



# IONA COLLEGE

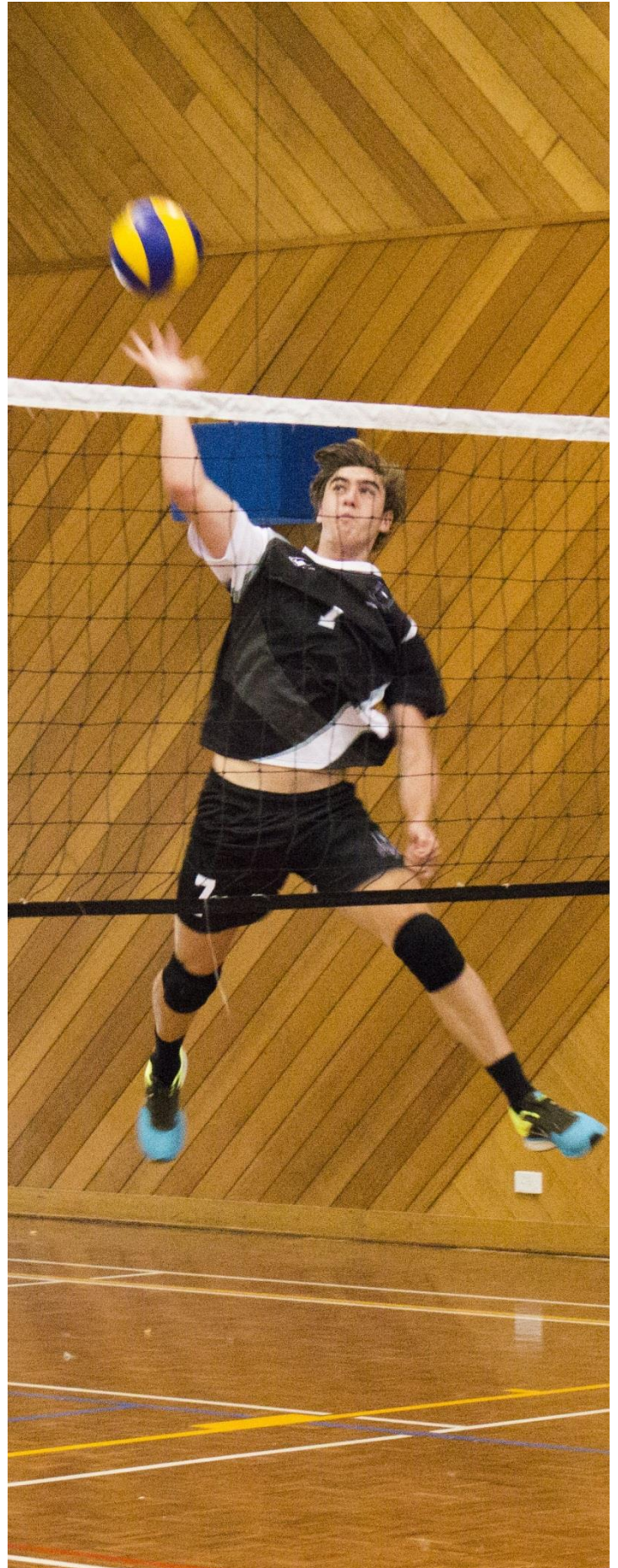
Policy

## CO-CURRICULAR GUIDELINES AND EXPECTATIONS

STAFF

2020

A guide for those appointed to positions within Iona College Sport



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## **CO-CURRICULAR PAYMENT STRUCTURE**

The honorarium structure is based on the minimum hours required to complete the specific requirements of the position. The honorarium will be paid at the end of each term of sport.

## **CO-CURRICULAR HONORARIUM LEVELS**

Level 1  
Level 2  
Level 3  
Level 4  
Level 5  
Level 6  
Level 7

## **SPORT COORDINATORS**

The prime focus of the Co-ordinator's role is to initiate and facilitate programs assist with the organisation of their sport, support the development of the skill, teamwork and enjoyment levels of the students and to further the development of the coaching staff and the sport itself.

The Head of Sport will appoint the co-ordinator for the period of the season and he/or she will act under the direction of the Head of Sport.

