

## **CROQUET ASSOCIATION QUEENSLAND INC.**



**Policy: COACHING POLICY**

**Number: 8**

**First Ratified: April 2015**

**Revised: 2017**

**Next Revision 2019, for review**

## **I N D E X**

FOR REVIEW

## INTRODUCTION

This policy exists to clarify the roles, responsibilities and activities of all agencies involved in delivery of Coaching in mallet sports within the Croquet Queensland jurisdiction.

## PURPOSE

The purpose of this policy is to:

- Define the Coaching Organisation;
- Describe the Coaching qualifications required of Coaches and how they are achieved and maintained.
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## POLICIES

### COACHING ORGANISATION

The Coaching organization consists of a number of people whose roles and responsibilities are detailed in the Rules and By Laws of Croquet Queensland and amplified in this document.

#### State Director of Coaching (SDC).

SDC is responsible for:

- coordinating provision of trained Coaches and delivery of effective coaching throughout the state
- chairing the CAQ Coaching Committee
- reacting to requirements of individual Sports Directors and requests from RCC
- appointing Presenters and Assessors for development of new Coaches and update/upgrade of existing Coaches
- maintaining the CAQ Coach Database
- providing input to budgets in accordance with the CAQ timetable
- reporting on coaching activity and plans as required communicating effectively with RCC in order to assist them in delivery of coaching services in the regions.

#### Regional Coaching Coordinators (RCC)

RCC are responsible for:

- coordinating Coach development and maintenance in their region
- coordinating provision of trained Coaches and delivery of effective coaching throughout the region
- development of plans for future Coach development and activity
- monitoring Club coaching activities and arranging update activities as required
- providing Activity Reports to the SDC

#### CAQ Coaching Committee

- This committee, **which should meet regularly**, is chaired by the SDC with the RCC as members. The Committee is the focal point for development of coaching Policies and Procedures and planning the ongoing management of coaching. The Committee may invite selected CAQ Duty Officers to attend and address meetings of the Committee.

#### CAQ Member Clubs

- Clubs are the first point of contact for new players. Each **club** should have a comprehensive Coaching Policy that clearly establishes the duties and responsibilities of all club members involved in club coaching at all levels

### **Club Coaching Coordinator**

- In each Club there is a senior Coach who is responsible to the Management Committee for the coordination of the development of Coaches and players within the Club

### **Club Coaches**

- Club Coaches are appropriately qualified and responsible, under supervision of the Coaching Coordinator, for delivery of coaching as specified in ACA, CAQ and Club Coaching Policy.

### **Presenters and Assessors**

- Presenters and Assessors are Coaches who have been selected, trained and appointed by SDC or NDC for the purpose of training Coaches.

## **COACHING QUALIFICATIONS**

### **Requirement**

- CAQ requires that those involved in formal coaching of players, are qualified at the appropriate level. This is essential, in order that players are coached in a common language and in recommended and proven **methods**.

### **Responsibility for Training**

- The training of Association Coaches at Beginner and Level 1 and Golf Croquet Coaches at Orientation and Level 1 is the responsibility of SDC and may be delegated to appoint Presenters/Assessors, e.g. RCC. The training of Coaches at Levels 2 and 3 is carried out by Presenter/Assessors appointed by NDC. It is anticipated that a similar situation will apply to coaching in other mallet sports as these programs are developed.

### **Eligibility for Training.**

To be eligible for training as a Coach, there are certain pre-requisites.

#### **Beginner or Orientation Level.**

- A player must have at least a basic knowledge of the rules of the applicable mallet sport and be able to play all the strokes required. Coach education is not intended to teach players advanced shots. It is intended to teach Coaches how to teach and to ensure that they correctly teach techniques. The candidate must be prepared to actively involve himself **or herself** in the general coaching activities of the Club.

#### **Level 1**

- A Beginner or Orientation Level Coach should have at least 12 months active coaching experience before advancement to the next Level. In addition to commitment to coaching, Level 1 candidates must be prepared to mentor Beginner and Orientation Level Coaches. Those identified for progression to Level 1 and beyond, must first complete the Sport and Recreation "Beginning Coaching – General Principles" Course. This is available online at [www.communities.qld.gov.au/sportrec](http://www.communities.qld.gov.au/sportrec), or at regional courses arranged by the Department. In certain circumstances a Level 1 candidate may advance more rapidly with credit for prior, croquet specific, learning.

