**Coach and Committee Agreement**

**Introduction**

The following pages are template role descriptions for committees and coaches. These then come together to form the basis of the Coach and Committee Agreement. These templates can be adapted and edited to meet the needs of your club.

It is recommended that you carefully consider any items that you remove and seek agreement by both parties on additions.

Once the coaches and committee have reviewed and agreed the document, it should be signed by the Head Coach and club Chairperson on behalf of the club.

Upload the signed document to membership database as a club credential and then contact your Club Support Officer who will provide you with a certificate to display on your club noticeboard and/ or website.

We recommend that the agreement is reviewed every two years or in the event of a large change in committee or coaching personnel.

**Role of the Coach**

* Be aware of and uphold your club ethos
* Read, sign, and adhere to teacher/ coach code of conduct
* Ensure the club is athlete centred

**Planning (Head Coach)**

* Responsible for the long-term strategic planning (4-year cycle aligned with the Olympic cycles)
* Responsible for reviewing of club squad/ team structure on an annual basis
* Responsible for producing the annual competition and training plan
* Responsible for session planning in all sessions where the Head Coach has direct oversight
* Liaise with Regional Pathway Development Coach for assistance and guidance where necessary and applicable

**Planning (All Coaches)**

* Responsible for producing monthly and/or weekly plans
* Responsible for session planning where the coach has direct oversight

**Teaching/ Coaching (All Coaches)**

* Wear club kit/ uniform when teaching/ coaching
* Arrive early for each session
* In advance of session starting, brief any assistant coaches who will be coaching with you and under your direction
* Prepare athletes for the session ahead (dry land/ briefing)
* Provide guidance, corrections, and feedback throughout session
* Stay on deck until all athletes have left the pool
* If you are unable to attend your session, ensure that cover has been arranged in advance

**Competitions (Head Coach)**

* Present competition plan to the coaching team in advance of the season starting
* Make recommendations to the coaching team on what competitions each squad need to attend for their development and agree in advance the purpose of each competition

**Competitions (All Coaches)**

* Direct and sign off event entries for athletes
* Agree who will attend each competition and the level/ number of coaches required
* Agree in advance the role of each coach at the competition

**Motivate (All Coaches)**

* Set SMART goals with athletes at the start of each season and agree check in times during the year
* Encourage athletes to analyse their own performance and provide you with feedback. Support them with agreeing changes
* Provide constructive feedback. Rather than telling an athlete what they did wrong, ask them what they could to do better
* When an athlete does a great job, tell them!

**Communication (Head Coach)**

* Prepare a coach report and attend committee meetings
* Prepare and present coach report at club AGM

**Communication (All Coaches)**

* Be aware of body language, language, tone of voice and facial expressions when speaking
* Where possible speak to athletes as a group at the start and end of each session
* (briefing/ de-brief)
* Hold and attend coaches’ meetings at regular intervals during the season (3-4 times per year)
* Hold athlete/ parent information sessions/ meetings as required during the season
* Maintain coach email addresses for Head Coach and lead squad coaches. Reply to emails within 48 hours. Recommendation – set an auto reply on email accounts.
* Where a parent/ carer wishes to speak with a coach set an agreed time and place to discuss (i.e. not poolside during a session)
* Seek support from committee if needed to manage difficult conversations with athletes/
* parents/ carers.

**Create and Maintain a Safe Environment (All Coaches)**

* Ensure your Swim Ireland license, safeguarding and vetting are always in date
* Complete a risk assessment prior to each session (i.e. lane ropes, backstroke flags,
* water polo goals, diving boards, pool clarity etc.)
* Maintain a safe environment throughout a training session/ competition
* Recognise any changes of behaviour in an athlete (i.e. when they have become angry,
* overly tired, lacking confidence) and have a check in conversation
* Report safeguarding concerns to the club children’s officer and keep a record
* Manage athlete behaviour and complete disciplinary report where an athlete breaches a rule or code of conduct

**Mentor Coaches (Head Coach)**

* Mentoring is a long-term relationship focusing on the group and development of the mentee Consider how you mentor teachers/coaches in your club
* Goal setting –the personal and professional development
* goals of your teachers/coaches and how can you assist them in achieving their goals
* Attend and observe training sessions that the mentee is delivering
* Have self-evaluation/reflection forms for mentees to complete
* Set up informal check in meetings at regular intervals during the season At your teacher/coach meetings set some time aside for teacher/coach development, pick a relevant topic to discuss or demonstrations to work on Allow and acknowledge that mistakes can happen, provide support so teacher/ coach can learn from it
* Liaise with Regional Pathway Development Coach for assistance and guidance where necessary and applicable

**Develop Athlete Life Skills (All Coaches)**

Consider your role as a coach and what the life skills are that you can impart on a young person in your club.

