

COACH RECRUITMENT & RETENTION POLICY

Procedures are to be identified in two distinctly separate areas of the Academy's operation:

- The recruitment and retention of coaching staff
- The education and professional development of Academy coaches

The Academy should look to appoint coaching staff to allow a ratio of athletes to coaches as recognised by the State Sporting Organisation (SSO) and Memorandum of Understanding (MoU) or Agreement, and where not identified a ratio of 6:1.

The use of Trainee Coaches can be utilized where appropriate, to meet the required ratio.

Coach Recruitment

1. The Academy requires a minimum of Level 2 National Coach Accreditation Scheme (NSAS) accreditation (or sport specific equivalent) for the position of Head Coach, and Level 1 NCAS accreditation (or equivalent) for the position of Assistant Coach.

When there is not a suitable Level 2 accredited coach available, the Academy may select a coach holding a Level 1 Accreditation, with the understanding that:

- a) the coach seek to obtain their Level 2 accreditation as soon as practicable, and
- b) seek to appoint a Mentor Coach, with the support of the SSO, to oversee the development of the Head Coach.

This recognises the difficulty and financial roadblocks which some coaches may face in obtaining a Level 2 within their sport, where a Level 1 accreditation is recognized for state level development coaches.

2. Coaching positions are to be filled through an open application process. All coaching positions must be filled prior to the sport program commencing, unless otherwise negotiated with the Chief Executive Officer. A program may not proceed if suitable coaches for all positions are not found.

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3. Staff appointments are to be made for a period up to 2-years, including an annual progress/performance review, to ensure continuity in the program. A re-appointment after the initial 2-year period maybe made as part of the overall open nomination process.
4. A return date for nominations shall be 4-weeks prior to the opening of athlete nominations. The nomination form should clearly identify the return date, call for the details of two referees, and indicate that nominees can attach additional information, if desirable.
5. Nomination forms are to be distributed 4-weeks prior to the return date to:
 - Associations and Clubs throughout the region
 - Schools throughout the region (via School Sport Organiser)
 - Previous Program Staff
6. Media releases detailing the nomination process are to be sent to local media outlets at the same time as nomination forms are distributed, and details published on the Academy Website and Social Media channels.
7. Where specified in an agreement, such as an MoU with the State Sporting Organisation, coaching nominations are to be forwarded to the SSO for its recommendations regarding the appointment of personnel. The SSO is expected to forward recommendations to the Academy Sports Programs Manager for final consideration, prior to appointments being made.
8. The Sports Programs Manager shall facilitate the interview and selection process and recommend coaching appointments for approval, by the Academy Chief Executive Officer.
9. All coaching appointments are to be made by the Academy’s Chief Executive Officer, with the consideration of information provided.
10. Interview panels should consist of, but not be limited to the Sports Program Manager, the Chief Executive Officer, and may involve a representative from the State Sporting Body. Due consideration will be given to gender balance when forming an interview panel.
11. Notifications are to be sent to each nominee in a timely fashion, informing them of the outcome.

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12. All successful coach and support staff shall have a verified Service NSW Working with Children Check before their appointment can be confirmed. All coach and support staff must sign the appropriate Contract for Service. All coach and support staff shall have completed an online Child Protection Course. All of these steps must be completed prior to the sport program commencing.

13. All coach and support staff shall maintain the validity of the Service NSW Working with Children Check and Online Child Protection Course throughout the time of their service with the Academy.

Squad Manager Recruitment

1. Squad Managers are to be appointed based on their experience, organisational and administrative abilities. Appointments for such positions will be made using the same process as that of Coaching Staff. The advice of the SSO may be sought but is not required.

2. The recruitment process for Squad Managers is to be consistent with that for coaches. The only difference that may occur when appointing Squad Managers is that the recommendation of the SSO is not essential.

Trainee Coaches

1. Trainee Coaches may be appointed to work with a sport program. Each sport program may have an additional number of Trainee Coach, dependent on the size and requirements of the sports program.

2. Trainee Coaches are to nominate and will be considered using the same process as outlined above for all other coaching positions.

3. The Trainee Coach does not require to be accredited at time of nomination; however, are required to;
 - a) complete at minimum the Sport AUS online General Principles of Coaching Course, prior to being accepted as a trainee coach.
 - b) commit to completing Level 1 NCAS Accreditation (or equivalent), during the course of the program.
 - c) be actively coaching at a minimum standard of club level and similar age group, to the Academy's sports program squad.

