



Coach/Volunteer Policy

The aim of this policy is to provide a structure to support all volunteer Team Managers and Coaches in **Downpatrick Football Club**

Policy Statement

Downpatrick Football Club recognises that volunteer Team Managers and Coaches are a core part of the Club and values their involvement. They help to reflect the interests, needs and resources of the community we aim to serve.

Insofar as the Club benefits from their skills, experience and enthusiasm of the volunteers, **Downpatrick Football Club** believe the volunteer Team Managers and Coaches should be able to gain personal benefits from the experience too.

Vision and Mission

Volunteer coaching is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people, by volunteering for **Downpatrick Football Club** you will be making a positive contribution to community development in our area. Volunteer coaches are vital to our work.

Principles of the Policy

All volunteer Team Managers and Coaches are provided with a written role description, outlining the main expectations of their role.

Downpatrick Football Club endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteer Team Managers and Coaches to fulfil their role.

Downpatrick Football Club will provide Coaches Indemnity Insurance for all Team Managers and Coaches.

Downpatrick Football Club's Youth Development Officer is responsible for the overall coordination of the Team Managers and Coaches involvement, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to the volunteers.

Downpatrick Football Club's Youth Development Officer will perform a Club Induction Process which each new volunteer, when they join the Club. Details include:

- Some information about **Downpatrick Football Club**, our vision, mission and future plans
- The role of the volunteer coach
- Introduction to other volunteer coaches in our Club



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website: www.downpatrickfc.co.uk email: secretary@downpatrickfc.co.uk

- Copy of all the relevant Club policies including this Volunteer Policy, Equality Policy and Disability Policy

Information about training / match times and opportunities for ongoing learning

Recruitment

Downpatrick Football Club is committed to serving and representing all the people of Downpatrick and wishes to see all sections of the community represented among our Team Managers and Coaches.

Downpatrick Football Club implements a fair, effective and open system in the recruitment and selection of volunteers Team Managers and Coaches and treats all information collected in this process confidentially. All potential volunteer Team Managers or Coaches must complete an application form, provide references and attend an informal interview.

Management of Volunteers

All volunteer Team Managers or Coaches are provided with a written letter of welcome, which outlines the expectations and responsibilities of both the volunteer and **Downpatrick Football Club**.

All volunteer Team Managers and Coaches will be supported by the Youth Development Officer. This individual can provide day-to-day help and guidance on any issue related to the Club and will have responsibility for providing regular support to and supervision of the Team Manager or Coach.

All volunteer Team Manager and Coaches placements are subject to a six month settling in period.

Downpatrick Football Club is committed to improving the personal and professional effectiveness of the volunteer Team Manager or Coach. Each Team Manager or Coach is expected to attend Level 1 IFA Coaching qualification as a basic requirement, within 6 months of joining the Club. This qualification includes First Aid training and also requires an AccessNI Enhanced Disclosure check.

Team Manager Responsibilities

- Is responsible for Squad selection
- Must have or work towards a minimum of IFA Level 1 Coaching Qualification
- Work directly with the Youth Development Officer to raise the playing standards within the team and **Downpatrick Football Club**
- Take full responsibility for the team's coaching sessions
- To work with and include the Team Coach in the preparation and running of each training session



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- To attend monthly/quarterly Coaches Meeting, returning the Player Attendance Register and all outstanding monies. If unable to attend, he must nominate a Deputy
- Maintain high ethical standards in coaching and plan all coaching sessions in advance
- To arrange in advance coverage for any sessions that he cannot attend
- To prepare a match report for each competitive match
- To attend League meetings to represent the **Downpatrick Football Club** where deemed necessary
- Comply with the **Downpatrick Football Club's** Coaches Code of Conduct and Equality Policy

Team Coach Responsibilities

- Must have or work towards a minimum of IFA Level 1 Coaching Qualification
- Work directly with the Youth Development Officer to raise the playing standards within the team and the **Downpatrick Football Club**
- To work with the Team Manager in the preparation and running of each training session
- Assist the Team Manager in team selection
- To periodically attend the monthly/quarterly Coaches Meeting, or deputise for the Team Manager's responsibilities at this meeting.
- Maintain high ethical standards in coaching and plan all coaching sessions in advance
- To arrange in advance coverage for any sessions that he cannot attend
- Comply with the **Downpatrick Football Club's** Coaches Code of Conduct and Equality Policy

