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| |  |  |  | | --- | --- | --- | | 14/15 Season Coaching | Ballarat Little Athletics Centre | | | Plan | Version 2.0  30/09/2014 | |  |  |   The purpose of the Plan is to provide for the stakeholders, the reasons for and expected output from the Coaching Subcommittee activity, together with its estimated cost, delivery time frame and risk assessment, thus providing a sound basis for approval of the plan. Once approved, this document defines the criteria against which the overall success of the Coaching Subcommittee activity will be measured.  The Plan effectively forms the ‘contract’ between the Committee Executive as the sponsoring body and the Coaching Subcommittee.  The plan contains, or references via links to the BLAC website, the most current version of information.  Contents  [1. VERSION CONTROL 3](#_Toc399779410)  [2. SUPPORTING INFORMATION 3](#_Toc399779411)  [3. distribution 3](#_Toc399779412)  [4. Authorisation 4](#_Toc399779413)  [5. Terms of reference 5](#_Toc399779414)  [1. Background 5](#_Toc399779415)  [2. Purpose 5](#_Toc399779416)  [3. Objectives 5](#_Toc399779417)  [6. 2014/2015 Brief 5](#_Toc399779418)  [1. In Scope 5](#_Toc399779419)  [2. Out of Scope 6](#_Toc399779420)  [3. Key Interfaces & External Dependencies 6](#_Toc399779421)  [7. Business case 7](#_Toc399779422)  [1. Outline – Key Reasons for 2014/15 Brief 7](#_Toc399779423)  [2. Expected Benefits 7](#_Toc399779424)  [3. Estimated Costs Total $5,000 7](#_Toc399779425)  [8. Approach 8](#_Toc399779426)  [1. Sub Committee 8](#_Toc399779427)  [2. Planning 8](#_Toc399779428)  [3. Midweek Coaching 9](#_Toc399779429)  [4. Saturday Morning Coaching 10](#_Toc399779430)  [5. Coaching Calendar 10](#_Toc399779431)  [6. Communication 11](#_Toc399779432)  [7. Reporting 11](#_Toc399779433)  [8. Meetings 11](#_Toc399779434)  [9. Information Management 11](#_Toc399779435)  [10. Coaches Payment 11](#_Toc399779436) VERSION CONTROL | | | | | | |
| **Version** | **Release Date** | **Author** | **Description of change** | | | |
| 0.1 | 13/05/14 | K Jones | Initial version | | | |
| 0.2 | 19/05/14 | K Jones | Included draft Coaching Calendar and Terms of Ref | | | |
| 0.3 | 23/05/14 | J Jones | Added some content in Approach Section to give the idea | | | |
| 0.4 | 20/07/14 | J Jones | Added content from pre-existing info and basic event instructionals | | | |
| 0.5 | 02/08/14 | K Jones | Amended to take into account coaches and committee review comments | | | |
| 0.6 | 18/08/14 | K Jones | Updated approach for Sat Morning and added High Jump instructional | | | |
| 0.7 | 02/09/14 | J Jones | Changes from aspirational to achievable for 14/15 | | | |
| 0.8 | 12/09/14 | K Jones | Updated to shift to full U6 On Track and just 1 event per week pre Christmas | | | |
| 0.9 | 05/09/14 | K Jones | Initial version for Committee review | | | |
| 1.0 | 22/09/14 | K Jones | Amended to take into account Committee review comments, remove basic instruction from scope and remove out of scope items listed to record aspirational to practical, and included On Track in out of scope section. | | | |
| 2.0 | 30/09/14 | K Jones | Final version for Committee executive approval | | | |
| SUPPORTING INFORMATION | | | | | | |
| **Title** | | | | **Version** | **Date** | **Location** |
| Coaching Task | | | | NA | NA | CTM Database – Coaching Task |
| Little Aths Victoria Education and Training | | | | NA | NA | [LA Vic website](http://sitedesq.imgstg.com/customdata/index.cfm?fuseaction=display_vertical_image_listing&CategoryID=9897&itemLayout=4&headerselector=3&OrgID=3662) |
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| distribution | |  | |
| **Name** | **Role** | **Latest Date** | **Version** | |
| Coaching Staff | BLAC | 22/09/14 | 0.4, 0.5, 2.0 | |
| BLAC Committee | Governance | 22/09/14 | 0.4,0.5,0.6, 0.8, 2.0 | |
| Members via website | Recipients | 22/09/14 | 0.7, 2.0 | |

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| Authorisation | | | |
| **BLAC Role** | **Name** | **Signature** | **Date** |
| President | Shane Bicknell |  |  |
| Vice President | Wayne Castleman |  |  |
| Secretary | Deb Darlow |  |  |
| Treasurer | Glenn Tyler |  |  |
| Coaching Subcommittee Co-ordinator | Kate Jones |  |  |

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| Terms of reference |
| Background |
