



*“Our vision is to create a positive, healthy, life enhancing sporting experience”*

## **PEAK TRAMPOLINE COACH PROFESSIONAL DEVELOPMENT POLICY**

### **1. POLICY STATEMENT**

Peak trampoline are committed to providing volunteers and coaches the opportunity to take part in education programs run by the State Governing body (GWA), Gymnastics Australia, Department of Sport and Recreation (DSR), Australian Institute of Sport (AIS) and Federation of International Gymnastics (FIG).

GWA provides education programs in all Gymsport disciplines and is a registered training provider with Gymnastics Australia (GA). DSR and AIS provide additional training opportunities which are free online courses available for coaches to maintain the required updating points to renew their technical membership

### **2. POLICY COVERAGE**

This policy and guidelines apply to all Peak staff, volunteers or coaches, when partaking a GWA/GA education course, workshop, clinic or conference. The policy also covers any courses taken through other registered providers which would ultimately support the strategic development of Peak Trampoline.

### **3. DEFINITIONS**

#### **3.1 Peak Coach**

A coach working within the Peak trampoline Recreation/squad program and holds a current qualification and is a current Technical Member of GA.

#### **3.2 Peak Volunteer**

A member of the Peak community, over the age of 13 who helps with various aspects of the club in an unpaid capacity.

#### **3.3 Coaching/ Judging courses**

These courses are part of the Australian Sports Commission's National Coach Accreditation Scheme (NCAS) and National Officiating Accreditation Scheme (NOAS). The courses are conducted by GWA employed presenters and assessors who carry the necessary qualifications to conduct the courses. All courses will be facilitated by GWA and conducted at the State Gymnastics Centre or at a venue determined by GWA.

#### **3.4 GWA Workshops/Clinics**

This is defined as a meeting for information sharing by a presenter on a particular topic. The aim is to practically explore topics which develops the athletes and coaches.

#### **3.5 Technical Committee (TC) Sanctioned Workshops/Clinics**

An updating opportunity facilitated by a club or TC. These workshops are sanctioned and organised in cooperation with the GWA Education Coordinator



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### **3.6 Updating**

Any qualification must be maintained by accruing membership points. This is done through attendance at workshops, education courses, volunteering to coach at competitions. This is a learning opportunity which allows a coach/volunteer to further their qualifications.

### **3.7 High Performance Coach – FIG.**

These Courses are part of the Federation of International Gymnastics (FIG). They provide education opportunities in Australia and overseas for coaches moving towards High Performance status.

## **4. PEAK TRAMPOLINE WILL**

4.1 Display on the club notice board the GWA Education calendar for the current year, Peak will also put a link on the website to access the education calendar.

4.2 Notify Volunteers and Coaches of suitable courses and make sure that the coach has progressed sufficiently to be able to access the next level coaching course.

4.3 Annually review all staff members and advice which education pathway they need to pursue in the coming year.

4.4 Peaks Senior Coach/Club Manager will mentor coaches throughout the coach education process.

4.5 Assist in the application process for courses.

4.6 From January 2019 Peak Trampoline will only pay the cost of the face to face component of the coach education course as long as it is a necessary part of the overall strategic development plan.

4.7 from January 2019 provide support on a case by case basis. If a coach requires financial assistance to attend a course, an application must be made to the Senior Coach/ Club Manager who will present the application to the Peak Board.

4.8 Provide all the necessary support to maintain a Coach Education program that caters for the needs of the Coach and the strategic development of the Club.

4.9 address on a case by case basis applications from coaches requiring financial assistance in order to complete professional development related to the strategic development of Peak Trampoline.

## **5. GENERAL CONDITIONS**

5.1 All coaches who have courses paid for them by the club must coach for the club for the remainder of the year. If the coach finishes at Peak before the end of the year then they must repay the cost on a pro rata basis.

