



Australian
Calisthenic
Federation

Guidelines for Coaches and Clubs

1. **Period of employment**

The period of time the coach will be required is to be clearly defined - from the beginning to end, whether practice includes the school holidays and the days, times and duration of the class/classes. Extra practices, concerts, competitions etc. to be included.

May also be employed on a sub-contract basis between clubs.

2. **Payment**

Specify the payment in \$/hour, weekly, monthly or term payments, or if an honorarium is to be given. If necessary also include any matters regarding worker's compensation, superannuation, taxation and long service leave provisions as required or provided.

3. **Membership Requirements:**

Club

Specify any membership required at the club and who will meet the expense, i.e. does the coach have to be a participating member, does the coach pay this,

Specify if the coach must form part of a coach committee within the club or if they are expected to attend and participate in the administration of the club.

State Association

The coach must:

be and must remain a financial member of the state organisation and state coaching association (responsibility for payment of fees to be defined i.e. if the club is going to pay or the coach),

attend meetings and/or seminars to fulfil membership requirements of the state coaching association and will need to sign off on the Coaches Code of Ethics annually.

ACF

The coach must:

be accredited with the Australian Sports Commission and must maintain this accreditation, view Banned and Dangerous movements video annually,

maintain a current first aid certificate and continue further professional development (attend updating seminars and workshops).

The responsibility for payment of expenses to be clearly defined.

4. **Insurance**

Professional indemnity insurance must be maintained - the coach to be advised whether to buy own insurance or is under the state association umbrella.

Club to advise if the coach is covered under the clubs Public Liability insurance in the course of their coaching and whether this includes cover for any private lessons they may arrange (specify if private cover is needed in this situation).

5. Conduct

The coach must:

act professionally in all coaching situations,

be reliable about class attendance and be punctual to all classes,

conduct classes on behalf of the club in a manner as specified by the rules of the club, state association and ACF and in accordance with the Coaches Code of Ethics with due consideration to the safety and well being of the participants,

act in a professional manner in all aspects of confidentiality regarding committee, parents and participants.

6. Assistants/Cadets

Club to:

advise whether the coach has the option to have an Assistant coach and whether it is the coaches choice to have one or it is a club/committee decision,

define how the assistant is appointed - by coaches request or club/committee decision. If the latter, does the coach have input into this decision,

advise whether the coach will have a Cadet coach and if the cadet is appointed by the club/committee,

provide a list of requirements of having a cadet coach i.e. supervising at all times etc.

The coach must sign cadet form to acknowledge acceptance of responsibility as the supervising coach for the appointed cadet.

7. Class time and days

Coach to be advised of the day and times of classes, how to organise additional practices if needed and who to contact with regard to these.

Club to provide name and contact details of person to contact in the case of any illness or expected absence from class so another coach or other arrangements can be made.

8. Competitions

Specify the competitions that the club wishes to compete at and the day and date of these.

The coach is required to set all the work for the teams as required for competition or concerts. It is expected that this work will conform to the current ACF rules.

Club to advise coach if there is any required uniform to wear at competitions and who will meet the expense.

Club to advise coach if specialist coach or outside help is available, how to gain the clubs/committee approval of this, who to notify if this occurs and the method of payment.

9. Team Selection

The coach is responsible for the selection of teams and will have the full support of the club/committee in making these choices.

The coach is encouraged to include all team members as fully as possible in each set of work.

Team selection must occur with sufficient time for costume construction.

Are participants not selected for teams eligible to perform at the concert?

10. Costuming

The coach is responsible for costume choices.

Name & contact number for costume coordinator to be provided.

Adequate notice is required for completion of sample costumes.

Club to advise if the coach has a budget for costumes, if so how much, and advise if there is any avenue they to go over this.

Club to advise who will meet the expense of props, what budget is available for their production and if anyone is available to make them (name and contact number).

Club to advise who will provide the make up for competitions and what budget is available for purchase.

11. Music•

The coach will provide the music for items and classes.

Club to advise if there is any reimbursement of these expenses and how to go about it.

The coach has a right of ownership of music construction of tape is done voluntarily.

Club to advise if APRA and AMCOS cover is organised or if the coach has to arrange this.

Responsibilities of the Club

1. Provide clear defined guidelines, expectations and club procedures
2. Provide a safe environment for class
3. Provide support in all coaching area and decisions
4. Conduct regular coach/committee meetings to ensure open and effective communication
5. Provide opportunity for expressing of opinions
6. Assist in providing opportunities to maintain coaching skills and to meet the state requirements.
7. Consult with the coach regarding suitability prior to appointment of cadet and agree on any decision.
8. Agree to ACF Guidelines on any Cadet appointment
9. Notify coach of all state and ACF issues and provide regular feedback of these
10. Specify the procedure for airing any complaints
11. Provide guarantee of confidentiality.