

COFFS COAST DRAGON BOAT CLUB
Coaching Payments Policy and Procedure for Coaches
May 2021

This policy is to be read in conjunction with the following documents:

AusDBF Coaching Framework, Edition 3, 28/1/21

ANCAS – Coach Accreditation Overview – V 2- Jan 2021

ANCAS – Level 1 Coach Re-accreditation – V2 – Jan 2021

ANCAS – Level 2 Coach Re-accreditation – V2 – Jan 2021

A current senior First Aid Certificate and CPR is a pre-requisite to commencing the Level 1 Coaching Course.

Therefore it is the trainee coach's responsibility to complete this prior to the commencement of the coaching course and at their own cost. There will be no reimbursement for the initial First Aid Course.

Level 1 Coaching Course

The trainee coach is to pay upfront the fee (currently \$345.00) for the Level 1 Coaching course directly to DBNSW (or to CCDBC if the club has been offered a "free" course).

Once the trainee coach has completed the 2 day weekend course, they are to email the club confirming their attendance and request payment of half the fee paid.

When the trainee coach has conducted a total of 10 face to face coaching sessions within CCDBC of both 1st and 2nd sessions and they have received their accreditation by completing the post course requirements, then they are to email the club with a copy of their Level 1 accreditation and request payment of the balance of the fee paid.

Please note, that under the AusDBF guidelines, the trainee coach has 90 days from the course date with which to obtain their accreditation.

If nominated by the coach co-ordinator to do the course and the trainee/re-accrediting coach is unable to afford the upfront fee, they can apply to the committee and explain their circumstances to qualify for an exemption from paying the upfront fee. The committee will consider the personal circumstance and the financial situation of the club and make a decision which will be final. If the member is granted an exemption, the member will undertake to complete the course in full as per the requirements above.

Re-accreditations

Level 1 Coaching Course accreditation has an expiry date of four years from its date of issue.

The coaches must update their accreditation through the relevant re-accreditation process.

It is the responsibility of each coach to maintain their accreditation and to keep a record of active coaching and updating/development activities.

The cost for re-accreditation is \$100.00. Once the coaches are re-accredited, they are to email the club with a copy of their Level 1 accreditation together with a receipt for payment and a request to be reimbursed.

The other option for a coach to be re-accredited is to complete the 2 day coaching course in its entirety. If the coach decides to do this in lieu of the re-accreditation process, they will pay the upfront fee and be re-imbursed half when they have completed the 2 day course and paid the other half once they have been re-accredited. It is up to the coach to email the club with a copy of their Level 1 accreditation and request payment of the balance of the fee paid.

Level 2 Coaches

It is the clubs aim to have at least two Level 2 coaches once these courses become available. To be considered for Level 2 a coach should be actively coaching in the club.

The Club will pay half the cost upfront, with the coach paying the remaining half. Once the coach is fully accredited as a Level 2 coach and coaching club sessions they will be fully reimbursed.

Coach's accreditation has an expiry date of 4 years from its date issue. Payments for re-accreditation will be in line with the policies and procedures for Level 1 Coaches above.

First Aid & CPR Certificate Renewals

When a coach has been actively coaching within the club and their First Aid/CPR Certificate is due for renewal, it is recommended the coach renew their certificate with Surf Life Saving Australia (SLSA) as they support DBNSW and offer discounts to members.

If these courses are not available locally, the coach is to email the club committee for confirmation the club will pay the additional fees (if any) for other service providers.

Once the courses are completed, the coach is to email the club with a copy of their new certificates together with a receipt for payment and a request to be reimbursed in full.

As with the coaching course, these fees are paid up front by the coach and reimbursed by CCCDBC when certification is obtained.