5.2 For payment eligibility please see appendix 1



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## **6 CANCELLATIONS/LATE APPLICATIONS**

6.1 Any late application costs will be paid by the coach.

6.2 Any fees incurred by the coach due to cancellation must be paid by the coach. This will be 20% of the course fee as long as GWA refund the original amount. ( possible increase January 2019 tbc by GWA )

## **7 PD DERIVED FROM TRAVELLING WITH STATE OR NATIONAL TEAM IN AN OFFICIAL CAPACITY.**

7.1 If selected to travel with the State or National in an official capacity Peak will allow 3 weeks paid leave. Any subsequent leave will be without pay. (This applies to permanent full time coaches only)

7,1 It is understood that the coach/official will access allocated funding to support their professional development in this capacity ( there are grants available for High Performance Coach development at State and National level )

## **CONCLUSION**

Recommended changes to this policy will be submitted to the Peak Board for consideration. Any changes made will be in line with changes made by the State Governing Body (GWA).

When changes are passed by the Peak Board the policy will be updated and circulated to all members.

Peak Trampoline is committed to ensuring all policies are up to date and reflect current times, therefore, reviews will be taken annually.



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## APPENDIX 1

### Professional Skills Development (example)

Peak Trampoline encourages employees to undertake further study or obtain further qualifications to improve their job-related skills. The table below outlines the terms associated with professional development training at Peak Trampoline.

#### Permanent Staff

	Course fees	Course time	Travel expenses	Travel –time	Accommodation	Meals
Gymnastic Levels Qualifications	Paid	Paid	Unpaid	Unpaid	Unpaid	Unpaid
Updating Points training	Paid	Paid	Unpaid	Unpaid	Unpaid	Unpaid
In-house Peak Trampoline training	N/A	Paid	Unpaid	Unpaid	Unpaid	Unpaid
Industry Conferences	By individual negotiation	Paid	Paid	Unpaid	By individual negotiation	By individual negotiation
Other professional skills training	By individual negotiation	Paid	Unpaid	Unpaid	By individual negotiation	By individual negotiation

#### Casual Staff

	Course fees	Course time	Travel expenses	Travel –time	Accommodation	Meals
Gymnastic Levels Qualifications	Unpaid/open to negotiation	Unpaid	Unpaid	Unpaid	Unpaid	Unpaid
Updating Points training	Unpaid/open to negotiation	Unpaid	Unpaid	Unpaid	Unpaid	Unpaid
In-house Peak Trampoline training	N/A	Unpaid	Unpaid	Unpaid	Unpaid	Unpaid
Industry Conferences	By individual negotiation	Unpaid	Unpaid	Unpaid	Unpaid	Unpaid
Other professional skills training	Unpaid	Unpaid	Unpaid	Unpaid	Unpaid	Unpaid

Course approval will be at the sole discretion of Peak Trampoline and authorised by Peak Trampoline Manager.



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**APPENDIX 2**

**PEAK TRAMPOLINE: Professional development application form.**

<b>Details of applicant:</b>
Name:
Contact email:
Contact phone number:

<b>Details of coach education/conference: Please attach supporting documentation</b>
Name of organising body:
Coach education/PD website:
Name of event:
Venue/location:
Dates of training/conference:

<b>Details of participation: Brief outline of the importance of the training to the participant:</b>

<b>Financial assistance for local PD: Briefly outline why you need financial assistance to attend the coach education/conference:</b>



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If the application is to attend PD interstate or internationally please fill in the following:

<b>Expenditure: List estimated expenditure in Australian dollars and attach supporting documentation</b>	
a. Main travel (air ticket)	\$
b. Local travel	\$
c. Registration fee	\$
d. Accommodation	\$
<b>TOTAL</b>	\$
<b>Anticipated financial assistance available</b>	
a. Grants	\$
b. Personal input	\$

**Acknowledgement of application:**

On completion of this PD I undertake to provide:

- : A report demonstrating evidence of attendance.
- : Summary of content presented to the Peak Trampoline Board at the Board’s request.
- : **an information sharing workshop for junior coaches as part of the strategic development of the Peak Coach Education Program.**

Signature

Date

**Recommendation to the Peak Trampoline Board from the Senior Coach/Club Manager**

Application for leave: APPROVED / NOT APPROVED

Name:

Signature

Date