The Sports Co-ordinator will:

- Organise and assist with the pre-season trials and the implementation of the Iona selection policy.
- Review the risk assessment relevant to the sport. Be familiar with induction processes.
- Arrange with the assistance of the Head/Deputies of Sport, the appointment of coaching staff.
- Arrange the trials and training schedule for the sport prior to the season.
- Provide the Head of Sport with the relevant information in relation to the purchase of any equipment needed for the sport, facilities needed for training, or for competition.
- In consultation with the Head Coach and Head of Sport, design, develop and implement specialised development programs for all age levels.
- In consultation with the Head of Sport, and where appropriate, provide relevant courses for coaching development and maintain accreditations of all the coaches in their sport.
- Assist the Head/Deputies of Sport on match day procedures and operations.
- Organise referees and umpires for all fixtures.
- Liaise with Sports Administrator any catering requirements.
- Assist with team coaching where appropriate and initiate an action plan in the absence of a coach.

- Collect and provide all the results to the Sunday Mail for publication each game day. Also provide all the results to the Sports Administrator as directed.
- Facilitate organization for gala days/state/national championships and any approved tours
- In association with the Director of Sport, establish a formal review process of the sport at the end of the season, including budget requirements for the following year
- Prepare a report for the College magazine.

Responsibilities specific to the Sailing Coordinator with the Sailing Head Coach:

- Management of the College vessels both sailing and non-sailing, including
  - Operation of the College rescue boat.
  - Maintenance and general running of all craft.
  - Supervision of launching and retrieving of all craft.
  - Workplace health and safety issues specifically related to sailing and rescue craft.

Responsibilities specific to the Mountain Biking Coordinator and Head Coach:

- Management of all equipment.
- Workplace health and safety issues specifically related to mountain biking.

Responsibilities specific to the Rugby League Coordinator with the Rugby League Head Coach:

- In coordination with the Head of Sport and Tour Manager, organise and attend the Confraternity Shield (July) tour.

## **FIRST TEAM COACHES AND HEAD COACHES**

### QUALIFICATIONS

First Team Coaches and Head Coaches are expected to hold a Level 2, Australian Sports Coaches accreditation (or equivalent).

### HONORARIUM

Honorarium for first team coaches and head coaches is negotiable. It is based on qualifications, experience and role requirements.

## GENERAL RESPONSIBILITIES

The Responsibilities of a first team coach and head coach include:

- Meet with the Head of Sport and the Sport Co-ordinator prior to the season in relation to the upcoming season.
- Be familiar with induction and risk assessment processes.
- Organize pre-season screening tests.
- Organise and lead an appropriate preseason training and trial program.
- Encourage involvement in the strength and conditioning program.
- Attendance at all training sessions.
- Active participation in training with emphasis on skill, technique, improvement and evaluation.
- Lead team selection.
- Organise appropriate technology relevant to team and individual performance.
- Attendance at competition games and after match functions. This includes trials, tournaments, state/national championships, tours specific to the team.
- Ensure that players have the correct equipment; are correctly attired and behave in the appropriate manner
- Ensure notification to the College of any injuries, accidents or incidents.
- Attend accreditation update courses wherever possible.
- Attend sports seminars at the discretion of the Head of Sport.
- Maintain equipment supplied by the College
- Liaise weekly with the relevant sport co-ordinator

## HEAD SWIMMING COACH

Responsibilities specific to the Head Swimming Coach

- Supply programs for holiday training (December – January).
- Supervise holiday training.
- Active participation in training with the emphasis on skills, technique, speed and evaluation.
- Organize and plan the annual Swimming clinic or camp.
- Attendance at Invitational meets and Regional meets.
- Attendance at the College Championships and AIC/CIC Championships.

## HEAD TENNIS COACH

Responsibilities specific to the Head Tennis Coach

- Attendance at the College Age Championships and College Open Championships.

## HEAD SAILING/MOUNTAIN BIKING COACH

Responsibilities specific to the Head Sailing Mountain Biking Coach:

- Management of equipment including
  - Operation of the College rescue boat.
  - Maintenance and general running of all craft/bikes.
  - Supervision of launching and retrieving of all craft.
  - Workplace health and safety issues specifically related sailing and mountain biking including Risk Assessment.

### Head Coach and First Team Assistant Coaches

First team assistant coaches assume some of the duties of the head coach and support either in the areas of administration, leadership or skill and development.

### HONORARIUM

Honorarium for assistant first team coaches or assistant head coaches is negotiable. It is based on qualifications, experience and role requirements.