### **Beyond Level 1**

- Advancement beyond Level 1 is by application to SDC. SDC will, from time to time, arrange group qualification by Presenter/Assessors appointed to this task.

### **Maintenance of Qualifications**

- Coaches are required to update their qualification at least each 4 years. This requires completion of a certain number of hours practical coaching and/or attendance at specific Update Workshops. Credit will be given for attendance/qualification at courses provided by the Australian Sports Commission. A record of coaching activity is to be maintained. A booklet is available from CAQ for this purpose. Coaches who have failed to pursue update/reaccreditation within the stated four year period are to be given access to appropriate Seminars or Workshops. Where a Coach fails to avail themselves of the opportunity on two occasions (without reasonable cause), their qualification will lapse. To ensure continuity of qualification, Coaches should seek reaccreditation well before expiry of their current accreditation.

### **Coaching of Children**

- Volunteers need a blue card if their work or practical placement in a club, association or similar entity includes, or is likely to include, providing services that are mainly directed at children or conducting activities that mainly involve children, unless an exemption applies. Applications are made through <http://www.cypcq.qld.gov.au/bluecard/volunteers>.

### **Recognition of Foreign Qualifications**

- CAQ (SDC) will examine all requests for recognition of coaching qualifications awarded by other state Croquet Associations or international organisations. If these are acceptable, recognition at the equivalent level recognized by CAQ will be made.

## **RECOGNITION AND ACCREDITATION**

- Coaches trained in accordance with these policies and the requirements of ACA will be appropriately recognized and accredited. In all cases Coaches are to be recognized by award of an appropriate badge, showing the sport and Level for which qualified. Some qualifications may be additionally recognized by award of a Certificate by the appropriate body.

## **DELIVERY OF COACHING**

### **Training of Coaches**

- In all cases the initial and update training of Coaches is to be carried out by Assessors and Presenters appointed to this task.

### **General Player Coaching**

- General coaching takes several forms

### **Club Coaching**

- In accordance with individual Club Coaching Policy, Club Coaching Coordinators are to arrange **beginner, intermediate and advanced coaching for club players**. Clubs requiring additional coaching should make their needs known to their RCC.

### **Regional Coaching**

- RCC are to coordinate provision of General Coaching Workshops in the Region using Regional resources and arrange visiting Coaches where required. RCC should be aware of additional coaching activities that clubs may initiate.
- *From time to time SDC will arrange regional visits by NDC and/or other Senior Coaches, to provide coaching for intermediate and advanced players.*

### **Coaching for State and National Representative Players**

- The coaching of players chosen for development, or to compete at the State or National level is arranged on a case-by-case basis, to meet the requirements of the individual Sports Directors, Development Squad Coordinator, selectors, Team Coach and Captain. SDC may be required to provide support.

### **COACHING STANDARDS**

- At all levels and in all sports, coaching is to be carried out in accordance with National and State recognised coaching programs and the appropriate Codes of Conduct are to be observed by Coaches, players and officials. As previously stated, general policy is that only appropriately qualified coaches should provide formal coaching.

### **HEALTH AND SAFETY**

- The health and safety of players is paramount and care must be taken to ensure that activities are appropriately chosen, the environment is safe and that players are aware of any necessary precautions.

### **INFORMATION MAINTENANCE**

SDC is to maintain a database of coach details to the extent required to identify those coaches who are active and when they are due for reaccreditation/re-certification. This information is to be periodically uploaded to the CAQ web site and made available to the Registration Officer and CAQ Secretary. The physical location and management of the records may change as systems are developed at State or National level.

### **PROCEDURES**

Procedures that facilitate effective implementation of these policies are separately provided in the CAQ PROCEDURES – COACHING document.

## **CLUB COACHING POLICY MODEL**

. (A Club Coaching Policy Model has been distributed, to Clubs, for amendment and implementation).