



## **DUTIES OF A COACH**

1. Obtain Darling Downs School Sport Board Approval & Principal's Approval for training and travel. (These forms are attached to your appointment letter sent earlier in the year).
2. Issue a training schedule where possible. (Form #1) A minimum of three (3) training sessions is required for team sports.
3. Accept full responsibility for training and coaching the selected team.
4. Plan coaching sessions that are active and varied.
5. Be punctual for training sessions and games.
6. Ensure sufficient equipment in good condition is available for training sessions and games.
7. A Coach should look like a coach - e.g. be suitably dressed for the particular sport in which the coaching session is being conducted.
8. Take complete charge of a team during training and game sessions.
9. Be responsible for on field behaviour of team members.
10. Endeavour to develop a positive team spirit and an attitude of sportsmanship and fair play.
11. Ensure that at end of training sessions / games, all team members are informed of arrangements for next training session / game.
12. Ensure that all team members have fair opportunities in front of selectors. Avoid over playing the talented players. The 'just average' players need and deserve fair game time.
13. Liaise with Manager (at all times) on all aspects concerning the team - e.g. uniforms, dress, behaviour etc. It is expected that under normal circumstances the Coach will be a selector and be at selection trials. It is hoped that where possible Teachers applying for positions are accredited coaches or are attempting to take accreditation courses.
14. Training Camp - Coaches are permitted to organise training sessions in their own school prior to departure for State Championships.  

The following conditions apply:-

  - (a) All training is done out of school hours.
  - (b) Students must bring detailed work programs to complete during their stay.
  - (c) Students must wear their normal school uniform while attending the host school.
  - (d) Team members must remain in their own schools if they are within reasonable distance of the coach's school.
  - (e) Principals may request exemption. Any student who cannot attend due to school/family commitments should not be excluded.
15. Obtain/maintain Senior First Aid/CPR Certificate or equivalent qualifications prior to the conclusion of the State Championships.

## **SUGGESTED GUIDELINES FOR SELECTION PROCEDURES (FOR COACHES)**

This is an approach which has worked in some sports. PLEASE NOTE IT IS A GUIDELINE ONLY.

1. Hold a pre-trial meeting to discuss details of the selections. During this meeting:
  - clarify selection procedures
  - identify representatives for the Selection Committee from each zone/district.
  - advise the Selection Committee of the number of team players to be selected
  - advise of personal preferences as Coach of positional requirements (e.g. 2 pitchers, 1 goalkeeper)
  - discuss these with the Selection Committee and reach an agreement
  - discuss and reach an agreement on skills etc (eg accurate throw, positional knowledge) which the Selection Committee should look for if applicable
  - arrange a meeting for the end of the day/competition.

NOTE:- It is useful to hand out a grid or diagram with positions so that students names can be placed on it. This aids discussions during the Selection Committee meetings.

2. In the selection meeting at the end of the day/competition, zone/district, representatives and the Coach put forward names of players to be considered for selection. All names are noted at this time. If the carnival is over more than one day, selectors can use following days to look further at these players plus look for other players; a meeting should be held at the end of each day. At the end of the competition, names of a 'Possibles v Probables' match should be finalised during this meeting. All members of the Selection Committee should have input into this and votes taken if necessary. All members of the Selection Committee should be present during 'Possibles v Probables' or skills drills and remain as a group so that discussions can be held. It is very important for members of the Selection Committee to use discretion when making comments about students and to always try to be positive.
3. It is important for the Coach and Convenor to ensure that representatives of each zone/district are satisfied with final selections and that these are fair. If votes are taken on the inclusion/exclusion of students trialling with the majority deciding the vote, there should be no cause for complaints. This approach can be adapted to most sports and could solve some problems with selections which have occurred in the past.

### **LATE WITHDRAWALS**

To attempt to overcome this problem the following action will be taken -

- ◆ You may immediately invite another player to replace any student whose levy is not paid and who has not contacted you to advise difficulty.
- ◆ You must immediately advise any student replaced of this decision and advise the "shadow" chosen as replacement. If you wish to retain any student from the original team whose levy was not received by the due date, you must contact them immediately if you have not heard from them. If you wish to omit (but not replace) any student from the original team whose payment has not been received by the due date, you must advise them immediately (preferably personally - if not through the school - in writing).
- ◆ If the named shadows have been contacted and the minimum team size cannot be met, the Regional Sports Officer must be notified. He will obtain a decision from the Chair of the relevant Regional Sport Management Council as to whether or not the team will be maintained.