

RDC Policy: Policies and Procedures for Coaching

1. AIM

The aim of this policy is to ensure a professional and consistent approach towards delivering diving classes is in place for all coaches employed by RDC and to ensure that all RDC diving is delivered to the highest safety standards. All coaches are required to follow the procedures herein.

2. PROCEDURES

The following procedures have been developed to aid the implementation of this policy:

- Equipment-related Procedures
- Class-related Procedures
- Competition-related Procedures
- Administration Procedures
- General Procedures

All interaction with athletes is to be in accordance with guidelines of 'Working with Children' and 'Play by the Rules' standards.

3. PURPOSE

The purpose of the procedures is to ensure all classes are conducted within the requirements of RDC policy and are consistent. This will enable athletes to progress through the club structure easily and efficiently.

Equipment-related Procedures

- Coaches are to arrive in time to prepare the training environment so that when the class starts all equipment is already set up. If assistance is required, the coach is responsible for arranging this.
- All equipment (Dryland as well as Water) must be checked and signed off regularly in accordance with the Equipment Maintenance Policy prior to use.
- Maintenance issues must be reported to the facility Duty Manager immediately and a written report must be sent to the Operations Manager as soon as possible.
- Direct resource requirements to the Operations Manager.

Class-related Procedures

- Attend all classes that are your responsibility.
- Make alternative arrangements for any classes you cannot attend. Inform the Operations Manager of these arrangements.
- Keep abreast of changing rules, techniques, technologies, and philosophies relevant to diving. Ensure your skills are updated and improved where necessary in order to maximise facilities and opportunities

- Plan, organize, and conduct training sessions in accordance with guidelines given in Coaches Courses and according to requirements of the RDC Technical Committee.
- Effective use of Dryland, Gym and Water equipment in accordance with guidelines given during Coaches Courses, by qualified PT staff in the gym and current teaching methods. All squad athletes must be assessed and given a program through the trainers in the AquaNation gym, so that they are working according to that program when in the gym.
- Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance. Ensure current training methods are used. This extends to ensuring that athletes are assessed regularly to monitor progress and thereafter discussing the results of these assessments with the diver and parents/caregivers where appropriate in order to work towards established goals.
- Adjust coaching techniques, based on the strengths and weaknesses of athletes.
- Assist athletes to learn rules, strategies, and performance principles
- Explain and enforce safety rules and regulations constantly and consistently.
- Fully explain and demonstrate the use of training equipment, such as trampolines, gym or other ancillary equipment. Ensure that athletes understand the dangers associated with all equipment.
- Monitor athletes' use of equipment in all areas of training to ensure safe and proper use.
- Provide feedback to athletes and parents in the form of progress reports as determined by the Technical Committee.

Competition-related Procedures

- Provide encouragement and motivation to prepare athletes for competition.
- Assist athletes to learn competition etiquette as well as all related aspects of competitions including entering competitions and divesheets.
- Attend and coach at competitions as required.
- Ensure you have knowledge of, and access to, the latest Diving Australia and Diving Victoria competition requirements and selection policies appropriate for your group.
- Ensure all athletes in your group are entering appropriate dives in order to meet requirements and standards they are working towards
- Treat all RDC divers at the competition equitably and fairly.
- Assist other RDC coaches and divers at competitions where necessary and appropriate.
- Ensure that all divers understand that they must send a copy of their entry to the RDC Competitions Manager so that appropriate arrangements for coaching at competitions can be made.

Administration Procedures

- Keep accurate records of class attendance. Report any new athletes not registered to the Operations Manager in writing by email/text message on completion of each class.
- Prepare reports for the Operations Manager as required.
- Provide the Operation manager with an accurate monthly timesheet for payroll with details as required. Admin time must be accounted for in detail as specified.
- Time worked outside of agreed hours is considered overtime and will be paid as such. Overtime hours must be authorised in advance by the Operations Manager or President in his/her absence.

- All athletes' details and medical records are available on the RDC registration website. Ensure you always have access to these in case of emergency.
- Report all injuries and incidents immediately, in accordance with the facility as well as the DV/DA Incident Reporting Policy.
- Maintain accurate records of any injuries sustained during training sessions in accordance with the policy of Diving Victoria. Copies of these injuries must be sent to the Operations Manager and to Diving Victoria.
- If any injury or incident occurs the parents/caregiver of the diver must be notified immediately and in writing to the Operations Manager as soon as possible.

General Procedures

- Provide or source additional advice to enhance athletes' potential and performance where appropriate (for example, nutritional aspects/competition coping skills and so on.)
- Contact the parents of athletes to provide information or feedback when appropriate or necessary. Copies of all correspondence in this regard, or a summary of the correspondence is to be sent to the Operations Manager.
- Keep accurate records of any ongoing concerns with athletes. Address these concerns directly with the athlete in the first instance, or if the situation warrants it, with the Operations Manager and/or parents/caregivers. If no resolve is achieved, the parents/caregivers must be made aware of these concerns. Provide written reports about these concerns to the operations manager. If you believe the situation is outside of your expertise and experience, the concern must be brought to the attention of the Operations Manager so that the correct procedures are followed.
- Work in conjunction with other RDC coaching staff. Our aim is to create a team environment and all coaches within the RDC structure are expected to work together for the benefit of the athlete. For example, one coach may be warming up the athletes while the other is busy in another coaching or related activity. This extends to coaches concentrating on specific skill drills in a team environment. This is to create a combined approach allowing athletes to benefit from the expertise and experience of all of our coaches.
- Actively assist with try-outs for potential new members
- Actively participate in promoting RDC to recruit new athletes into RDC programs and actively promote these programs when appropriate.
- Treat all athletes consistently, equitably and with respect.
- Ensure athletes are aware of development pathways and are working towards achieving them.