

BSC wishes to facilitate a process for sponsoring senior swimmers, existing coaches or adults who wish to go into or develop further coaching for swimming.

To this end the following are the criteria and requirements for a person to take up this sponsorship.

## Scope

What the Club is trying to achieve with this sponsorship is to develop coaches at various levels within the "coaching scale", who will then as part of the Club join the coaching team and schedule, and coach swimming within BSC at the appropriate level.

The Club is expecting commitment by the person concerned to the Club, but this does not restrict them from doing coaching elsewhere, but this must not impinge upon the Club's requirements.

## Sponsorship

Funding for this will be provided from the Club sponsorship monies.

- The level 1 course will be 100% sponsored
- The level 2 course will be 50% sponsored
- The level 3 course will be 25% sponsored

In the event that insurance or other subscriptions are required, the Club will cover this cost for the 12-month period. Going forward, this will then be incorporated into whatever structure the Club has for permanent coaches that are part of the Club's coaching schedule.

## Requirements

The person wishing to commence coaching sponsorship, must agree to the following by signing this document. If the person signing is under 18, then a parent/guardian must also sign to agree to covering any costs that may occur as laid out within the document below.

- 1) Prior to commencement of the course, the person concerned will;
  - a. Submit a formal request via email to the Head Coach.
  - b. Be asked to have a discussion with the Head Coach where the requirements will be explained during the sponsorship and being part of the coaching team.
  - c. At this point the Head Coach will then advise the Committee and coaches of the request and the person will then be advised if their request has been successful.
- 2) The person must be over 16 at the time the course commences.
- 3) The person must have carried out 15 hours of volunteering consisting of 5 hours (either at poolside at Club functions i.e. Club 50s) and 10 hours of volunteering assisting coaches at training sessions.
- 4) The person must attend all aspects of the course and carry out any course work required.
- 5) After completing the course and qualifying, the person must then do the following;
  - a. Minimum of 30 hours coaching during BSC training sessions as well as attending four galas, of which two must be external.
  - b. The coaching hours must be achieved within a calendar year of the completion of the course.
- 6) The person will be asked to coach at BSC training sessions as well as attending internal and or external galas.
  - a. There will be no payment made for their coaching time
  - b. Any expenses incurred will be covered and recovered via the Club defined policy
  - c. All sessions completed must be signed off by an existing Club coach

## Completion

Upon completion of the allotted hours, the following will occur;

- A final assessment will be carried out by the Head Coach to ensure that the appropriate level of coaching has been achieved.
- This assessment will consist of a question and answer session as well as running a supervised BSC training session.



- Upon sign off by the Head Coach, the person will then be included into the coaching schedule at an appropriate level i.e. a qualified level 1 coach will be running a session alongside at least a level 2 coach. Any payment for coaching will then be aligned to the Club policy.

**Reimbursement**

It will be the responsibility of the person taking the course to pay the course fees, the Club will then reimburse based on the conditions being met within this document.

In the event that the person does not complete the course or the allotted number of coaching hours, the following will apply;

- Failure to complete the allotted number of hours means that monies will not be reimbursed.
- In the event of failure to complete the course or allotted hours due to a medical condition, the Committee will review this.

**Constraints**

- Sponsorship of a subsequent course can only occur once every 12 months, after completing/withdrawing from the course and or passing the course.
- The Committee and coaches will agree each person who requests sponsorship.
- It is expected that the person will remain a coach with the Club for a minimum of 12 months (from the start of the course).
- In the event that the person cannot complete a 12-month period due to work or educational commitments, the time remaining will be placed on hold, to be completed upon their return. Any such situations must be discussed in advance with the Head Coach.
- The Committee reserves the right to reject requests if there have been a large number of requests for sponsorship and or Club funds cannot cover the costs.
- The person will be responsible for keeping records of the training sessions as well hours achieved, sign off and claiming of any expenses incurred in line with Club policy. The Club will provide an appropriate record keeping booklet for the training hours and galas.

**Agreement**

That BSC agrees to fund the agreed course as defined under the Sponsorship details. Any additional funds required to be paid by the participant must be paid when the course is booked by the Club.

In return 'the participant identified below will complete the course including the agreed pre and post course tasks and maintain their services with BSC for an agreed period of time, 15 hours prior to the course and 30 hours post the course, as well as attendance of two sessions at two external meets and two team galas.

Should the participant move before the agreed period of time has concluded, at his/her own behest, then an amount of refund will be made to BSC. If prior to taking the course, a full refund will be due. If after the course then a percentage measured against the 30 hours completed.

If the participant does not carry out the tasks as defined within the BSC Coaching Course Log Book, the again a refund will be required against the 30 hours or in full if prior to taking the course.

**Parent/Guardian**

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date:

**Participant**

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date: