



Policy: Coaching

The Lightning Swim Club (LSC) committee is committed to supporting its coach/es to provide coaching duties to club members participating in approved swim meets. An ‘approved meet’ is one that is conducted under the laws of Swimming Australia Limited, Swimming Queensland, or FINA. It includes long course, short course and open water events. This policy provides clear guidance on the committee’s expectations in relation to coaching support at club events and swimming meets, and for approved expenses, procedures for making an expense claim, and situations requiring authorisation.

All club swimmers are expected to train with the North Shore Swim School (NSSS) based at the Northern Beaches Leisure Centre (NBLC). Swimmers and/or their families should liaise with NSSS directly for current timetables, training fees and to arrange training sessions. This policy does not relate to training sessions.

Roles and Responsibilities

The appointed club coach/es are contracted and responsible for delivering professional coaching services to the club’s swimmers whilst in attendance at mutually agreed upon club events and/or approved swim meets. Assistant Coaches may attend and volunteer at club events and/or meets. Only coaches appointed/approved by the LSC committee can support swimmers at events/meets.

Coaches will be responsible for:

- obtaining and maintaining relevant qualifications and accreditation
- participating in committee meetings and providing guidance and advice (will not be a voting member of the committee)
- supporting the development and implementation of individual swimmer plans
- providing encouragement and pre-race prep talks, post-race debrief, and technical advice
- dry land and/or swim warm up activities considering meet rules
- selection of relay teams where appropriate – the Race Secretary will provide the Head Coach with a list of swimmers attending the meet once nominations are closed. The Head Coach (or delegate) will provide the final relay swimmer list (and order) to the Race Secretary for entry in swim central.

Reimbursement of Expenses

One coach is approved to attend all meets within the North Queensland Region and claim financial assistance. Assistant Coaches will not be eligible for financial support, unless pre-approved by the committee. Coaching fees will be payable for attending approved swimming meets. A per diem will be offered to cover mileage, fuel, parking, insurance and meal costs for travel outside of the Townsville LGA. Current agreed rates are as follows:

| Location | Coaching fees (per day club swimmers are competing) | Per Diem (travel, insurance, accom and meals) | Pre-approval required |
|------------------|---|---|-----------------------|
| Club events | \$50 | N/A | No |
| Townsville meets | \$100 | N/A | No |

| Location | Coaching fees (per day club swimmers are competing) | Per Diem (travel, insurance, accom and meals) | Pre-approval required |
|---|---|--|-----------------------|
| NQ region meets (out of Townsville LGA) | \$100 | \$50 for one day meet \$100 for two day meet | No |
| Other region meets * | \$100 | \$150 per meet | Yes |
| State and National meets # | \$100 | Economy class airfare (coach only) or fuel expenses reimbursed upon provision of receipts. Accommodation up to \$150 per night. Sharing with family is acceptable. Car hire to be based on medium size car. Any fines, insurance excess costs etc are the responsibility of the coach. Meals, parking and insurance will not be reimbursed. | Yes |

* **Other region meets** – Events held in Far North or Central Queensland for example, may be supported dependent upon prior committee approval.

State and National meets - Travel, accommodation expenses and coaching allowances will be considered only for the specific purpose of providing club coaching services to LSC swimmers at approved swim meets. Approval for financial support available is required prior to the event, and dependent on club funds and committee priorities.

Reimbursement Process

The coach must submit an invoice and/or receipts, and their bank details to the Treasurer, within 14 days of the event, via email to: lightningswimclub@gmail.com

Payment will be made direct to the claimants nominated bank account, no later than 14 days from receipt of claim form by Treasurer, unless there are issues requiring resolution.

Administration

Approval Details

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|-------------------------|-----------------------|
| Policy Owner | President |
| Committee Approval Date | 18/08/2022 |
| Date for review | 2 years from approval |

Revision History

| Version | Approval Date | Details of Changes | Author |
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