## **'A' TEAM COACH**

### QUALIFICATIONS

'A' Team Coaches are expected to hold a Level 2, Australian Sports Coaches accreditation (or equivalent).

### RESPONSIBILITIES

The Responsibilities of an 'A' team coach include:

- In communication with Age Group Coaches, function as Age Group Coordinator.
- Be familiar with induction processes and risk assessment
- Attend and supervise pre-season trials and training
- Attend all match fixtures and arrive at least 30 minutes prior to the game to organize structured team warm up.
- Attendance at Age Group competition games.
- Completion and collection of official match reports for verification of Age Group results and for relevant information for the Co-ordinator of the sport and Head of Sport.
- Attendance at all training sessions as per the training program.
- Active participation in training is expected with emphasis on skill, technique, improvement and evaluation.
- Ensure the players have the correct equipment, are correctly attired and behave in the appropriate manner
- Ensure notification to the College of any injuries, accidents or incidents.
- Attend coaching sessions organized by the Co-ordinator of the sport.
- Ensure reserves are organized to act as replacements.
- Maintain equipment supplied by the College

## **LOWER GRADE COACHES**

### QUALIFICATIONS

Lower grade coaches are expected to hold a Level 1, Australian Sports Coaches accreditation (or equivalent).

### RESPONSIBILITIES

The Responsibilities of a lower grade coach include:

- Be familiar with induction processes and risk assessment.
- Attend and supervise pre-season trials and training
- Collaborate with the 1<sup>st</sup> and 'A' Team Coach.
- Attend all match fixtures and arrive at least 30 minutes prior to the game to organize structured team warm up.
- Attendance at competition games.
- Attendance at all training sessions as per the training program.
- Active participation in training is expected with emphasis on skill, technique, improvement and evaluation.
- Ensure the players have the correct equipment, are correctly attired and behave in the appropriate manner
- Ensure notification to the College of any injuries, accidents or incidents.
- Attend coaching sessions organized by the Co-ordinator of the sport.
- Ensure reserves are organized to act as replacements.
- Maintain equipment supplied by the College.

## **SWIMMING, TRACK & FIELD, AND CROSS COUNTRY COACHES**

### QUALIFICATIONS

Swimming, track & field, and cross country coaches are expected to hold a level 1, Australian sports coaches' accreditation (or equivalent).

### RESPONSIBILITIES

The Responsibilities of swimming, track & field, and cross country coaches include:

- Being familiar with induction and risk assessment processes.
- Attend and assist training sessions as per the training program.
- Active participation is expected with the emphasis on skill, technique, improvement and evaluation.
- Attend and supervise athletes at all competitions including involvement in organize structured team warm ups.
- Ensure athletes have the correct equipment, are correctly attired and behave in the appropriate manner.
- Ensure notification to the College of any injuries, accidents or incidents.
- Attendance at the College Championships.

- Attendance at the AIC or CIC Championships.
- Maintain equipment supplied by the College .
- Attend accreditation courses where possible.

## **MANAGERS**

### RESPONSIBILITIES

The Responsibilities of managers include:

- Be familiar with induction and risk assessment processes.
- Attend pre-season trials.
- Attendance at training sessions and on match or competition days as per competition schedule
- Assist during competitions with as required (time keeping, recording, supervising, etc.)
- Assist in the construction and administration of events for a College championship program as required.
- Completion of report for verification of results and for relevant information for the Co-ordinator of the sport and the Head of Sport.
- Distribute information regarding events, sessions and competitions.
- Active participation in training with the emphasis on skills, technique, improvement and evaluation.
- Ensure the players have the correct equipment, are correctly attired and behave in the appropriate manner
- Ensure notification to the College of any injuries, accidents or incidents.
- Attend all match fixtures and arrive at least 30 minutes prior to the scheduled start time to assist with the organisation of pre-game routines
- Maintain equipment supplied by the College

## **CO-COACHES**

If two or more staff share a position (e.g. Volleyball 14A coach), each coach shall receive 75% of the predetermined honorarium.

## **MANAGING AND COACHING MORE THAN ONE TEAM**

If one staff manages or coaches more than one team in an age group (e.g. Rugby 14 C&D), the manager will be entitled to the full honorarium for the first team managed and 50% honorarium for every team after this.