| In Season 2008/09 BLAC began midweek coaching on a small squad basis at various locations until 2011/12 when the coaching was conducted consistently on Wednesday evenings at Llanberris. The training for all these years was not widely publicised and was very much run to the coach’s preference of events for a small contingent of athletes.   In season 2012/13 a key takeaway from the LA Vic Minifest was that Centres with a strong focus on coaching were successful and indeed a survey conducted State wide confirmed that high on the parent’s list of desirable qualities for a Centre was the emphasis on coaching.   The concept of roving coaches during Saturday morning competition was established in 2012/13 which also continued in 2013/2014, with an average of 3 roving coaches each week.  In 2013/14, midweek training was more formally organised by the Coaching Subcommittee and covered all events on a somewhat adhoc basis of skill based or games play largely depending on the availability of coaches and composition of athletes attending. Attendance was approximately 20 athletes each week. 15 sessions were conducted from 09/10/13 – 26/03/14. |
| Purpose |
| This Subcommittee is responsible for athletic training and development of coaches, athletes and parents.  The range of core activities includes creating and running a coaching program for athletes, establishing a coaching staff, and training Team Managers regarding basic athletic instruction. |
| Objectives |
| 1. To have a well-trained group of coaches each with an a specific event(s) interest who are on hand each Saturday normal competition for specialist advice. 2. To conduct midweek training with a focus on event skill based instruction for improvement at Saturday competition. 3. To build the relationship between coaches and Age groups, so that all athletes and parents have a point of contact for skill development advice and training. 4. To foster and increase the number and qualifications of coaches. 5. To provide advice and training to Team Managers and parents to enable correct technique instruction for events conducted at Saturday morning competition. |

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| 2014/2015 Brief |
| In Scope |
| 1. Recruitment and ‘in-house’ training of coaches. 2. Design and conduct midweek training sessions to cater for all age groups, abilities and events. 3. Provide ongoing advice in event specific techniques for the information and development of parents , Team Managers and athletes. 4. Oversight of events conducted during Saturday competition to provide specialist technical coaching advice, but within the confines of the scheduled event timeframe. 5. Document, communicate and review coaching activity throughout the year, to inform the Committee and members of progress and planned changes. |
| Out of Scope |
| 1. Relay training ( Coaching SC will provide documentation to assist and advice as required but training is Co-ordinated by the Competition SC and conducted by the Team Managers) 2. Coaching proper during events on Saturdays ( Saturday is competition day, so the extent of coaching is to provide specialist advice between attempts but not to hold up competition) 3. Event Management Training (The initial idea that coaches train parents in basic event instruction at intermission in programs 1-3, was replaced with officials as event managers with coaches alongside for technique aspects. 4. On Track coordination (To enable clear management responsibility, On Track is removed from Coaching Cordination. Emma Werner is the On Track Co-ordinator) |
| Key Interfaces & External Dependencies |
| 1. Athletes   Athletes are the reason for the existence of the Coaching Subcommittee and the highest priority of it. All Coaching activity is aimed directly or indirectly at the enhancement of the athlete’s enjoyment, performance, self worth, self confidence, sense of community and friendship.   1. Parents   Parents are critical to the success of the coaching effort. Parents’ involvement as coaches, subcommittee members, and as the fundamental encouragers of their children, not only support but indeed enable coaching.   1. BLAC Coaches   Coaches operate under the auspices of the Coaching Subcommittee, and provide core advice in line with the approved instructionals.   1. Consultant Coaches   There are a number of coaches who have built strong relationship with BLAC typically due to BLAC athletes being coached by them in their later years in BLAC and beyond. BLAC coaches may seek advice from these coaches on specialist coaching technique, and these coaches may be involved as guest coaches at midweek training.   1. BLAC Committee   The Coaching Co-ordinator on behalf of the Coaching Subcommittee reports formally to the Committee via the Committee meeting.  The Committee communicates to the coaches via the Coaching Committee Co-ordinator   1. Little Athletics Victoria (LAVic)   LAVic provides training opportunities which are considered by coaches and parents. LAVic also publish event rules and amendments, which are noted by the Coaching Subcommittee to ensure coaching documentation and practices are maintained in line with them.   1. Active After School Communities (AASC)   The AASC is a federally funded initiative which employs coaches to provide after school activities in relation to a sport chosen by Schools benefited by this scheme. An opportunity exists for BLAC coaches to be employed by the AASC particularly when schools have chosen athletics.  The AASC has a high regard for the coaches sourced from BLAC. An athletics program has been designed by BLAC coaching staff which is used for the AASC athletics program. |

