Head Coach, the assessment of "Experience points" will take precedence.

#### **4.4.2 Assistant Coach**

50% Experience 50% Activity

The Assistant Coach requires sufficient experience to support the Head Coach at the event in areas related to team coaching and should also be substantially active in the regular coaching of athletes selected in the team.

Where two or more coaches attain an equal point score in regard to the selection for the position of Coach, the assessment of "Activity points" will take precedence.

#### **5. Team Leader**

The Team Leader plays a pivotal role in overseeing non-coaching operations essential for athlete welfare and operational efficiency. They are responsible for coordinating team communication and logistics and ensuring overall athlete welfare. Additionally, the Team Leader supports the head coach in team score management, decision-making concerning athlete welfare and integrity matters, and may assist with coaching as required.

##### **5.2 Team Leader Responsibilities:**

- Communication and Information:
  - Facilitate effective communication channels between athletes, coaching staff, and QWA officials.
  - Ensure timely dissemination of relevant information and updates to team members.
- Athlete Preparation and Compliance:
  - Work with Head Coach to organise and run pre Nationals squad training sessions
  - Ensure compliance with competition uniform and behavior regulations and standards.
- Support to Head Coach:
  - Contribute to decision-making processes related to athlete welfare and integrity.
  - Active Coaching: Team Leaders will also be actively coaching athletes selected in the team, and assisting in filling spots on the coaching roster that ensures all team members have an allocated coach for their competition session
  - Reporting: Provide a written report and event photographs within 1 week of event that is appropriate for posting to the QWA Blog and social media platforms.

## **6. Appointment Limits – Overarching Strategic Intent**

To promote equity, development, and diversity in leadership pathways, and to align with QWA's values and commitment to broad-based development, appointment limits have been introduced to ensure more coaches and team support personnel can gain representative experience. By capping repeat appointments within a rolling two-year period, the policy:

- Encourages new applicants by ensuring that roles are regularly available and accessible.
- Supports the development of emerging coaches through meaningful experience in representative team environments.
- Fosters greater diversity and regional representation, helping to reflect the full range of talent within the QWA community; and
- Builds leadership capacity by broadening the base of individuals with experience in key team roles.

This approach supports QWA's long-term aim of fostering an inclusive, high-quality coaching and leadership culture that reflects the full breadth of its membership.

### **6.1 Head Coach Appointments**

No individual may be appointed as Head Coach for more than two (2) State Teams within any rolling two-year period.

### **6.2 Team Leader and Assistant Coach Appointments**

No individual may be appointed as Team Leader or Assistant Coach more than three (3) times in any rolling two-year period.

### **6.3 Exemptions**

Exemptions to this policy may only be granted by resolution of the QWA Management Committee in cases where:

- There are insufficient eligible applicants who meet the criteria.
- The individual in question holds critical qualifications or diversity attributes aligned with QWA strategic goals
- Special consideration is needed for regional representation or development.

### **6.4 Re-Opening of Applications**

If insufficient eligible applications are received during the initial Expression of Interest (EOI) period, the following provisions apply:

### **6.4.1 Re-Opening Scope**

Applications may only be re-opened for those roles not filled during the initial application process.

Roles for which an appointment has already been made will not be reopened, re-contested, or subject to reconsideration.

The re-opening must be authorised by the QWA Management Committee, with a clearly defined duration and scope.

### **6.4.2 Notification and Access**

The re-opening of applications will be communicated through the same public channels used in the original EOI (e.g. email, website, social media).

The notice will include:

- The specific roles available
- Updated timelines
- A reminder of minimum eligibility criteria and selection process

### **6.4.3 Eligibility and Consideration**

Only applicants who meet all mandatory requirements for the role (e.g. accreditation, experience, integrity checks) will be considered.

Applicants who applied during the original EOI period for other roles may re-apply for unfilled positions but will be reassessed independently of the previous application.

## **6.5 Process**

The selection process for re-opened roles will follow the same procedures as the initial application round (e.g. referee checks, point-based criteria).

The Selection Committee reserves the right to recommend no appointment if no suitable candidates are identified.

## **7. Team Staff Entitlements and Responsibilities**

7.1 Appointed Team Staff may be eligible for QWA funding towards the cost of their airfare and accommodation dependant on budget constraints and on an event-by-event basis.

7.2 New team staff appointees will be supplied with polo shirt and t-shirt – numbers determined by days of competition; jacket supplied if likely weather conditions at the competition destination dictates this as a necessity. Team staff will need to supply their own tracksuit pants/sport or dress shorts to wear with their uniform shirts.

7.3 Team staff are responsible for their own transport, accommodation, food and beverage expenses.

7.4 Team staff will be provided with a Certificate of Acknowledgement for their contribution to the QWA.

**Dictionary / Interpretation:**

**ASC** means Australian Sports Commission.

**Team Staff** means coaches, management and leadership positions.

**QWA** means Queensland Weightlifting Association.

**Document Control**

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