



Policy Document P0001

TITLE
Appointment of Coaches

SCOPE
The purpose of this policy is to ensure that coaches are appointed in a fair and transparent fashion that is understood by all members.

DETAIL
<ol style="list-style-type: none">1) All coaches' positions are declared vacant at the end of the season.2) Appointment of coaches is via a simple majority vote at the first Committee meeting of the calendar year after a review of nominations. If a Committee member has applied for a coaching position that is contested by another member, that member shall leave the meeting while discussion about that particular coaching position takes place and shall not have a vote in the deliberation of that position.3) Unless there are exceptional circumstances, and the coach from the previous season has nominated, the Committee should elect the coach of the previous season in preference to a new coach.4) Any person may nominate for the position of coach of any team within the club. The nominee does not need to be a club member to be considered.5) Applications for any vacant coaching position will be received via e-mail to the Club Secretary prior to the first meeting of the calendar year. The nomination only needs to comprise a request to be considered for the position and a preferred e-mail address to be notified by the Club.6) The Eastern Goldfields Hockey Association stipulates that all coaches dealing with juniors must have a current "Working With Children Card". Where a Junior member plays in a senior grade, the coach must have the Working With Children Card. Any costs incurred in obtaining the card will be reimbursed by the Club.7) If a position is not filled at the first meeting of the calendar year, a short list will be drawn up by the Committee for the Club President/Vice President to approach. If the person approached is agreeable, the coaching appointment will be made by the President/Vice President and will not require a Committee meeting for ratification.8) All coaching appointments will be confirmed in writing by the Club President prior to the start of the season. Any support/resource material will be made known to the coaches along with discussion on expectations of player and coach behaviour with relation to umpires.9) All coaches are expected to participate in coaching education programs carried out from time to time by the Club and the Eastern Goldfields Hockey Association. Any costs incurred relating to approved coaching courses will be reimbursed by the Club.



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10) In exceptional circumstances, a coach’s appointment may be terminated via a simple majority vote at a Committee meeting. In such case, the coach and the complainant will have the right to be heard individually and confidentially. The decision of the Committee meeting is final. If the coach is a Committee member, they shall not have the right to vote on the matter or be present while the vote is taken. If the Complainant is a Committee member, they shall not have the right to vote on the matter or be present while the vote is taken. Before the Committee meets to discuss termination of the coach’s position, the President and Vice President will ensure that the Club’s grievance policy (P0004) has been followed and has not achieved a satisfactory outcome where both the complainant/s and the coach are able to proceed without prejudice.

RESPONSIBILITIES	
Committee:	Responsible for appointment, and if necessary termination, of Club coaches via Committee meeting.
Coaching Applicant:	Responsible for ensuring their nomination is sent to the Club Secretary before the first Committee meeting of the calendar year.
Secretary:	Responsible for receiving applications and presenting them at the first meeting of the calendar year.

DEFINITIONS	
Club:	Pegasus Hockey Club Inc
Committee:	Executive and Officers elected by members to manage the business and general affairs of Pegasus Hockey Club Inc
End of Season:	The day following the Grand Final of the current year.
Exceptional Circumstances:	A condition caused by the existing coach that makes it completely impractical to continue to coach or be re-appointed as coach.
Complainant:	Person selected to put the case for termination of a coaching appointment.

REVISION HISTORY			
Date	Revised by	Approved by	Description of revision