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| Business case | | | |
| Outline – Key Reasons for 2014/15 Brief | | | |
| It is the view of BLAC, that focused attention to skill development and activities designed to help children enjoy athletics and training, provide the best platform for individual increase in self-confidence and self-worth through personal improvement. A natural consequence , athough not an objective, is that this dynamic is a major factor in driving retention rate up.  The clear advice and research from LAVic is that training is an aspect to be highly valued for enhancing improvement, interest and enjoyment, and is a key requirement from parents.  Incorporation of training during events and as an organised package between events as well as providing consistent and well organised midweek training is seen as a key plank in building the culture of friendship family fun and improvement at the Centre. This is seen as part of the Centres mission to provide an activity which contributes to an improved lifestyle and community. | | | |
| Expected Benefits | **Rating** | **Measurement** | |
| Greater interest in athletics | High | Survey results, retention rate | |
| Greater improvement in performance | High | PB volume, survey results | |
| Greater awareness of and relationship with other athletes and parents | High | Volunteer levels, level of ‘outside athletics involvement’ reduction in instances of bad sportsmanship | |
| Higher levels of self confidence and self worth | High | Survey results | |
| Greater sense of community and satisfaction in working together for a common goal | High | Volunteer levels, participation at outside competition meetings, social events | |
| Higher participation at midweek coaching | Medium | Attendance records | |
| Higher level of volunteer involvement in Coaching | Medium | Coach and Subcommitee numbers | |
| Better results at State level competition | Low | Results | |
| Higher participation rate on Saturday competition and alternatives to normal competition | Medium | RHQ data | |
| Higher retention rate | Medium | LAVic data | |
| Estimated Costs Total $5,000 | | | |
| **Labour** | | |  |
| Co-ordinator (ex BLAC athlete). Performance based; determined by Committee | | | $500 |
| Midweek coaches ( ex BLAC athlete) Level 1 @$20/hr x 1 x 20 sessions | | | $400 |
| Midweek coaches (ex BLAC athlete) Level 2 @$25/hr x 1 x 20 sessions | | | $500 |
| Saturday comp Coaches ( ex BLAC athlete) Level 1@$20/hr x 1 x 20 sessions | | | $400 |
| Saturday comp Coaches ( ex BLAC athlete) Level 2@$25/hr x 1x 20 sessions | | | $500 |
| Guest coaches @$30 x 10 | | | $300 |
| **Equipment** | | |  |
| T Shirts (Level 1 – 2 yrs commitment) /Spray jackets (Level 2 =- 2yrs commitment) | | | $200 |
| On Track ( Current stock value approx. $500) | | | $100 |
| AASC (July 2014 - $415 worth via AASC grant ) held by Coaching Co-ordinator | | | Nil |
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| **Training** | | |  |
| ITCC@ $105 per person | | | Nil |
| Level 1@300 per person | | | $600 |
| Level 2@300 per person | | | $300 |
| Level 2 Specialist @300 per person | | | $300 |
| **Sundries** | | |  |
| BBQ’s, prizes, gifts etc | | | $200 |
| Contingency | | | $700 |
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| Approach |
| Sub Committee |
| A Coaching Subcommittee is formed around May-Jun each year, and its Co-ordinator is the vehicle for communication to and from the Committee.  The Coaching Subcommittee meets regularly (often, for convenience, after Saturday normal competition, to discuss, plan and review activity.  The Co-ordinator is responsible for producing the yearly plan, seeking input and gaining approval for it from the Committee, and implementing it.  The Co-ordinator also produces a monthly report for the Committee and typically attends the Committee meeting to present it. |
| Planning |
