



Policy name: Fairfield Canoe Club Coaching Policy

1 Preamble

FCC Cooperative Ltd wants members to share in a canoeing and kayaking competition and recreation program of State, National and International excellence from beginner to elite levels. FCC's 5-year plan includes the following goals:

- Full coaching pathway provided by FCC catering for all ages and abilities;
- FCC recognised nationally as a centre of excellence for flat water coaching; and
- Young paddlers see pathway to national/ international competition.

To achieve these goals FCC recognises that it needs to support and develop its coaches. This has led to the development of this Coaching Policy, including the establishment of the position of Coaching Coordinator and the resolution to pay an allowance to club-endorsed coaches conducting club-endorsed coaching courses.

2 Purpose and Scope

The aims of this Coaching Policy and of coaching at FCC are:

- to develop a coaching community at FCC - where coaching skills and experience are valued and improved and coaching is enjoyable;
- to develop the paddling skills, knowledge, safety and enjoyment of FCC members and prospective members;
- to encourage the participation of FCC members in competition, recreation, touring and social paddles;
- to improve competition results for FCC members at all levels;
- to make FCC a more attractive place for existing and prospective members including coaches;
- to enhance FCC's retention of members and coaches; and
- to establish standard procedures for activities held at FCC so as to improve fairness and enjoyment and facilitate a shared approach to coaching.

The scope of coaching at FCC includes:

- Flatwater kayaking: Marathon and Sprint
- Flatwater canoeing: Marathon and Sprint
- Canoe Polo
- Beginner through to Elite levels
- Junior, senior and masters participants.

3 Policy

- a) The position of Coaching Coordinator is created to develop and maintain a structured program of coaching activities at FCC in consultation with the coaches and the Technical Committee (see paragraph 4).
- b) Members are encouraged to obtain coaching qualifications and to become endorsed as FCC coaches (see paragraphs 5 and 7), with FCC reimbursing the costs of obtaining qualifications after coaches have conducted a number of club courses.
- c) Endorsed coaches are encouraged to run existing coaching courses and to develop new courses for endorsement by FCC (see paragraph 6).
- d) Club-endorsed coaches and assistant coaches will be paid an allowance by FCC for time spent coaching club-endorsed courses (see paragraph 7). Other support can also be provided at the discretion of the Coaching Coordinator.
- e) Private coaching arrangements are supported by FCC provided both the coach and all participants are FCC members. If more than 6 participants are involved or club equipment is used then the Coaching Coordinator must be notified to ensure no scheduling clashes (see paragraph 8).
- f) The following list illustrates the coaching courses and training sessions currently offered at FCC and how they fit within the above structure:
 - FCC Endorsed Official Coaching Sessions: FCC organises and pays coaches, both coach and course must be FCC-endorsed:
 - Come and Try Day
 - Introduction to Kayaking (beginner course, 2 sessions)
 - Beginners and Beyond (beginner course, 4 sessions)
 - Introduction to Canoeing
 - Junior beginner course
 - Adult post beginner course
 - FCC encouraged sessions: FCC organises, leaders do not need to be accredited or endorsed, leaders are not paid:
 - FCC Sunday Development Sessions (“Zoli Sessions”)
 - Private groups: FCC does not organise but supports. Coaches encouraged to notify Coaching Coordinator of schedule, audience etc. Coaches must notify Coaching Coordinator if more than 6 participants or club equipment is being used to ensure no scheduling clashes:
 - Training squads (including polo)
 - Private coaching.

4 Role of Coaching Coordinator

The position of Coaching Coordinator is created to develop and maintain a structured program of coaching activities at FCC in consultation with the coaches and the Technical Committee. The role of the Coaching Coordinator involves:

- Co-ordinating and monitoring the FCC Coaching Strategy, including the co-ordination of a mentoring system for new coaches.

- Coordinating the distribution of club resources and equipment to prevent clashes in accordance with the following order of priority:
 - Club coaching primarily for club members.
 - Club coaching primarily for non-club members.
 - Squad training or private coaching to club members.
- Publishing the program of coaching activities on the club notice board and FCC website and encouraging members and prospective members to participate.
- Coordinating regular meetings with all coaches at FCC, including preparation of agendas and minutes.
- Co-ordinating a standardised approach to the use of club facilities within the program.
- Coordinating the endorsement of FCC coaches including maintaining a central electronic file with up to date copies of all qualifications and relevant certificates for FCC endorsed coaches.
- Coordinating FCC coaching courses and the development and delivery of new courses including maintaining course outlines for all courses in a central repository available to all coaches.
- Presentation to each new Board (each October to November) of an annual coaching strategy and associated budget for approval for the following calendar year.
- Participation in the Technical Skills Committee.
- With the Treasurer, management of the collection and disbursement of club funds in accordance with the budget endorsed by the Board.
- Maintenance of the website booking system.
- Limited decision making as defined in this policy.

