



FAIR OAK SQUASH CLUB

Guide to Coaching Administration

FOSC Reference : FOSC/Mgt Guides/010
Issue : 1.0
Issue date : 20th June 2012

Status : Issue

Distribution : Chairman FOSC Committee
Treasurer FOSC Committee
Secretary FOSC Committee
Club Captain FOSC Committee
Junior Organiser FOSC Committee
Bar Manager FOSC Committee
Competitions Organiser FOSC Committee
Special Projects FOSC Committee

Approvals

Prepared by : Executive Committee.
Date:

Reviewed by : Committee
Date:

Approved by : Colin Codrai / Chairman
Date:

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC
FOSC/Mgt Guides/010 / Issue 1.0

Amendment history

Date	Issue	Status	Author
1 st December 2011	0.1	First draft	Executive Committee
16 th December 2011	0.2	Exec Committee Review	Executive Committee
20 th June 2012	1.0	Formal Publication	Executive Committee

References

Id.	Title	Date	Issue	Reference (if known)
A	FOSC Guide to System Administration		2.0	FOSC/Mgt Guides/001
B	FOSC Guide to Membership Administration		1.1	FOSC/Mgt Guides/002
C	FOSC Guide to Financial Administration		1.0	FOSC/Mgt Guides/003
D	FOSC Guide to Regulatory Compliance		1.1	FOSC/Mgt Guides/004
E	FOSC Guide to Junior Section Administration		1.1	FOSC/Mgt Guides/005
F	FOSC Guide to Adult Team Administration		1.0	FOSC/Mgt Guides/006
G	FOSC Child Protection Policy		1.1	FOSC/Mgt Guides/007
H	FOSC Guide to Coaching Administration		1.0	FOSC/Mgt Guides/010
I	FOSC Constitution		1.1	FOSC/Constitution/001
J	FOSC By-laws		1.1	FOSC/Bylaws/001

Abbreviations

Abbreviation	Definition
FOSC	Fair Oak Squash Club
HSRA	Hampshire Squash Rackets Association
ESR	England Squash & Racket ball
LMS	League Management System
CRB	Criminal Records Bureau

Terminology

Term	Definition
Licensed Coach	Scheme operated by ESR to underwrite coaching standards

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC
FOSC/Mgt Guides/010 / Issue 1.0

Table of Contents

1 INTRODUCTION4

1.1 Background4

1.2 Purpose4

1.3 Scope5

2 LEGISLATIVE POSITION6

2.1 Liability Insurance6

2.2 Child Protection Policy and Junior Section Guidance6

3 COACHING AT FOSC7

3.1 Types of Coaching Activity7

3.2 Summary of Operating Principles7

3.3 FOSC List of Coaches9

3.4 Club’s Web Site10

1 INTRODUCTION

1.1 Background

The Constitution and Rules of the club currently make no reference to, or include roles related to, the coaching of either Squash or Racketball (e.g. Coach, Lead Coach or Club Coach). To date there has been no documented definition as to the precise interpretation of this term, or how such activity is operated, within the context of Fair Oak Squash Club.

There are however a number of principles that have been applied historically to individuals conducting roles of this type.

It is necessary for the club to ensure that it operates within a legally defensible position with regard to all the activities it undertakes; a critical area being with respect to Child Protection, another being Occupier Liability. Whilst the club may choose not to operate a formalised coaching framework or affiliation mechanism with coaches, it is essential that the operating guidelines for anyone who delivers coaching at the club are understood.

1.2 Purpose

This document is one of a set of documents that in combination provide the information necessary to be able to operate and run Fair Oak Squash Club (see Reference A to H).

The purpose of these documents is to ensure that all aspects of the club's operation are captured. This will ensure that there is an efficient mechanism for transition of responsibility to new club officials and that the club does not become reliant on knowledge and experience held by any individual.

These documents are not prescriptive on how the club should be organised or managed, hence they are not job descriptions. Each document contains vital information necessary for any appointed member to carry out a committee role, but each committee role is not necessarily covered by one document

Each document covers a functionally related set of information; this facilitates easy reference, since the scope of each document should be easily identifiable from its title.

These documents should be treated as living reference material and should be updated whenever any aspect related to the guide changes.

In order to assist with readability of these documents, key information is presented in italic blue text. Information highlighted in this way will typically result in a significant issue for the club if the club is either non compliant or unaware of the presented information.

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC

FOSC/Mgt Guides/010 / Issue 1.0

1.3 Scope

This document covers the clubs position related to those members who hold a recognised coaching qualification and who wish to conduct activity of this type where a financial transaction will take place.

The document covers the principles and rules that govern any coaching activity that is undertaken at the club.

