



## ATHLETICS NORTH QUEENSLAND

### Coaching Policy

Athletics North Queensland through its affiliates and network connections will endeavour to meet all coaching requirements of its member clubs and associated organisations.

All ANQ coaching activities will come under the direction of the Director of Development/Development Officer for ANQ and ultimately, through that portfolio, the Board of Management.

All coaching activities of ANQ must be self-funding and subject to budgetary control.

Clubs may secure funding to meet coaching requirements by applying for Government Grants or by obtaining private sponsorship.

All coaches engaged by ANQ will be covered under ANQ's insurance scheme as part of Athletics Australia's Insurance policy. It is also recommended that individual coaches personally carry private indemnity insurance.

Coaches in the employ of ANQ must adhere to the coach's Code of Conduct, Child Protection and Member Protection as laid down by Athletics Australia and the Australian Sports Commission

Where applicable, coaches must also have a Suitability Card ("blue card") from the Commission for Children and Young People.

Remuneration for coaches will be paid at the current AT&FCA and/or Athletics Australia rates appropriate to their qualification level.

A "head" or "chief" coach will be appointed for each clinic to act as a reference point.

Clinics must be widely advertised and open to any interested parties.

All clinic participants will get a Clinic booklet and Certificate from ANQ .

Legend:                    ANQ                                    Athletics North Queensland  
                                  AT&FCA                                Australian Track and Field Coaches Association  
                                  ASC                                        Australian Sports Commission



## RESPONSIBILITIES

All groups involved in a clinic, camp or training session have certain responsibilities which need to be fulfilled in order to ensure the clinics success.

### Club / Schools

1. Advise type of clinic required /Disciplines to be coached/Clinic duration
2. Advise a proposed date—if possible give some options—dependent on coaches availability—suitable flights etc.
3. Advise number and level of coaches required. Costs increase relative to higher qualifications.
4. Book venue and necessary facilities. Club to organize lunches, morning/afternoon teas, shade cover--PA,TV/VCR/DVD,OHP, whiteboard where required. Any hire costs to be in budget.
5. Do venue controllers have Public Risk Insurance cover.?
6. Advise details of competition equipment available on site. Is there an additional hire fee for the equipment? If so include in budget.
7. Advise initial “ball park” estimate on the number of participants, their athletic ability level and the range of age groups.
8. Are outside lecturers required in addition to the event group coaches? If a fee is involved include in budget.
9. Is an alternative under cover venue available if needed because of weather?
10. Suggest suitable accommodation for coaches and book if requested.
11. Safety issues e.g. adequate throwing cages, suitable jumping mats must be available as required by IAAF Rules. Coaches have the right to refuse to coach in unsafe conditions.

### Coaches Responsibilities

1. Confirm availability and sign contract with ANQ.
2. Liaise with all other parties involved re overall timetable, length of sessions, breaks etc.
3. Prepare a personal written program and timetable for your discipline—continue to update as participant numbers, ages etc. become clearer. Remember that if there is a wide range of ages what suits the older athlete may not suit the younger—be flexible and have alternate activities prepared for all ages. You may need to run a number of groups on different activities in the one session .Be pro-active in preparing for this not re-active.
4. Advise Director Development/Development Officer on any special equipment requirements.



5. Have an alternate program prepared to meet unexpected weather problems and safety issues.
6. Submit program to Director Development/Development Officer for his/her and host club approval.
7. Have "hand out" material prepared for the athletes to take home and refer to after the clinic.
8. Deliver an interesting and informative coaching experience to the athletes. ANQ pays top dollar to its coaches and expects coaches to deliver value for money.
9. If some unfortunate incident does occur record all details immediately e.g. what happened, when it happened, who was involved.
10. Issue a written report on the clinic to ANQ with advice and recommendations on ways to improve including suggestions on equipment purchases which would enhance delivery of future clinics .

### **ANQ's Responsibilities**

1. Secure coaches of the level requested by the club/school and confirm availability.
2. Have coaches sign contract and confirm their insurance cover.
3. Organise coach's travel and accommodation.
4. Secure any outside lecturers required.
5. On-going liaison with both coaches and host club on their responsibilities right up to the clinic date including approval of overall clinic plan and individual coaches preparations.

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