| Planning for the upcoming season starts early (May) for the Coaching Subcommittee, especially as there is significant lead in time needed to recruit coaches, offer and organise training, and produce the yearly plan for coaches and Committee approval.  The process of planning is to start with the prior year’s Yearly plan, the last aspirational version 0 of the same and end of season review document to commence the upcoming season's Yearly plan documentation.  The plan commences as an optimistic one on the basis that ‘if nothing is ventured then nothing is gained’. This approach is maintained throughout the formation of the plan; (May-August) to capture the aspirations of the Coaching Subcommittee and Committee.  There some key risks to the delivery of the plan. The main risk is lack of resources. At the end of August a risk evaluation is undertaken, and V1 of the plan is created as a realistic guide to activity in the upcoming season.  The plan may be updated during the season, particularly if aspects not originally in scope are able to be delivered.  The end of season review importantly includes members and committee feedback on the season, whether adhoc, at meetings, or via survey, and all these artefacts are examined to make sure the yearly plan is relevant on a year to year basis.  The Yearly Plan is the authoritative document for the years coaching activities and should include all relevant information including the Coaching Calendar and subcommittee activity at a high level of detail to avoid the need to be determining process and practice during the competition season. |
| Midweek Coaching |
| In 13/14 a fee of $2 was charged for midweek, $1 of which went to BRAC for the gate fee. Collection of the fee was an added task which delayed the coaching session and the small numbers of attendees (average 20) did not make this worthwhile. For 14/15 no fee will be charged, however the membership fee has been increased by $5 to cover costs and encourage greater attendance.  The format of midweek training should be settled and documented before season commencement and communicated as part of the Coaching Calendar on the website. It is expected that these actions will also drive a greater attendance at midweek coaching.  A key component of the training each session will be technique coaching which will be provided for all events on a rotational basis and may incorporate guest instructions from external coaches, aiming for a single guest per session both to maintain the high profile of this aspect and to make it achievable.   |  |  | | --- | --- | | SESSION | EVENTS | | 1, 8 | Long and Distance | | 2, 9 | Shot and Walks | | 3, 10 | High and Hurdles | | 4, 11 | Javelin and Sprints | | 5, 12 | Triple and Distance | | 6, 13 | Discus and Walks | | 7, 14 | Hurdles and Sprints |   **NOTE - Names below are only at the planning stage; no one has been asked yet**   |  |  |  | | --- | --- | --- | | EVENT | BLAC COACH (PREFERENCE) | EXTERNAL COACHES / GUESTS | | Long jump | Kate | Paul Cleary | | High jump | John | Paul Cleary | | Triple jump | Kate | Paul Cleary | | Shot put | Emma | Lindsay Burgoine | | Javelin | Shane | Lindsay Burgoine | | Discus | Shane | Lindsay Burgoine | | Sprints (blocks, standing starts) | Dan, Liam, Dino |  | | Middle/ long distance | Daryl | Rod Griffin, Senior club athletes | | Hurdles | Kate | Ray Wienberg, Kate Ryan, Anna Rice | | Walks |  | Darryl Biggins, Jarred Tallent, Rachael Tallent |   Detailed session plans are to be produced before each session and available on the website. |
| Saturday Morning Coaching |
| Up to 6 coaches are deployed across 3 roles on Saturday normal competition;   * Warm up (3 – 6 coaches) * Event based (1-6 coaches) * On call (as required and as available from event based)   The allocation of tasks is dependent on the number and attributes of coaches available on the day.  All available coaches report to the ‘Finish Line’ location and from there attend to duties as directed by the Co-ordinator.  A number of coaches (Aths Aust Level 1 2 or 3), have decided to assume Team Manager responsibility, and if so, this is their sole role after warm up. They provide adhoc coaching / specialist advice to all athletes in the age group between event attempts within the constraints of the event schedule timeframe.  Rounds1-3 include a focus on event management co-ordinated by the event officials. Over these 3 weeks all events will have an official present for the whole day to instruct parents and athletes in correct event practice and process. A coach is also to be assigned alongside the official to focus on technique aspects. These coaches are not available for roving coaching. This provides a holistic event focus to set the scene for the remainder of the season.  