

# COACH RECRUITMENT CHECKLIST



## MAKING SURE EVERYONE GETS A FAIR GO

Picking a coach is a big deal for any cricket club. This person will help shape the team's success and growth, not to mention create an environment that keeps young people involved in the club. It's super important to make sure the process is fair and treats every potential coach equally. This checklist is here to help cricket clubs in New Zealand keep things simple and fair, and to highlight any unintentional biases.

## CREATE A CLEAR JOB DESCRIPTION

Write up a concise job description that includes:

- *The main duties and expectations of the coach*
- *The qualifications and experience needed (dependent on the team/grade)*
- *The personal qualities you're looking for*

Make sure the language is inclusive so a potential coach can see themselves in the role.

## ASSEMBLE A DIVERSE SELECTION COMMITTEE

Having a diverse selection committee means that they may be able to identify skills or traits that you may miss

An ideal selection committee would include:

- *Members of different genders*
- *People with varied backgrounds and experiences*
- *Representatives from different parts of the club (like players, admin, and parents)*

## SPREAD THE WORD

Advertise the coaching job through:

- *Local and national cricket networks*
- *Social media*
- *Community notice boards*
- *Women's sports organisations*

Sometimes people from minority groups won't respond to ads. Think about shoulder tapping those people who you think have the potential to coach from those population groups.

## FAIRLY REVIEW APPLICATIONS

Set up a fair screening process that:

- *Uses a scoring system based on the job description*
- *Makes sure all candidates are judged fairly*
- *Has multiple reviewers for balanced assessments*

Focus on qualifications and potential. If you have more potential coaches than coaching roles, think about removing the names from people's applications so all you're looking at is their experience and suitability.

## LOOK AT THE BIG PICTURE

Judge candidates based on:

- *How well they meet the job requirements*
- *References and past performance*
- *How aligned they are to your club's philosophy and values*

Think about both their skills and personality.

## CHECK FOR BIASES

Reflect on the selection process to find any biases:

- *Look at which candidates were shortlisted and why*
- *Ensure all applicants were given equal consideration, especially women and underrepresented groups.*
- *Make sure committee feedback focuses on facts not feelings.*

Have open discussions about any potential biases that may have affected the decision.

## REVIEW AND IMPROVE THE PROCESS

After the appointment, reflect on the process to:

- *Understand what worked well and what could be improved*
  - *Get feedback from the committee and candidates*
  - *Make necessary changes to ensure future appointments are even more fair*
- Keep refining the process to uphold the club's commitment to fairness and equity.

## CONCLUSION

By following these steps outlined in this resource, cricket clubs in New Zealand can make sure they are appointing coaches in a way that's fair, equitable, and unbiased.

This process will help highlight any blind spots that might lead to overlooking female coaches/minority coaches and ensure all candidates are judged on their merits. With a commitment to fairness and simplicity, clubs can create an inclusive environment that benefits everyone.