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4. The appointments of Trainee Coaches are to be made for a period of two years. This appointment is to be reviewed at the end of the first year with an expectation that the coach will have gained Level 1 Accreditation. In the event that an individual has not gained accreditation and cannot substantiate why they have not done so, their appointment to the Academy program may be withdrawn.
5. Trainee Coaches are not to be used in place of Assistant Coaches – they are to complement the existing coaching structure, identified by the state sporting body.
6. The use of Trainee Coaches at Academy Games, Camps or Inter-Academy Events shall only be allowed at the discretion and notice of the Sports Programs Manager or CEO. And in accordance with the program budget, or with the Trainee Coach requested to pay a levy, of no greater than that of an attending athlete, to attend.
7. The maximum period of time that any individual can work within a program as a Trainee Coach is two years.
8. Trainee Coaches are not eligible to receive an honorarium. However, may be eligible for financial assistance with professional development opportunities, as per the Academy guidelines (see below).

Honoraria

1. Coaching staff are appointed on a volunteer basis and no employer/employee relationship exists. The Academy may terminate a coach’s position within the Academy effective immediately and their position withdrawn.
2. Head Coaches may be paid an annual honorarium. This amount shall only be exceeded if the State Sporting Body makes an alternative arrangement, whereby it financially supports the coach. In which case the State Sporting Body will compensate the coach directly.
3. Each program budget shall allocate an amount to be paid to support staff (includes Assistant Coaches, Sports Trainers, Squad Managers etc.), as honoraria. The amount to be paid to each member of the support staff is at the discretion of the Academy Chief Executive Officer and shall recognise all aspects of the volunteer services provided.
4. This budget shall be approved prior to the sports program commencing. Trainee coaches are not eligible to receive an honorarium.

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5. A standard sports program Head Coach honorarium is \$750. Should a sports program exceed 9-months continued duration, or have a specific summer and winter sports program component, or have an exceptional number of face-to-face hours, consideration maybe given on a case-by-case annual basis, to provide an honorarium to a level not exceeding \$1500 for any one person. The total paid to all staff shall not exceed the pre-approved budgeted allocation.
6. Where if on occasion, an employed Academy administration staff member is required to act as a program support staff for a sporting program, that Administration Staff member is not eligible for an honorarium.
7. Honoraria will be paid where possible within 28-days of the conclusion of the annual sports program.
8. In cases where it can be substantiated that a Coach or Squad Manager is out of pocket, for purchases commensurate with the program budget, he/she can apply for reimbursement in accordance with Academy accounting practices.

Coach Retention and Education

1. When a State Sporting Body applies for inclusion into the Academy, and during the annual review of the sport program, the State Sporting Body should identify (through the service level agreement) those areas in which it plans to provide ‘in-house’ professional development opportunities to Academy coaches.
2. The Academy is to budget a pre-determined amount within its Coach Development Program for professional development. As well as an additional pooled amount for individual coach development.
3. The amount determined for Individual Coach Development is to be spent on a matched dollar-for-dollar basis by the coach, on approved professional development opportunities as negotiated between the Academy, and the Coach.
4. A coach may seek funding for Individual Coach Development in accordance with the following guidelines.
 - 4.1 The funding must be in the undertaking of a State, or National Level coaching accreditation program higher than their current accreditation, or the undertaking of a course leading to a higher level of accreditation and be within the coaches sport that they are contracted within the Academy.

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- 4.2 Coaches may negotiate for the Academy to pay as much as 50% of the cost of the professional development opportunity, up to a maximum value identified annually, in accordance with program budget, by the Academy.
 - 4.3 The current level of financial support is \$100.
 - 4.4 Coaches must pay a minimum of 50% of the development opportunity to indicate personal commitment to that opportunity.
 - 4.5 Coaches may negotiate for the Academy to pay in addition, the value of up to 50% of their honoraria to the costs of coach development, in accordance with the above policy.
 - 4.6 The Academy will not provide funding for coaches to re-new their existing accreditation, or coaching memberships.
5. Where the Academy may organise professional development opportunities for coaching staff, the cost of organising such development opportunities, shall be met by the Academy, and in accordance with the budget for the Coach Education Program.
6. Coaches are required to provide a brief written report on course content, email acceptable, at the conclusion of the development opportunity, to allow the Academy to develop a library resource for the benefit of Academy coaches.
 This report should highlight the professional development opportunities provided and include recommendations regarding the suitability of the program for Academy coaches.

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