

# **SPORT PROGRAM FRAMEWORK**



## **Coach and Support Staff Requirements and Responsibility**

# Program Expectations

There are a number of key requirements and responsibilities of coach and support staff within the Academy.

This includes adherence to the guidelines, Policies and procedures of the Academy, as well as the Coach Code of Conduct.

All these documents are able to be found on the Academy website, and are included in the information pack provided to coaching staff on their induction within the Academy program.

These expectations centre around the coach and support staff members role within the Academy program, and are often put in place to protect not just the athlete, but the coach and support staff member themselves.

These expectations include;

- **Proper Planning**

- Spend the appropriate time and plan your training sessions well ahead
- include your assistant coaching staff in running drills and session elements

- **Attendance**

- Be on time, if not early, for Academy Sessions.
- Understand that some occasions you may be unavailable, ensure adequate coverage of sessions or postpone them.
- Be aware that events like the Academy Games do require travel on an ordinary work day - prepare ahead with your employer.

- **Presentation**

- Wear your coaching uniform with pride, clean and tidy - including footwear, and headwear.
- Be conscious of your speech, language and manner of presentation to junior athletes and others who may be around you.

- **Scope of Training**

- Coach and provide advice, information to athletes within your scope of training and sport specific knowledge.
- This includes injuries - provide advice to see a physio or Doctor, do not diagnose an injury if you do not have medical training in that area.  
- First Aid only.

- **Discipline**

- Provide the first or immediate step, then follow up, in writing to the Academy Staff for further actions from the Academy.

- **Reporting**

- Keep an accurate register of attendance and injuries, provide this information to the Academy office in a timely manner.
- This also goes with athlete and coach achievements. We cannot report on them if we do not know them.

- **Program Changes**

- Communicate these with the Academy ahead of time so alternative arrangements and or bookings can be made.

- **Camp, Supervision Environments**

- When away or in a camp environment, support your manager and fellow staff by getting in and preparing meals, cleaning dishes, supervising athletes.
- All coach and support staff have the same expectation and responsibility when it comes to athlete supervision.
- Refrain from smoking, vaping or drinking in the vicinity of athletes.
- (Camp and performance environments should be alcohol free)

- **Communication**

- Use only appropriate and approved squad communication tools, to communicate to squads, athletes and parents.
- Email may be used as a back up, and SMS / text if deemed urgent.
- Keep a record of all emails / text messages/ communication sent and received from parents or athletes, and preferably CC replies to the Academy Office
- Encourage athletes to communicate with squad manager and/or head coach first.
- Encourage parents to communicate with coaching staff via the Academy Office.

# Requirements

## Coach Accreditation

**Head Coaches** should possess the Level 2 NCAS (or sport specific equivalent) or higher coaching certification.

Head Coaches may be appointed who do not possess a Level 2 (or equivalent), however must endeavour to complete their Level 2 within the first twelve months as an Academy Coach. Assistance through the Academy may be available and provided to assist coaches meet the financial costs associated with upgrading their qualification.

**Assistant Coaches** should possess at minimum the Level 1 NCAS (or sport specific equivalent) or higher coaching certification.

**Apprentice / Trainee Coaches** must have at minimum completed the General Coaching Principles course and shall endeavour to complete their Level 1 accreditation within the first twelve months with the Academy.



Squad Managers should possess a current First Aid Certificate and provide a copy to the Academy.

Currently there is no requirement for Squad Managers to hold any additional formal management qualifications; however, a General Principles of Coaching and/or extensive experience managing in a junior sporting club, or State development squad environment is preferred.

All Head, Assistant Coach and Squad Manager staff must be 18 years of age or older.

Apprentice / Trainee Coaches must be at least 16 years of age.

## **Working with Children Checks**

***ALL Coach and Program Staff, including Mentor and Guest Coaches, and any person aged 18 years and over acting in a supervisory role, MUST provide the Academy with confirmation of a verified NSW Working with Children Check (WWCC) to at least volunteer status. These are available from Service NSW.***

Any coach or support staff member who does not have a valid WWCC will not be able to commence coaching within the program.

Coaches are expected to be aware of expiry and maintain the validity of their check during the course of their time with the Academy. Any coach found to have an expired WWCC will be excluded from the program until their WWCC is renewed and re-verified.

All coaching staff shall also complete a form of online Child Protection Training, and at minimum the Sport Integrity Australia Level 1 Anti-Doping Course and Coaches Course.



# Responsibility

## Decision Making

Whilst appointed to the position of coach and support staff of an Academy sport program, it is the staff employed by the South West Sydney Academy of Sport that have the ultimate responsibility in ensuring the implementation of the program framework content.

You are a part of the **Academy's** sport program, NOT that of an individual coach, or sport.

