



RAIEBURN CALISTHENICS INC

Coach Recruitment & Selection Policy

COACH RECRUITMENT & SELECTION PROCESS

Raieburn Calisthenics Inc (the Club) is committed to a fair, consistent and professional recruitment, and selection process for the appointment of its coaches.

Our objective is to appoint suitably skilled, motivated & competent volunteers and support them to be quality coaches.

1. RECRUITMENT

1. If coaching positions cannot be filled from within the Club, an advertisement for Expressions of Interest for the following will be placed on the Club website and other communication channels on 1st September. Applications will close on 30th September.
2. The number of coaches required will depend ultimately on the number of registrations for each section and are at the discretion of the Club. Historically, this is one head coach per section per each team and, as needed, one assistant coach.

2. SELECTION PANEL

1. Applicants will be processed by the Coach Selection Panel.
This panel consists of the President, Secretary, Treasurer, and a past / retired coach.
2. The Selection Panel will make recommendations to the committee for agreement.

3. SELECTION CRITERIA

1. All coaches applying for head coach of any section must hold a Development Coach accreditation with CV / VCCA. Assistant coaches can be Foundation Coaches.
2. All applicants must hold a current Working with Children Check Card and First Aid Certificate, and be a financial member of CV.
3. All applicants must have completed and hold a current certificate in the following
 - Sport Integrity Australia's - *Safeguarding Children and Young People in Sport Induction*
 - additional courses as required to remain accredited.
4. An applicant does not have to have an affiliation with the Club and the Club welcome coaches from other areas to apply in the event that positions cannot be filled from within the Club.
5. Consideration will be given to the applicant's knowledge, experience, skills, and communication skills in relation to the age group they are applying to coach and for calisthenic coaching generally.
6. As a general guide, the panel & committee will take into consideration the number of consecutive years that an applicant may have already coached at a club, age section or within a grading section.

4. APPLICATION PROCESS

1. **Present Coaches wishing to re-apply** - Applications must be made on the official 'RETURNING COACH Application Form' obtainable from and forwarded to the Club administrator.
2. **New Applicants** - All other prospective coaches must apply on the official 'NEW COACH Application Form' which can be downloaded from the website, upon advertisement, and forwarded to the Club administrator.

5. INTERVIEW PROCESS

1. All applicants will be screened by the panel. Either face-to-face or phone discussions will be held with coaches who are re-applying. It is expected that either face-to-face or phone interviews for new coaches applying from outside the Club will take place in October.

6. APPOINTMENT

1. Successful candidates for each coaching position will be notified via phone & or email. Applicants will be expected to respond in writing via email.
2. Unsuccessful candidates will be notified via phone & email once the successful candidate has accepted the offer and terms of appointment.
3. It is envisaged that appointments will be made from mid-September to early October.

7. TENURE & TERMS OF APPOINTMENT

1. Coaches are appointed for one (1) year tenure from the date of appointment and terminate on the completion of the current year or Club concert/presentation day.
2. It is a requirement that all successful applicants sign a coaching contract agreement which outlines the responsibilities and expectations. Specifically, coaches will be asked to sign their agreement to uphold the Coaches Code of Conduct and will be required to attend classes, competitions, committee meetings, coaches' meetings, and relevant Club events.

8. DISMISSAL

Raieburn Calisthenics Inc. may terminate a coach in circumstances including but not limited to the Club determining that the Coach has engaged in serious misconduct, including, without limitation:

- committing any act of dishonesty, fraud, theft or wilful breach of duty or Club policy
- serious or wilful neglect in the performance of their duties
- being intoxicated at class / competitions / any Club event
- engaging in conduct that causes risk to a person's health and safety or to the Club's reputation
- The Coach is convicted of an offence precluding or inhibiting the further performance of coach duties
- The Coach breaches Child Safe Standards in any form

REVIEWING THIS POLICY

This Policy will be reviewed every two years.

LAST REVIEWED

July 2024