5 Endorsement of Coaches

Members are encouraged to obtain coaching qualifications and to become endorsed as FCC coaches. In order to be endorsed a member must:

1. be registered with Australian Canoeing as a coach/ instructor or equivalent qualification,
2. have a current working with children certificate,
3. have a current first aid certificate,
4. meet any further qualifications that the Board sets for endorsement from time to time,
5. submit an **FCC Coach Registration Application Form** to the Coaching Coordinator. A new form should be submitted whenever the coach's bank account details change, and as a coach progresses to a higher qualification.

Coaches shall ensure that up to date copies of their Working with Children, First Aid and Australian Canoeing registration certificates are provided to the Coaching Coordinator at least 2 weeks before coaching any course at FCC.

The Coaching Coordinator may also request and maintain copies of car or bus licence details where coaches transport participants as part of their activities.

The Coaching Coordinator will then complete section 2 of the FCC Coach Registration Application Form and submit it to the Technical Committee Chair indicating that the applicant meets the endorsement criteria.

The Technical Committee Chair will consult with other FCC endorsed coaches as to the suitability of the applicant and make a recommendation to the Board whether to endorse the coach or not.

If the Board endorses the coach then the endorsement is valid until the expiry of the external coaching qualification, subject to maintenance of a current working with children and first aid certificate.

Cancellation of coaching endorsement

The Board can at any time cancel its endorsement of a coach, and the coach must stand down from all coaching activities. Typically, this may occur as a result of:

1. Notification by the coach that he/she wishes cancellation.
2. Failure by a coach to reapply following expiration of an endorsement period.
3. Expiration of accreditation by Australian Canoeing/working with children check/first aid certificate.
4. Gross misconduct or failure to comply with this policy.

6 Endorsement of Coaching Courses

Endorsed coaches are encouraged to run existing club-endorsed coaching courses and to coordinate their availability with the Coaching Coordinator. Current club-endorsed coaching courses are:

- Come and Try Day
- Introduction to Kayaking
- Beginners and Beyond
- Introduction to Canoeing
- Junior beginner course
- Adult post beginner course

All members are strongly encouraged to participate in club-endorsed coaching courses and to be proactive in leading and participating in FCC-encouraged activities such as Zoli sessions.

Endorsed coaches are encouraged to be proactive in developing and delivering new and improved courses for endorsement by FCC. In order to propose a new course a coach should submit a completed "Course Outline" form to the Coaching Coordinator which defines the aims of the course, proposed number of participants, equipment required, intended audience, coaching requirements, prerequisites etc. The Course Outline is a standard document that can be viewed by participants at the start of the course.

The Coaching Coordinator will then seek endorsement of the course by the Technical Committee Chair and/or the Board.

Course outlines should be stored by the Coaching Coordinator in a central repository, which is available to be viewed by all coaches.

Coach and participant feedback shall be used by coaches and the Coaching Coordinator to update/improve course outlines and plans for future courses.

7 Allowances and Other Support Offered to Coaches, Participant Documentation

Club-endorsed coaches will be paid an allowance by FCC for time spent coaching club-endorsed courses. The allowance is for expenses incurred by them in maintaining registration as a coach with AC, other qualifications required for endorsement as a coach under this policy and other expenses associated with coaching. Payment will be made at the end of each club-endorsed course once the coach provides the following completed forms to the Coaching Coordinator:

- **Course checklist, sign on sheet and completion record** – this form provides a checklist of required items and documentation for the start and completion of the course as well as a sign on list for participants for each day on which they are present for the course and an equipment use record. It also provides space for coach feedback on the course.
- **Australian Canoeing Event Licence** – for non members participating in a course: must be filled in and signed by participant or guardian and submitted to Canoeing Victoria by the Coaching Coordinator within (2 weeks) of course start date.
- **Participant Feedback** form – all course participants (and parents/ guardians where applicable) shall be given the opportunity to provide written feedback on the course.