* Goal setting and achievement, and dealing with disappointment
* Encouraging and supporting athletes who may benefit from development opportunities
* outside of the club
* Timekeeping
* Working and supporting a team
* Body awareness and confidence
* Exercise as a lifestyle choice
* Social skills

**Role of the Committee**

* Be aware of and uphold your club ethos
* Read, sign, and adhere to committee Code of Conduct
* Ensure the club is athlete centred

**Administration**

* Maintain an up to date membership database throughout season
* Ensure the club meets affiliation requirements and deadlines
* Meet GDPR requirements for safe storage, retention and destruction of materials containing personal data
* Manage new member joining process and ensure it is clear and transparent
* Have a process to manage waiting lists
* Submit competition entries as advised by Head Coach or appointed coach

**Governance**

* Be aware of and uphold the club ethos
* Adopt Swim Ireland policies and procedures and review periodically
* Ensure the club constitution is up to date and in line with Swim Ireland requirements
* Ensure the club handbook is up to date and reviewed periodically
* Have a Complaints and Disciplinary committee in place
* Resolve any conflict or disagreements in a timely manner or escalate to the Complaints
* and Disciplinary process as required
* Unite as one and always maintain confidentiality

**Communication**

* Put in place a communication strategy for the club and operate effective committee meetings
* Set up and maintain club email addresses for Chairperson, Secretary, Treasurer, CCO and any other role that will be contacting club members/Region/Swim Ireland, and respond in a timely manner
* Ensure the club is represented at Swim Ireland/Regional meetings and training and report back to the club at committee meeting
* Agree points of note at committee meetings and issue to club members within 1 week of meeting
* Provide support to coaches in their communications with club members

**Finance**

* Prepare an annual budget taking in to account club development plan goals for that year, competition plan and club training requirements
* Review monthly statement of accounts at committee meetings and take appropriate action
* Recruit a fundraising committee to plan and organise fundraising events during the season
* Source and apply for grants and funding available to the club
* Pay bills on time to ensure club has a good credit rating
* Set and review club membership fees on an annual basis to ensure club costs are covered

**Club Development and Planning (in line with Head Coach’s Long-Term Strategic Plan)**

* Appoint a committee member with responsibility for Clubmark/ club development
* Aim to achieve Clubmark award within 1 year of starting the journey and complete annual review once achieved
* Put a 3 to 5 year development plan in place in consultation with coaching team and club members
* Ensure Clubmark/club development is a standing item on committee meeting agenda
* Implement an annual operational plan from your development plan
* Review and update development plan on an annual basis

**Create and Maintain a Safe Environment**

* Meet with and maintain the club affiliation and safeguarding requirements throughout the
* season
* Adopt and review safeguarding risk assessment and child safeguarding statement
* Each committee member is personally responsible for updating their vetting and safeguarding to ensure there is no break in cover
* Issue a parent on duty roster monthly in advance to club members.
* Monitor the sign in sheet for parent on duty and follow up on no-shows
* Appoint at least one Club Children’s Officer

**Training and Education**

* Appoint an Education Officer to your club committee
* Work closely with the Head Coach to identify training needs for teachers/coaches
* Work closely with the committee to identify training needs for the committee and club members
* Include ongoing training and education in your club development plan
* Have an annual plan and budget for training and education
* Where possible, and suitable, organise courses in-house
* Liaise with Club Support Officer/Regional Development Officer/Regional Pathway
* Development Coach for assistance and guidance

**Coach and Committee Agreement**

(insert club name) have read and understood the Role of the Coach and Role of the Committee.

We agree that the following areas of collaboration will benefit our club and we will work together to ensure that the best interests of our athletes and the club are always upheld. We will operate within our agreed and defined roles.

**Coach** – refers to all coaches/ teachers in the club

**Committee** – refers to club management committee as a collective

**Club Ethos**

* We will agree and uphold the club ethos in everything we do for (insert club)

**Creating and Maintaining a Safe and Enjoyable Club Environment**

* We will operate in line with our club constitution, which will be reviewed annually and kept up to date with Swim Ireland requirements.
* We will operate in line with Swim Ireland policies and procedures
* We will hold the safeguarding of our athletes central to everything we do within the club.

**Communication**

* We will operate in line with our communications strategy to ensure we can
* effectively communicate with our members
* We will attend meetings prepared and present relevant reports
* We will hold effective meetings within the club
* We will communicate with each other in a respectful manner and respond to queries in a timely fashion.
* Where a grievance or conflict arises, we will endeavour to resolve this informally and directly in a confidential manner. Where we cannot resolve the matter informally, we will operate within the Swim Ireland Complaints and Disciplinary procedures

**Decision Making**

* The club management committee, including the Head Coach, are responsible for making decisions in line with the ethos and best interest of the club.
* We will support all decisions made by the club management committee
* We will allow a set amount of time for matters discussed and voted on
* We will respect the views and input of all individuals in the decision-making process
* Confidentiality will always be maintained by all

**Planning**

* We will agree the annual training and competition plan of each season in line with the club development plan and budget
* We will prepare an annual budget to support the club Development Plan and Annual Operation Plan
* We will have an up to date club Development Plan and Annual Operation Plan
* We will have a succession plan in place for all roles within the club

**Trust**

* We will have confidence in each other to fulfil our roles. To ensure this is
* maintained we will have the following in place:
* Clearly defined roles and responsibilities for everyone holding a role in the club
* Succession planning in place for all roles
* A documented induction process for new coaches and committee members
* Mentoring plan for coaches
* Education and Training Plan for the club

We confirm that this agreement has been read and agreed upon by the all coaches and committee members within (insert club)

Signed:

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Head Coach Chairperson

Date: Date: