

DEPARTMENT: Administration	SUBJECT: Sessional Coaching Employment Policy	
AUTHORISED BY: Management Committee	31/07/18	
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Endorsed By: Club Council 24/10/18		

SCOPE

This policy applies to all persons applying for a paid sessional coaching employment with the Noosa Heads Surf Life Saving Club.

OBJECTIVE

This policy is to ensure that the Director of Life Saving, Director of Surf Sports and Director of JAC and their relevant committees only employ paid sessional coaches in accordance with the following application and assessment process.

SPECIFICATIONS

All persons applying for paid sessional coaching employment must comply with the following application and assessment process as outlined below under procedure. This policy mandates a procedure as outlined below whereby all paid sessional coaches will make an annual written application to be considered by a sessional coaching employment panel appointed by the Management Committee.

Such panel must include but is not limited to the following club representatives:

- The relevant Director or Deputy Director of Life Saving, Surf Sports or JAC, such representative appearing in the capacity of the relevant department seeking the position and having budgeted for the sessional coach: and
- Discipline captain (eg Boat Captain, Ski Board Swim Captain, IRB Captain, Beach Captain) if relevant
- The club's employed Head Coach/Coaching Manager

PROCEDURE

1. Relevant Director and or relevant sub-committee in accordance with specific coaching needs and accordance with approved budgeted funding (this reference relates to the approved budget endorsed by the Club Council at the AGM), seeks the appointment of a paid sessional coach in consultation with the Active Club Manager and the Director of Finance and Director of Administration.
2. Upon approval of the Director of Finance and Director of Administration in consultation with the Active Club Manager that there is a need and sufficient funds for the relevant paid sessional coaching position, either by way of direct approach to a preferred applicant or by advertisement seek applications for the relevant paid sessional coaching position.
3. Applicant to complete written application to Director of Administration
4. Assessment of application to be conducted by sessional coaching employment panel and if appropriate appointment with terms to be formulated in a paid sessional coaching contract to be managed by the Active Club Manager.
5. Forms to be submitted to administration.
6. New Applicant File to be presented to the Management Committee for approval/rejection within 4 weeks of the date of application. If the Management Committee is not due to convene within 2 weeks of the application date, then the Director of Administration may approve or reject the application.

Approval of application

- Director of Administration will advise successful applicants in writing.
- Applicants to provide evidence of current liability insurance (20,000.000.00) ABN, Blue card and relevant coaching accreditation.
- Applicants will be offered a sessional coaching contract for consideration and execution if appropriate (terms as agreed to by the parties)