

West Norfolk Rugby Club Limited



Coaching Policy

Mission Statement

West Norfolk Rugby Club is committed to providing a family friendly club for rugby players of all ages and abilities, to help them to reach their full potential and to promote and develop wellbeing and fitness within the community.

To achieve this mission the West Norfolk Rugby Club will provide a supportive environment, including access to coaching, that fosters the development of individuals of all ages and enables them to set and achieve their sporting goals and most of all enjoy the sport.

Club Coaching Structure:

The Club coaching policy offers an overview of the coaching arrangements available to all members of the club and in relation to the provision of this coaching, what is expected of the Club Committees, the coaches and the club members.

For this three-way relationship to be successful it is important that all parties understand their rights and responsibilities; this document seeks to clarify these key roles, relationships and responsibilities.

Coaching Overview:

Coaching is provided within the club primarily on an age group basis from U6-18. Coaching is a comprehensive programme progressing from beginner to advanced player through the Rugby Football Union pathway. This develops the technical, tactical, physical and psychological rugby skills of a player within the best of his/her ability as well as nurturing interpersonal and competitive skills.

Adult coaching is centred around the post 18 age group continuing the same principle of developing players and enabling them to set and achieve their sporting goals and most of all enjoy the sport.

Coaching Objectives:

To

- develop club members to the best of their ability
- encourage members to represent the club
- promote new membership
- cultivate club loyalty and cohesion amongst its members
- nurture a love and enjoyment for rugby
- give members a sport for life.

The Board will

- Ensure that coaching has high prominence in club direction
- Provide access to a high standard of quality coaching
- To make available suitably qualified coaches
- To ensure that all coaching operates in a professional manner and in line with best practice
- Child protection guidelines are strictly adhered to
- Coach training is accessible to all
- Coaching operates in such a manner as to be financially viable for the club
- Appoint a Head Coach and Coaching Coordinator
- Support and enable the Head Coach and Coaching Coordinator to fulfil his/her responsibilities as described in this policy

- Liaise as required via the Coaching Coordinator in respect of all coaching programmes
- address any coaching issues raised and report at the Playing Committee and Board meeting, unless the issue raised requires a more immediate response.
- keep the Head Coach and Coaching Coordinator informed of any issues that might impact on the coaching programme.

The Head Coach will

- Develop Team Standards consistent with the values of the game in consultation with the Team Managers, players and support volunteers.
- Liaise with all coaches to identify and where appropriate develop talented players to enable them to progress through the club and beyond.
- Promote the club to potential players.
- Develop a philosophy and with the input from coaches a game plan which recognises team strengths within the club.
- Ensure all players receive clear, honest feedback and appraisal of their performance.
- Promote the ethos of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship
- Plan and run safe, effective training sessions for adult players which, are designed to develop team spirit and encourage participation, by developing individuals' skills, confidence and fitness
- Manage player retention and work with relevant volunteers to recruit players.
- In conjunction with the Captains and Vice Captains, select teams and plan match strategies for upcoming games.
- Ensure in conjunction with the senior player / Team Manager that all accidents are reported in accordance with the RFU requirements

The Coaching Coordinator will

- communicate to the Head Coach and Board all demands for coaching
- Ensure that coaching meet the club's financial and developmental requirements
- Keep the Playing Committee and Board abreast of any potential issues
- Ensure all players are given the opportunity to access coaching
- Provide the RFU with a contact at the club to promote and advertise courses
- Communicate changes and updates in coaching practice.
- Ensure that the club members are kept up to date and directed towards courses and conferences.
- Recognise, promote and manage the personal development for all coaches.
- Have a clear understanding of the RFU Coaching structure and available courses.
- Actively promote all RFU courses (Foundation, Award and CPD Courses).
- Identify potential coaches to fill coaching posts within the club.
- Promote the RFU Code of Conduct for Coaches.
- Identify needs for the delivery of specific Foundation and CPD courses at the club.

The Coach will

The role of Coaches in the club is to support and manage coaching as envisaged by the Head Coach, Coaching Coordinator and the Board.

- Provide comprehensive coaching
- Operate fully within the RFU Code of Practice and Laws of the game
- Maintain coaching standards through continuous self-development
- Adhere to all Child Protection guidelines
- Approach his/her role within coaching with enthusiasm, integrity and be professional always
- Encourage participation, by all
- Promote the club in such a way as to attract new members
- Nurture a love of the game, fair play and enjoyment
- Implement the coaching policy as it has been envisaged
- Bring to the Coaching Coordinator any coaching concerns as soon as they arise
- With the team manager, check records of players held on GMS under his/her responsibility when requested
- Use appropriate equipment for the different age groups and abilities under his/her responsibility
- Ensure all players are given the opportunity to access appropriate coaching
- Work in a collaborative and supportive manner to ensure the continued success of the club
- Ensure all rugby safe protocols are in place.

Coaches working with Parents/Carers

Provide a diary of the times and dates of training, matches and competitions.