The Academy's CEO is responsible for securing the MoU with the SSO and the collective Regional Academies, as well as overseeing the governance and financial stability of each program and the Academy as a whole.

The Academy's staff who underpin the CEO then have responsibility for implementing the MoU within each sporting program through the Sport Program framework.

## All Coaching Staff

All staff (irrespective of role, position or salary!) are expected to assist with media commitments, athlete supervision, meal preparation, setup and pack-down (including cleaning and washing up), overseeing discipline and providing a good moral role model for athletes on tour.

You are not 'Just a Coach'.

When we go away, you have just as much responsibility for supervision of your squad as any other person on tour.

By seeing the coaching staff tidy up after themselves and help out wherever needed, athletes will respect the position and opportunity more than if they believe they (and more so their coaches) are 'entitled'.



# Administrative Support

The Academy's Office and Administration staff provide ongoing administrative support to all coaching staff, but primarily to the Head Coach and Squad Manager, whilst having the responsibility for;

- *Booking of all associated trials, induction and training venues for each squad, liaising with Head Coach and Squad Manager*
- *Managing payment for all associated squad education and training sessions, and assist in sourcing and booking as required.*
- *Book and provide payment for all sourced accommodation and transportation as required in consultation with Head Coach and Squad Manager.*
- *Advise athletes/parents of any additional costs, levies and invoice accordingly.*
- *Provide feedback to Squad Manager and Head Coach on status of bookings, along with advised changes.*
- *Assist Squad Manager in communicating changes or upcoming SWSAS squad activities to athletes and program coaches, including on official Academy Social Media and website channels.*
- *Implement the Sport Program Framework in consultation with the program Head Coach.*

# Mentor Coach



A program may utilise or be appointed the assistance of a Mentor Coach, who may help oversee the progression of a sports program. The Mentor Coach responsibility would be the ongoing education, training and development of the coaching staff within that program; and would provide intellectual assistance to the Head Coach in the development of their program.

The implementation of a Mentor coaching role within a squad will be developed as required and closely monitored by the Academy.

A Mentor Coach would most likely be appointed to a program that has new or less experienced lead-coaches, or in a larger program where a coaches experience is significant, yet the availability of that coach would not meet normal attendance expectations. (ie a National league / program coach).

# Head Coach / Program Coordinator

The Head Coach, also referred to as Program Coordinator in some sport programs, will have the responsibility for ensuring the Sport Program Framework is implemented within their sport, as well as;

- *Implementing program selection formula and recommendation of athletes to be selected.*
- *Implement and directly oversee the athletes Individual (Team) Skill development program and training sessions, including use of coaching team.*
- *Communicate any changes to program outline to the Academy and Squad Manager for communication to athletes, at least 14 days prior.*
- *Develop and implement a program for the squad's Assistant, Apprentice and/or Trainee coaches to further their development, within the program.*
- *Provide timely feedback on all aspects of the program when and as required by the Academy.*
- *Liaise with the Academy on all matters pertaining to the operations of the squad; including disciplinary requirements, incident and accident reports as required.*
- *Liaise with the Academy and Squad Manager in items such as program budget, expenditure and monitor squad manager's performance and handling of squad athletes.*

# Squad (Program) Manager

The squad manager (or Program Coordinator where a Squad Manager is not in place) will have responsibility for;

- *Keep Attendance / Injury registers*
- *General Management and supervision of the squad*
- *Liaise between Head Coach and Academy on progress of expenditure relative to programs budget*
- *Provide feedback on all aspects of the program as required*
- *Liaise with Academy staff on all matters pertaining to the operations of the squad; including discipline requirements, incident and accident reports as required, as well as camp / performance event reports.*
- *Support other/ additional activities as required that may form a part of the Squad Managers duties that may arise in consultation with the Head Coach*
- *Communicate program changes or upcoming Academy squad activities to the Academy, athletes and program coaches in a timely manner.*



# Volunteer Position

All coaching positions within the South West Sydney Academy of Sport are undertaken on a voluntary basis.

In recognition of this service and time committed to the Academy program, a small honorarium may be provided for the Head Coach, Assistant Coach/s and Squad Manager. From time to time, the Academy may be able to provide additional honorariums to additional coaching staff.

The Academy includes within each sport program budget an allocation to cover coach and support staff accommodation and majority of meals whilst on camps, and attendance at the Regional Academy Games.

The Academy also covers the cost of attendance at the Annual Graduation and Sports Awards Dinner, as well as the provision of a Coach uniform whilst a part of the Academy.

Attendance at Academy training and/or education sessions, along with travel in personal vehicles to Academy events will be at the expense of each individual coach. The Academy does not generally provide reimbursement to attend these sessions.