Any member that either wishes to partake in a formalised coaching activity at the club, whether it be on an independent basis or in the name of the club, must be compliant with the content of this document.

2 LEGISLATIVE POSITION

2.1 Liability Insurance

The club's insurance policy related to organised events, such as training, fitness and club competitions is clarified as follows:

"If the organiser is a member of the club, then they are covered by the club's policy. If the organiser is external to the club, they will not be covered by the clubs policy and hence need to hold their own personal liability cover."

It should be noted that individuals are not covered by the clubs liability insurance unless they are performing an authorised role at an event that is being conducted in the name of the club. (i.e. currently, one to one private coaching is not covered unless it is part of an event organised by the club)

2.2 Child Protection Policy and Junior Section Guidance

The club has a published set of administration documentation (References A to H). This documentation includes a Junior Section Administration Guide (Reference E) and a Child Protection Policy (Reference G). The interpretation of these documents in respect of junior coaching activity at the club is as follows:

- a) All junior activity organised at the club is covered by the Child Protection Policy. Anyone acting in any related activity must be familiar and compliant with this policy, whether acting as part of a Junior section organised event or a general club event.
- b) The Junior Section Administration Guide covers the operation of the Junior section only; this includes the Saturday morning coaching activity. All other junior coaching activity falls outside of the scope of that document.

The extended interpretation of statements a) and b) is as follows:

"the club has the necessary child protection controls in place to support all junior related activity conducted at the club (e.g. mini competitions, special coaching etc.) including those activities that are not directly managed by the Junior section."

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC
FOSC/Mgt Guides/010 / Issue 1.0

3 COACHING AT FOSC

3.1 Types of Coaching Activity

To understand the principles applied to coaching at the club, a distinction is made between the following categories of coaching activity that are currently undertaken at the club.

Table 3-1: Categories of Coaching Activity

	Category	Description
A	Saturday Morning Junior Sessions	This activity is operated by the clubs Junior section on behalf of, and in the name of, the club.
B	Hampshire Under xx County Training	Such events, on request, are occasionally held at the clubs premises. All coaching at these events is managed under the banner of HSRA, although typically a member of FOSC will be present.
C	Individual/Group Private Member Coaching	This category covers any arrangement between individual members of the club; this may involve Junior or Adult members. It should be noted that any special junior group coaching session (e.g. smashers), also falls under this category as this is deemed to be an arrangement agreed between the coach and the relevant parents outside of the clubs scheduled Junior coaching sessions.
D	Club Training/Fitness Events	The club will occasionally arrange and advertise fitness or general training events. These are open to all members and are run in the name of the club.

3.2 Summary of Operating Principles

From the definitions provided in Section 2, the current position of the club related to coaching activity is as follows:

- The club does not appoint any coaches.
- There is no direct affiliation between a coach and the club apart from them being a paid up member of the club. (i.e. the term coach has no specific meaning in the context of member type).
- Reference to the clubs name with respect to the provision of private coaching is not permitted.
- The club acknowledges that some members of the club hold coaching qualifications. The club does not impose any specific coaching standards, qualification or registration.

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC
FOSC/Mgt Guides/010 / Issue 1.0

- There is no such term as Club Coach or Lead Coach, but the club acknowledges that members are qualified at different levels.
- The club is happy to put a member seeking coaching in touch with any other member that has declared they hold a coaching qualification. The decision on whether that member takes up the coaching being offered rest solely with the member.
- The club permits members with a coaching qualification to use the clubs courts to coach other members of the club. The courts are permitted to be used for this purpose at no additional cost to the members. No restriction is currently applied as to when coaching is undertaken or on which court; all such timing and court usage logistics follow a voluntary code of conduct to minimise general membership disruption.
- A member wishing to conduct private coaching at the club (involving a financial transaction between members) should ask to be added to the clubs list of members qualified as coaches. The coach may voluntarily disclose any details they wish to the committee regarding their qualifications for inclusion on the list. The coach will be advised that the club will however direct any member seeking coaching to fully check their credentials before entering into an agreement.
- The club will recommend to all members seeking private coaching that they conduct their own checks before entering into an agreement with a coach. The club will direct members to the ESR web site if they wish to seek further information on the status of a coach's qualifications and cover.

It should however, be noted, that at this time, the ESR only guarantee the veracity of the information on coaches at the time that it is entered. They have no process to guarantee that that data is kept current.

