

LCC Ice Skating Club

LCCISC New Coach Approval Policy

Effective date May 10th, 2015

The Liverpool Catholic Club has granted the LCCISC Committee control over coach selection and approval for LCCISC Figure Sessions. All requests for coaching in LCCISC Figure Sessions must be made by way of a written application to the LCCISC Committee. Any coach wishing to teach in the LCCISC Figure Sessions as a Permanent or Trainee Coach is required to apply in writing to the LCCISC Committee for approval to do so in the first instance. This applies equally to our own "home grown" coaches and external coaches from other rinks. If the period of coaching is for a specific short-term period, then the appropriate application should be made to the LCCISC Committee using the LCCISC Guest Coach Policy.

Applications may be submitted in person to the Committee or to any of the following emails:

- LCCISC Secretary secretarylccisc@gmail.com
- LCCISC President presidentlccisc@gmail.com
- LCCISC Vice President vplccisc@gmail.com

Applicants will need to supply the following information in the written application:

- a) Covering letter clearly stating the request;
- b) Current resume relevant to coaching;
- c) Justification statement for the request. This must spell out why they are seeking to join us;
- d) An outline of what they can bring to assist us in our coaching team;
- e) Working with children check number; and
- f) APSA certification ID and currency.

LCCISC Committee may request further information if the nature of the request determines it necessary for the proper evaluation of the request.

All applications will be carefully considered by the LCCISC Committee. The outcome of deliberations over an application will be communicated to the applicant ASAP after the conclusion of the next Committee Meeting occurring after the receipt of the application.

If the application is approved, the LCCISC Committee will notify all LCCISC Coaches about the New Coach's application. Successful applicants will be expected to abide by the conditions outlined in this document and sign the current LCCISC Coaches Agreement, as well as become a team player as part of the LCCISC Coaching Team.

If a LCCISC skater has decided to undertake coaching courses, LCCISC will support them with access to our accredited coaches to assist with their training. However, there is not an automatic progression to join the LCCISC Coaching Team, and this must be understood. There has to be a vacancy or opportunity with a need from within the Coaching Team to add to our team. The LCCISC Committee has a responsibility to ensure that the appropriate mix of coaching levels and skills is maintained in a balanced format. The LCCISC Committee also needs to ensure that there are appropriate numbers of coaches available for our students and the ice time we have available.

The application form reproduced at the end of this document is to be completed, as part of the application process.

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LCCISC Committee as part of the application process will carry out the following activities:

- a) Review all parts of the application;
- b) Canvas all of the existing LCCISC Coaching team members as to their availability to take on additional students in the short term;
- c) Seeking feedback from existing coaches on the applicant for evaluation purposes; and
- d) Assessment of any other pertinent information, just like insurance companies to help reduce our risk, we need to be aware of any other information, e.g. prior injuries, medical conditions, etc that may affect the person's ability to coach.

There will also be a settling in period for all newly appointed coaches within which no new coaches will be added. This is to ensure that newly admitted coaches and the existing coaching team have time to get used to the new status quo. LCCISC has a responsibility to ensure our coaching family stays cohesive and is not placed under constant pressure of new entrants on a continual flow. This period is expected to be a minimum of three (3) months.

All prospective Coaches are to familiarise themselves with the following documents, which form part of the LCCISC Coaches Agreement, and are expected to be applied:

- LCCISC Skater Code of Ethics and Guidelines;
- LCCISC Parent Guardian Other Code of Ethics and Guidelines;
- LCCISC Social Media Guidelines Policy;
- LCCISC Music and Harness Rules; and
- LCCISC Figure Session Payment Rules.

Common sense, courtesy and respect for others will apply at all times and all coaches are to comply with the current LCCISC Coaches Agreement.

Version	Date Approved	Revision Description	Reviewer
1	7 May 2015	Document established	Donna Palmer (author)

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LCCISC Application to join LCCISC Coaching Team

COACH DETAILS

Name: _____

APSA certification no.: _____ Verified by: _____

Working with children check no.: _____ Verified by: _____

Address: _____

Email: _____ Phone Number: _____

Skating Club Membership: _____ Currently Competing?: _____

EXPERIENCE

Current Coaching Level: _____ Highest Skating Test Level: _____

Length of time held at each Coaching Level: _____

Attach a statement addressing the following:

1. Coaching Experience;
2. Summary of courses undertaken relevant to coaching;
3. Justification for your request to Coach;
4. What you will bring to the LCCISC Coaching Team;
5. Any other pertinent information; and
6. A current copy of your Resume.

AGREEMENT

I, _____, agree to comply with the:

- a) LCCISC Coaches Agreement;
- b) LCCISC Skater Code of Ethics and Guidelines;
- c) LCCISC Parent Guardian Other Code of Ethics and Guidelines;
- d) LCCISC Social Media Guidelines Policy;
- e) LCCISC Music and Harness Rules; and
- f) LCCISC Figure Session Payment Rules.

I understand that breaches of any of the above requirements may result in removal of access to LCCISC Figure Sessions.

Coach Signature: _____ Date: _____

A COPY TO BE RETAINED BY THE APPLICANT AND A COPY TO BE RETAINED BY LCCISC COMMITTEE