1. **Advertisement of Roles**

All available coaching roles will be advertised on the society's social media account as well as a document outlining all coaching roles available for audition. A sign up-form will be released in which members can sign up to.

2. **Audition Registration**

Interested members must complete the sign-up form within the stated deadline and submission of the form confirms the members intention to audition for one or more coaching roles.

3. **Audition Preparation**

Once registration is closed, auditionees will be given 2 weeks to prepare for their audition. Each auditionee must choreograph a 30-60 second routine to a specific section of a song chosen by the current coach; however, if a coach is re-auditioning for their role the audition song will be selected by the President.

4. **Audition Format**

Auditionees will be allocated a 5 minute audition slot, all auditions will take place on the same day. The audition will consist of performing the auditionee's choreographed routine and answering 3 questions (same for all candidates) which will be decided in advance by the President. Audition times will be communicated to auditionees prior to the audition date.

5. **Judging panel**

Auditions will be assessed by a judging panel consisting of:

- The President
- The Vice President
- The current coach for the relevant role

However, if the current coach is re-auditioning for the role, they will not be on the panel for any of the auditionees and the decision will be made by the President and Vice President. The panel will assess candidates based on suitability for the role, including choreography quality, musicality, technique, leadership skills, communication skills, suitability and intentions for the coaching role.

6. **Decision-Making Process**

After all have auditioned, the panel will individually decide who they believe is best suited for the role and then come together to discuss all candidates collectively and select the most appropriate individual for each coaching role.

7. **Communication of outcomes**

Once all coaching roles have been decided, all those of the panel will keep all conversations and decisions confidential. On a pre-set date, all auditionees will be contacted by the President and candidates will be informed if they were successful or unsuccessful. Unsuccessful candidates will be reminded that they may contact the Welfare Secretary for support if needed.