



New Coaching Group Policy

Document History

Version	Date	Notes
Initial	30/07/2020	Policy written

Aims & Scope of this Policy

All new coaching groups¹, and any material changes to existing coaching groups, must be approved by the CoNAC Coaching Coordinator.

This is to ensure that all groups meet our safeguarding standards, child welfare & insurance requirements, have risk assessments completed, are visible to all members and are open to all qualifying athletes along with a clear pathway and comply with all relevant club policies.

Please contact the CoNAC Coaching Coordinator at coaching@conac.org.uk if you require any assistance when submitting your application.

Process

1. Any proposal for creating a new CoNAC coaching group or amending an existing group must be submitted in writing to the CoNAC Coaching Coordinator for consideration.
2. You may use the form below or submit your proposal as an email but in either case please make sure you include all the information requested below.
3. Please complete and submit a Risk Assessment with your proposal. The CoNAC Coaching Coordinator can advise on the required format of this document.
4. If your proposal is supported, the CoNAC Coaching Coordinator will liaise on your behalf with other parts of the club to ensure that details of your group are included within the club's various communication platforms.
5. Coaching groups that do not have the approval of the CoNAC Coaching Coordinator will not be considered as "official" CoNAC groups and will not be included in the club's coaching portfolio.
6. Please send your completed proposal and Risk Assessment to the CoNAC Coaching Coordinator at coaching@conac.org.uk

¹ Coaching Groups are any sessions led or directed by CoNAC coaches

Name of lead coach	
Telephone	
Email address	
Current coaching qualifications	
Discipline (eg, sprints / endurance / throws / road running / etc) please be specific	
Proposed age groups of athletes	
Likely training venues	
Names of support coaches / helpers and their current coaching qualifications	
Where will athletes for this group come from?	
Where will athletes from this group progress to?	
Why are you proposing to form this group? Please state how this will benefit the athletes involved and the club's training and development programme.	
Signature	Date