After Round 3, event based coaches are also responsible for the event being conducted correctly and in the prescribed timeframe. Coaches in this role will provide ‘between event attempt’ coaching and specialist advice for all athletes.  Note – After Round 3, where a Team Manager is a coach then the Team Manager/Coach shall be responsible for coaching/event management duties at the event, and the Event coach can be relieved.  The on –call facility is available via the Coaching Hotline 045 708 5051 ( which is Kate’s number)  It is inefficient to deploy coaches in a permanent roving capacity as in past years, so the approach has changed to creating a ‘hotline’ approach for coaches to provide assistance as required. This will save coaches from being unsure of what they are supposed to be doing and feeling that they were not effective in coaching athletes at the end of the day. Team managers or parents will be able to contact the coaches if they need assistance. After the coaches hotline is contacted, someone will be sent out to help.  The finish line at 8.30am Saturday competition days will be the meeting point for available coaches for assignment of duties |
| Coaching Calendar |
| A Coaching Calendar for the whole year is to be prepared by the end of September. The calendar is designed so that it is a summary and easily referenced by members, (ie on the notice board, website and upcoming week in the newsletter.  **Note** There will be a link to the detail of each session, which displays the session plan when accessed via the website. |
| Communication |
| Key reference documents such as the Yearly plan, Coaching Calendar, List of Coaches and Qualifications, will be loaded to a new ‘[Coaching’ page on the BLAC website](http://lathsb.weebly.com/coaching.html).  Ongoing communication to all members will be as part of the weekly newsletter.  Specific communications to members (all or selected) may also be sent by email, sms by the Coordinator or coaches designated to age groups.  Facebook and other social media communications will be submitted by the Coaching co-ordinator (or delegate), to the Communications SC for publication. |
| Reporting |
| The Coaching Co-ordinator is responsible for providing the following reports:   * Yearly Plan * Monthly Highlight report to the Committee * End of Season review   The Yearly plan will be posted on the website. Monthly Highlight reports and End of Season Review are available to members on request. |
| Meetings |
| The Coaching Co-ordinator convenes a formation meeting in May each year to form the Subcommittee, and establish roles and support framework.  Other meetings pre season may be called as required to formulate the plan.  During the season, Subcommittee meetings are typically held after competition on Saturdays for convenience.  The Coaching Co-ordinator is also a member of the Committee and attends Committee meetings to present the monthly coaching report and contribute to Committee discussion and determinations on any matters. |
| Information Management |
| Information regarding Coaching, including emails, documents, meeting minutes and reports is stored in the BLAC information database (CTM). From there, relevant aspects are included either directly into this planning document, or are posted to the BLAC website and a link to them is included in this plan ( in section 2 as well as the relevant section (s) elsewhere in the plan.  During the review phase of the plan (April – September) to avoid drafts of documents being posted to the website, those drafts are included as Appendices to this plan. |
| Coaches Payment |
| **Background**  An initiative commenced in 2005/2006 season to pay an ex-athlete to take on the On Track coaching. This arrangement continued each year and was extended to include some token payments ( $20/week) for ex-athletes taking on some key admin (Results Co-ordination) tasks in 2009/2010 up to 2011/2012. The effort for results was lessened with the adoption of RHQ system in 2012/2013, so no payment was required.  2012/2013 saw the initiation of roving coaches on Saturdays and token payments ($20 - $25) were made for the ex-athletes involved. This was extended in 2013/2014 to include token payment ($20 - $25) for ex-athletes involved in midweek coaching. This payment of coaches was supplemented by a 50% portion of the entry fee of $2 per athlete.  In 2014/2015 the registration fee was increased and a nominal amount of $5 allocated to partially offset coaching costs. In addition a token payment is budgeted for Co-ordination; the actual amount is performance based and decided up on by the Executive at the completion of the track season. |