- Provide information on possible financial issues.
- Agree issues relating to duty of care (e.g. responsibility for travelling to and from games).
- Encourage parents to attend coaching sessions and games and making them aware that the "win at all costs" ethos is not accepted in Rugby Union. Keep parents informed of the aims and targets for players in training and games.
- Ensure that parents have realistic aspirations for their child and are aware of his/her strengths and weaknesses.
- Inform parents about specialist equipment that is required (e.g. gum shields), and from where it can be purchased.
- Ensure parents are aware of what is acceptable touchline behaviour.
- Encourage parents to get involved in club activities, especially where the expertise is not rugby related e.g.:-

Help at tournaments, in the club shop, or kitchen.

Organising and/or participating in social events.

Administration, Fund raising and sponsorship.

Coaches should recognise the importance of fun and enjoyment when coaching young players.

Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances. It is important that parents support coaches in instilling these virtues.

Parents should:

- Remember that young people play rugby for their own enjoyment not that of their parents.
- Encourage young people to play - do not force them.

West Norfolk Rugby Coaching Courses

In order to properly operate as a rugby club, it is imperative that West Norfolk Rugby Club has properly qualified coaches and volunteers who have attended properly accredited courses at various levels and functions. This is not restricted to purely rugby but does include first aid, safeguarding, equality and diversity as well as referee qualifications.

Prerequisites of being a West Norfolk Rugby Coach

Meet with the Club Coaching Coordinator to discuss coaching at West Norfolk and suitability for joining the club

Completion of a Volunteer application form

A current Disclosure and Barring Service check.

Note that the Introduction to Safeguarding course must be completed. The course is for all involved in Age Grade Rugby and completion is prior to all DBS applications and prior to participation in England Rugby Coaching or Refereeing Award Courses. The course ensures that everyone has a grasp of the basics in relation to safeguarding, including being able to recognise potentially abusive situations and understand how to report concerns. Book via GMS, it is free and open to all.

Completion of World Rugby (IRB) online Rugby Ready Course

Completion of Headcase online Concussion Awareness Course

West Norfolk Rugby Club has expectations of their coaches to

- complete a DBS check
- role model and reward rugby's values, coaching ethically and safely always
- have a Rugby Coaching qualification
- have an appropriate first aid qualification
- If coaching Age Grade rugby, they will understand and comply with all appropriate elements of the Age Grade Codes of Practice
- have attended Safeguarding Training
- be aware of Rugby Safe, and have completed the online Headcase concussion awareness course
- If coaching contact rugby, they will have attended Rugby Ready
- If coaching the XV a side game, they will have attended Scrum Factory CPD
- At least once a year, they will attend or access CPD courses appropriate to the level they coach, helping them understand how they can give players the best rugby experience
- attend and contribute positively to coaches' meetings, sharing their experiences

A member who wishes to attend a course and be financially supported by the club must

- be a member of West Norfolk Rugby Club
- have a current Disclosure and Barring Service check, appropriate for their role.
- complete a World Rugby, Rugby Ready course and
- Headcase Concussion module

**It is incumbent on the individual to identify the appropriate course,
having consulted with the Club Coaching Coordinator**

West Norfolk Rugby Club must have a need for such a course that is suggested.

If the prior requirements are met, West Norfolk Rugby Club will subsidise approved course/qualification costs by 50% following successful completion of the course. Such sponsorship would cover only the cost of the course, it does not cover travel or accommodation except in exceptional circumstances.

In exceptional circumstances a coach can apply to the Operations Committee for additional funding after the previous steps have been completed.

The member must commit to using their qualification for the benefit of West Norfolk Rugby Club for a minimum of one year after attending the course in the case of CPD modules and for two years for all other courses, unless agreed otherwise by the Playing Committee.

Generally, courses will be booked by the coach via the GMS system and paid for by the coach at the time of booking. Where courses are not provided by the RFU, the coach will pay for the course and claim reimbursement via the mechanism below.

In the case of disagreement of a decision by the Club Coaching Coordinator relating to training courses, a coach may direct an appeal to the Board, who after consideration will make a binding decision.

Reimbursement.

The course attendee should contact the Club Coaching Coordinator, irrespective of the courses attended, by email. Attached to the email should be a copy of the receipt, any applicable reference, the course fee, plus a copy of the qualification certificate or evidence of completion

The email should include the individual's bank details.

Individuals are requested to apply for reimbursement within 21 days of attending the course in order to prevent a delay in processing claims

The Club Coaching Coordinator will collate all the applications for reimbursement for a given course, verify them and submit them on-block to the Treasurer.

The Club Coaching Coordinator will delete all data reference of an individual's bank account once the Treasurer has acknowledged the application/s is/are received.

Active Coach recruitment

A yearly review of coaching will be produced by the Head Coach and Club Coaching Coordinator to consider if we have gaps in our current or future coaching delivery. Areas considered may include known changes to coach commitment, if we would like to deliver more sessions, or cater for different participants in the future and importantly Is there anything you can do to ensure that barriers are removed for people to participate.

Consideration will be given to recruit from within, someone new or recruit someone back.

Annual review

The Club Coaching Coordinator will prepare a report for the Board and Playing Committee providing information on

- Coach numbers and age group
- Disclosure and Barring Service by age group
- Training records by age group
- Comparative data on training by age group, Mini and Youth Section
- Expenditure on coach training by course type
- Narrative on coaching at West Norfolk Rugby Club
- Proposals for the following period and budget requests