



Coaching Guidelines

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Version Control				
Date	Update	Detail	Who	Sign Off
Oct 9, 2023	Minor	Revision of coach membership requirements in context of adoption of volunteer coach agreement. Addition of coaching skills matrix reflecting adoption of tiered coaching structure. Format of guidelines onto policy template.	MH	Committee Majority

Purpose:

This policy seeks to balance the club's need to recruit, develop and retain suitably qualified coaches with its fiscal constraints. It provides a framework by which RRC will establish itself as an employer of choice for both developing and experienced coaches through mutually beneficial coach development pathways.

This policy supports RRC's goal to be a thriving community club by ensuring that the clubs volunteer and paid coaches have clarity about:

- Coaching Structure, Roles & Responsibilities
- Necessary qualifications and experience
- Membership requirements
- Conditions and remuneration
- Expectations for conduct and behaviour

Introduction:

Richmond Rowing Club is supported by both paid and volunteer coaches. These coaches make a significant contribution to the operation of the club, and the club's purpose, to provide opportunities for people to participate, develop and compete in rowing.

Coaching Structure, Roles & Responsibilities:

Richmond Rowing Club's coaching structure comprises three levels, Head Coach, Senior Coach and Stroke Coach.

The position description for each level details the duties and responsibilities, essential and desirable selection criteria and requirements for compliance with RRC, Rowing Victoria, and Rowing Australia policies and procedures and applicable laws.

- Head Coach - [RRC Head Coach Position Description 2023/2024](#)
- Senior Coach - [RRC Senior Coach Position Description 2023/2024](#)
- Stroke Coach - [RRC Casual Coach Position Description 2023/2024](#)

Recruitment to any coaching position will be completed in an open and transparent manner and it is expected that recruitment for any paid coaching roles would include advertising for external candidates via Rowing Victoria, Rowing Australia, or any other suitable forum.

Appointment of any person by the Head of Rowing to any coach position, paid or volunteer, must be actioned in conjunction with the President, and reported to the RRC committee for awareness.

All RRC coaches must have either a fully executed employment contract or volunteer coach agreement prior to commencement of their role.

Qualifications and Experience:

Richmond Rowing Club has established expected requirements for coaches operating at each level of employment as tabulated below:

<i>Must have or be demonstrably working towards</i>	Stroke Coach	Senior Coach	Head Coach
RA Coaching Accreditation Level 1	✓	✓	✓
RA Coaching Accreditation Level 2		✓	✓
RA Coaching Accreditation Level 3			✓
ASCA Strength and Conditioning Level 1		✓	✓
ASCA Strength and Conditioning Level 2			✓
Working with children check	✓	✓	✓
Criminal records check	✓	✓	✓
First Aid Certificate	✓	✓	✓
Marine Licence		✓	✓

Richmond Rowing Club seeks to support the professional development of its volunteer and paid coaches alike so as to provide high quality coaching to the RRC membership and a rewarding work environment for coaches.

The Head of Rowing will seek to contribute to, or cover the cost of coaches attaining qualifications to support their current role, or development for future roles. Priority will be given to supporting volunteer coaches, entry qualifications, and coach development that directly relates to the operational requirements of RRC.

Where completion of these activities is approved by the Head of Rowing, associated costs will be recovered from the Coaching Budget and reported to the Committee.

Membership requirements:

Where rowing coaches enter into either a signed contract, or a volunteer coach agreement an associate membership will be provided by Richmond Rowing Club at no cost to the coach.

Coaches are encouraged to attend and participate in scheduled land based training sessions, provided that this involvement does not displace a full RRC member.

Where coaches wish to undertake land based training (i.e. access the RRC ergos or gym) outside of these sessions, or in-boat training other than coxing, a full membership is required.

Conditions and Remuneration:

The following sessions will be paid for coaches under an established employment contract, including the time spent to prepare the session:

- Coaching of sessions as directed and approved by the Head of Rowing including but not limited to:
 - On water training
 - Off water / ergo training
 - Off water strength and conditioning sessions
- Coaching meetings as called by Head of Rowing
- Coaching educational sessions as called by the Head of Rowing
- Training camps up to a maximum of 8 hours/day

Coaches will not be paid for the following:

- Coaching sessions other than that expressly approved in advance by the Head of Rowing
- Attendance at regattas or competition
- Boat loading and unloading
- Completion of any self education, or development activities other than those specifically approved by the Head of Rowing

Coaching Expenses:

Coaches are eligible to be reimbursed for the reasonable expenses incurred in the completion of their role. Any expenses must be approved by the Head of Rowing prior to them being incurred.

Expenditure, when approved, will be recovered from the Coaching Budget.

Standards of Behaviour and Safeguarding:

Standards of behaviour for coaches are detailed in policies issued by Rowing Australia, Rowing Victoria and the Club itself and include:

RA Member Protection Policy
RA Coaches Code of Ethics
Rowing Victoria Code of Conduct
RRC Code of Conduct, including specifically the Coaches Code

See:

<https://rowingaustralia.com.au/rowing-australia-policies/>
<https://rowingaustralia.com.au/development/coaches/coaches-accreditation/form-13-coachs-code-of-ethics/>
<https://www.rowingvictoria.asn.au/about/rulespolicies/>
<https://richmondrowing.com.au/documents/>