

Herts Sports Partnership Coach Management Standards



These standards are produced for personnel responsible for the recruitment, employment and deployment of coaches.

COACH RECRUITMENT STANDARDS

MUST

- Advertise openly and equitably
- Roles and responsibilities [of coaching position] will be clearly set out using clearly defined Job Description and Person Specifications
- Consider all applications in an equitable manner

SHOULD

- Interview or assess candidate(s)

COULD

- Ask for references prior to interview
- Use HSP recruitment advertisement template
- Use HSP job description and person specification templates

Standard	Evidence
All coaching positions will be openly advertised in an equitable fashion	HSP recruitment advertisement template can be used to publicise positions in all media
Roles and responsibilities of coaching position will be clearly set out.	Clearly defined Job description and person specification can be used in conjunction with recruitment advertisement.
All applications will be considered fairly and in an equitable fashion	HSP short listing process and template may be used where appropriate
Candidates may be interviewed or practically assessed to ascertain suitability for coaching position. NB: This is not duplicating an NGB assessment, to assess technical competency. This is to assess the suitability to deliver to the appropriate group	Interview response form Assessment guidance
References may be taken to ascertain suitability for coaching position	HSP referencing template may be used

COACH EMPLOYMENT STANDARDS

MUST

Complete personal coach profiling:

- Ensure coach is able to deliver appropriate coaching sessions
- Ensure coach is safe to work with young people or vulnerable adults
- All coaches must have valid coaching insurance appropriate to activity
- Ensure coach undertakes organisation's child protection policy and procedure training

SHOULD

- Complete Training Needs Analysis with coach prior to deployment (Could be as part of profiling) This should be reviewed annually
- Coach completes Personal Development Plan and is reviewed at east every six months.

COULD

- Offer benefits package e.g. equipment or clothing to coach
- Use scUK Personal Coach Profile form as existing template
- Offer Mentoring or 'Buddy' system for new coaches.
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Standard	Evidence
Ensure coach is able to deliver appropriate coaching sessions	Coach's previous coaching experience from completed PCP form and references sought during recruitment
Ensure coach is safe to work with young people or vulnerable adults	Criminal Records Bureau or disclosure/Self Disclosure Form completed before activity commences. In accordance with NGB child protection guidance.
All coaches must have valid coaching insurance appropriate to activity	Insurance card, letter from NGB or letter from club insurers.
Ensure coach undertakes organisation's child protection policy and procedure training	Coach to receive organisation's child protection guidance document.
Complete Training Needs Analysis with coach prior to deployment. This should be reviewed annually	scUK Training Needs Analysis pro-forma may be used as a template.
Coach completes Personal Development Plan and is reviewed at east every six months.	scUK Personal Development Plan template may be used

COACH DEPLOYMENT STANDARDS

MUST

- Brief coach on the following deployment issues: activity location and timings, equipment provided/required, registration procedures, session objectives/training programme. Provide information on group (including emergency contact details and medical requirements), incident/accident reporting procedures, and emergency contact details for support to coach.

SHOULD

- Ensure all equipment required to carry out activity is checked and ready for use. Replace any unsuitable equipment.

COULD

- Attend first session of each new programme

Standard	Evidence
Brief coach on all deployment issues	HSP Briefing tick box sheet may be used. The following HSP/Clubmark templates may be used: <ul style="list-style-type: none"> • Register • Long/short term session plan • Athlete information forms (including Emergency contact details) Incident Reporting Forms • Accident Reporting Forms • Coach Emergency contact details
Ensure all equipment required to carry out activity is checked and ready for use.	HSP Briefing tick box sheet may be used

Briefing content could include answers to some of the following:

Who are the group?

How many in the group?

Where is the activity taking place?

When is the activity taking place?

What is the activity programme?

What are the outcomes?

What other coaches are they working with on the activity?

What equipment are they using?

Where is equipment stored?

What clothing does the coach need to wear?

What are the registration/collection procedures?

Who provides the first aid cover and equipment?

What are the emergency procedures?

What are the bad weather procedures?

Who is managing the coaches?

Who is mentoring the coaches?

What are the illness/emergency cover procedures?

Who is the facility contact at the training venue?