In addition, coaches will complete the following forms during courses when required:

- **Damage reports** – any damage to club equipment incurred during a course shall be documented on the day of occurrence by the coach using the FCC equipment damage form. The coach shall also email the Coaching Coordinator with an outline of damage occurring within 24 hours of such damage occurring.
- **Incident reports** – any injury or significant incident occurring during a course shall be documented on the day of occurrence by the coach using the FCC incident notification form. For any significant incident, the coach shall notify the Coaching Coordinator immediately of such incident.

The Coaching Coordinator shall ensure that packs of the above forms are kept in the club rooms to be used by coaches running courses. Coaches are encouraged to keep a “course pack” in a manila folder, clearly marked with course/coach name, making submission of forms to the Coaching Coordinator easy.

FCC will pay the allowance in accordance with the following table:

Level 1 Coach (per session)	\$ 30.00
Level 2 Coach (per session)	\$ 45.00
Level 3 Coach (per session)	\$ 55.00
Qualified Coach as an assistant (groups of six or more participants)	\$ 20.00
Non-qualified coaching assistant	Nil

In the above table, a session is typically a 1.5 hour course with 6 participants. If two coaches are running a course with 12 participants and both coaches are equally involved in organising the course then both may claim the coach allowance.

In addition the Coaching Coordinator/ Technical Committee may, at their discretion, provide endorsed coaches with the following additional benefits:

1. Reimbursement of incidental expenses incurred in relation to club coaching activities.
2. Arrange master-class style professional training for club coaches.
3. Arrange and/or meet the costs of Canoeing Victoria, club-based or other group training (or part of-) for the qualification needs of coaches (annual CPR refresher for example).
4. Provide non-cash benefits to encourage excellence in coaching (for example, a trophy).

Newly qualified coaches will normally have the cost of their coaching qualifications fully reimbursed after they have completed the **FCC Coach Registration Application Form** and submitted this to the Coaching Coordinator, and have also completed eight coaching sessions for FCC. This reimbursement is in addition to the payment of allowances listed in the table above.

8 Private coaching and training sessions

Private coaching and training arrangements are supported by FCC provided both the coach/session leader and all participants are FCC members. If requested, the Coaching Coordinator will advertise private coaching/training on the website unless there is good reason not to.

All members are strongly encouraged to notify the Coaching Coordinator of squads and other private coaching arrangements. If more than 6 participants are involved or club equipment is used then the Coaching Coordinator must be notified of private coaching/training arrangements to ensure no scheduling clashes.

Members must abide by decisions reached by the Coaching Coordinator regarding the allocation of club facilities and equipment recognising that priority is given to club-endorsed coaches, club-endorsed coaching courses and club-encouraged sessions.

9 Cancellation of coaching activities

A coaching activity can be cancelled by the Coaching Coordinator, Technical Committee Chair and/or the Board in any of the following circumstances:

- If the river conditions are dangerous. **If the river level at Chandler Highway is higher than 1.2m per the [Melbourne Water website](#) or E.coli levels greater than 500 org/100ml on [Yarra Watch](#) then courses shall be postponed or cancelled.**
- If participant enrolment numbers are less than 60% of the total enrolment capacity where the club expects to pay an allowance to a coach and/or coaching assistant. This should be decided by the Coaching Coordinator one week prior to the event and the coach and participants notified.
- Where any participant is perceived to be exposed to an environmental hazard, threat, violence or bullying, or any other matter that would threaten his/her safety and well being. This includes reputational risks (such as unethical, unsafe, or unprofessional behaviour by a coach or participant). In such circumstances the coach or the Technical Committee chair may cancel the coaching immediately by notifying the coach and the participant(s).

If the Coaching Coordinator, Board or Technical Committee Chair decide to cancel a coaching activity on any reasonable grounds, then the coach and participants must comply with this order and cease all activities.

The Board authorises the coach and the Technical Committee Chair to immediately request the assistance of police and/or emergency services in the event of an emergency.

10 Reviewing a decision made under this policy

Any member of the FCC can have a decision made under this policy reviewed that affects a coaching activity undertaken or participated in by him/her. The process for review is as follows:

- Any decision by the Coaching Coordinator can be reviewed by either the Technical Committee Chair or the Board.
- Any decision by the Technical Committee Chair can be reviewed by the Board.
- A Board Meeting decision can be requested to be reconsidered.
- Any decision or policy matter can be raised as an agenda item at an Annual General Meeting of the club and a members' resolution sought.

11 Duration statement

This policy is effective from March 1 2015 and will be in place until it is reviewed. It is anticipated that a review will occur by November 1 2016.