- Any financial transaction between a member and the member coaching them is solely between the individuals involved.
- A coach is not permitted to offer any incentives or related activity that could be considered to be associated with the operation of the club bar; (or any other permitted activity listed on the club premises certificate).
- The club does not publish coaching fees; this is a matter to be agreed between the coach and their pupil; however the club is willing to direct members to the ESR guidelines published on the ESR web site.
- Based on the definition of coaching categories given in Section 3.1 above, the following table provides specific guidance regarding child protection and liability insurance cover:

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC
FOSC/Mgt Guides/010 / Issue 1.0

Table 3-2: Specific Interpretation for Types of Coaching Activity

Cat.	General Position	Child Protection/ CRB Check	Insurance
A	Activity is conducted in the name of the club, hence all coaches are expected to be compliant with all clubs published documentation.	Must comply with the clubs Child Protection Policy (CPP) and hence as a minimum must hold valid ESR CRB.	Will be covered by clubs liability insurance policy, as operating in the name of the club. However we recommend that coaches hold personal liability to cover in the event that a claim is made directly against an individuals conduct.
B	Club is providing the premises only; hence we are only liable for incidents arising from the facilities provision. The event is not being held in the name of the club but in the name of HSRA	Coaching is being conducted in the name of HSRA and hence must comply with all HSRA policies and procedures.	Not covered by FOSC insurance. All coaches must have their own cover.
C	Agreement and relationship is between the participating members and the ultimate responsibility rests with the member to ascertain that the coach has relevant insurance cover and qualifications.	The club is unable to police any coaching activity outside of the Junior section. However all members interacting with Juniors must be compliant with the clubs CPP and if they are deemed to be acting in a position defined as "responsible adult", then they are required to be CRB checked.	Not covered by FOSC insurance as not acting in the name of the club. Club expects coach to have personal liability cover, but responsibility ultimately rest with participating member to check for this.
D	Conducted in the name of the club and hence the person designated for organising the event must be deemed appropriate by the club.	Generally these events do not involve the Junior membership. However if the activity is related specifically to Juniors, then the organising member and any participant deemed "responsible adults" must be compliant with the clubs CPP.	Will be covered by clubs policy as operating in name of the club.

3.3 FOSC List of Coaches

Whilst the club currently does not operate a coach and club affiliation/endorsement policy, it is necessary for the club to consider how best to govern any on court activity that may place the club in legislative vulnerable position.

Any member that wishes to partake in a formalised coaching activity at the club, whether it be on a private basis or in the name of the club, must be aware and compliant with the clubs policies and legal position.

The action of members that perform coaching duties as part of the Junior section Saturday morning coaching session (**Category A**) are fully addressed by the controls enforced in References E and G.

Reference E describes the controls that ensure that anyone providing Saturday morning coaching has the necessary and valid CRB checks.

Members that wish to offer private coaching (**Category C**) using the clubs facilities are required to make a request to the committee to add their name to the list of members that offer private coaching at the club.

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC
FOSC/Mgt Guides/010 / Issue 1.0

The coach may voluntarily disclose information regarding their level of qualification, ESR licence status, first aid, CRB status, insurance and other relevant data for inclusion on this list.

The committee/club does not mandate the disclosure of any of the above information for private adult coaching. A member wishing to undertake coaching of any junior must be compliant with the clubs Child Protection Policy and hence must hold a valid ESR CRB check. This item is the subject of a separate independent check in accordance with the clubs CPP.

Members that requested that their names be made known that they are willing to provide coaching services are added to the clubs list of officials posted on the notice board. This notice shall include the following statement related to individual responsibility:

“The following members have identified themselves to the committee as qualified coaches.

All coaching activity is a private agreement between members and the decision to enter into such an agreement remains with the members involved.

Members are advised to confirm Coach qualifications and liability insurance. The ESR web site offers guidance on these matters.”

Members that wish to conduct an unpaid activity in the name of the club (**Category D**), must seek permission from the committee before establishing the event. The committee will consider whether the event has an implication of the clubs child protection policy and will only grant permission if the designated “responsible adults” are deemed to be compliant with the clubs policy.

3.4 Club’s Web Site

All information published on the clubs web site has to be approved by the committee before publication.

A page is included on the club’s web site related to coaching at the club. This page is separate to the page providing details on the Junior Section.

FOSC COMMITTEE IN CONFIDENCE

MGT010_I1_0_FOSC COACH ADMINISTRATION.DOC

FOSC/Mgt Guides/010 / Issue 1.0

The contents of the Coaching web page must be compliant with the information presented in this document; the following specific guidelines apply to the presentation of any material:

- All references to “Coach” are expressed as “Members of the club that hold a valid coaching qualification” (i.e. any words suggesting an association between the club and the coach are not permitted).
- Validation of any stated qualification and licensing information is directed to the ESR web site, with clear statement that this is the member’s responsibility to check validity.
- Any information or guidance on coaching charges is referred out to the ESR web site.
- Guidance should state that the club recommends that all members seeking private coaching should carry out their own personal checks before entering into an arrangement, or accept the consequences.
- The web site will state that all coaching is undertaken as a private agreement between the individuals involved.