**Cardiff Flyers Trampoline Club Coaches Policy**

This policy is put in place to protect the club as well as its coaches. Cardiff Flyers expects the highest standard from its coaches and resultantly will always provide the highest quality of care and training that is available for us to give.

**Coaches responsibilities:**

* **Attire:**
* Coaches must wear at least one piece of clothing that displays the club logo when responsible for coaching a session
* **Behaviour:**
	+ Coaches must be a good role model. Cardiff Flyers believe in leading by example.
	+ Coaches must use appropriate language for the age groups they are coaching.
	+ Coaches must treat performers with respect.
	+ Coaches must treat ALL other coaches with respect (whether they are our coaches or not).
	+ At all times our coaches represent Cardiff Flyers and must be mindful of this.
	+ Coaches must not have contact with performers outside of club. For trainee coaches they may have contact with friends of their own age group.
	+ Any coach arriving at a session under the influence of drugs or alcohol will be reported to British Gymnastics and banned from coaching at Cardiff Flyers with immediate effect
* **Paperwork:**
	+ It is a coach’s responsibility to complete the registers for their session by the end of the day.
	+ Freelance coaches have a responsibility to invoice the club for their billable hours.
	+ Coaches must ensure that the performers they are responsible for have filled in the medical and photo consent forms.
	+ Coaches are responsible for informing performers about the need for British Gymnastics membership.
	+ Coaches are expected to make performers aware of relevant competitions and have a responsibility to make them aware of the entry process.
	+ Coaches are expected to promote events run by Cardiff Flyers.
* **Coaching and CPD:**
	+ Coaches are always expected to ensure a safe environment for their performers. If coaches are unhappy with equipment setup they should voice their concerns to the head coach and have the power to refuse to the session should they believe their performers to be at risk.
	+ Coaches are expected to coach within their level unless they have the permission of a more highly qualified coach who is present.
	+ Coaches have a responsibility to defer to the supervising coach.
	+ Coaches are expected to progress performers at a safe level. Performers must prove their competence with preparation skills before progressing. The head coach and/or coach in charge of a session can ask for proof of this at any time.
	+ Coaches are responsible to complete at least 2 pieces of continued professional development (CPD) per year.
	+ Higher level coaches are held responsible for the safe coaching practice of lower level coaches in sessions they are running. As per British Gymnastics (BG) requirements.
	+ Coaches are responsible for ensuring their British Gymnastics membership, DBS and Safeguarding are up to date before coaching any session.
	+ Coaches have a responsibility to declare any relevant medical conditions to Cardiff Flyers prior to coaching a session.

**Club’s responsibilities:**

* **Safeguarding:**
	+ The club has a responsibility to have at least 1 safeguarding officer active at any one time.
	+ The club has a responsibility to have clear safeguarding policies in place.
	+ The contact details for the safeguarding officer are available on the website and noticeboard.
	+ The club has a responsibility to follow up on any safeguarding issue and to report it as appropriate.
* **Education:**
	+ Mentors will be supplied for coaches wishing to progress with their courses. Where there is not a high enough level coach available one will be sought out by the head coach.
	+ The club will ensure that it runs at least 2 CPD workshops a year.
	+ Cardiff Flyers will help with booking for courses where possible.
	+ Cardiff Flyers is responsible for providing necessary coaching tools (e.g. catching belts)

**Payment of coaches**

* Unless otherwise stated coaches are freelance coaches NOT employees.
* Coaches will eligible to invoice Cardiff Flyers. The rate will be dependent on the coach’s UKCC level. The rates are as follows:
	+ Level 1 coaches £9 per hour
	+ Level 2 coaches £12 per hour
	+ Level 3 coaches £15 per hour
	+ Higher performance and above will negotiates rates with the head coach and treasurer.
* Volunteer coaches will be eligible for vouchers. See our voucher policy.
* Coaches MUST invoice the club to be paid.
* Invoices must be submitted within 3 months of a coached session.
* Cardiff Flyers has a responsibility to respond to invoices within 30 days.
* Coaching hours at competition are NOT billable unless previously agreed with the head coach/treasurer.
* As per 8.5 in the Cardiff Flyers Trampoline Club Constitution payment may be withheld until any outlying debt to Cardiff Flyers is repaid.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the policies outlined in this document

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_