

# POLICIES AND PROCEDURES

## CLUB PAYMENT OF STAFF / MEMBER COACHING FEES



### Purpose

This document outlines the policy and process to determine if/when the Club will pay the coaching course fees for members or staff.

### Policy

1. The Club on request, and at its discretion, may agree to pay the course fees for staff or members to attend coaching courses.
2. The coach may be asked to repay the Club (through deduction from their final coaching payment) some or all of any paid coaching fees if the coach leaves the Club/stops coaching at the Club within 12 months of attending the course or gaining the coaching qualification attainable from the course (whichever date is later), or
3. The coach may be asked to pay 50% of the coaching fee but will be refunded that 50% if the coach stays coaching at the Club for 12 months after attending the course or gaining the coaching qualification attainable from the course (whichever date is later).

### Process

4. The coach will email the applicable Chair and Head(s) of Football to request the Club pays for their coaching course, including at least the following information in the request course fee cost, course dates, team(s) coach wants to coach, brief rationale for why club should pay the course fees

Note:

- a. For those coaching junior and youth grades the Junior Chair, the Head of Youth Football and Head of Women's Football (for those wanting to coach a female team) or Head of Men's Football (for those wanting to coach a mixed team) should be contacted.
  - b. For those coaching senior grades the Senior Chair and Head of Women's Football (for those wanting to coach a female team) or Head of Men's Football (for those wanting to coach a male team) should be contacted.
5. The applicable Chair and Head(s) of Football will discuss the request and determine if they will approve payment of the course fees, using at least the following criteria to make the decision:
    - a. NEED: Does the Club need more coaches at the coaching level proposed for the team(s) proposed?
    - b. EXPERIENCE: Does the coach have adequate experience so that they can be reasonably expected to pass the identified course?
    - c. LOYALTY/LONGEVITY AT CLUB:
      - Has the coach been at the Club long enough for the Club to feel the coach is 'loyal' to Springs?
      - Is the Club reasonably confident that the coach is going to remain at the Club coaching for the foreseeable future (at least the next 12 months)?
    - d. AVAILABLE FUNDS / BUDGET: Does the Club have available funds / allocated budget to pay the amount requested for the course fees?

6. The applicable Chair will respond to the Coach (cc applicable Head(s) of Football) confirming the decision, with any conditions i.e. course fees must be repaid if coach leaves the club/stops coaching at the club within 12 months/attendee must contribute 50% of the course fee etc. and details of how to obtain payment from the Club for their course fees.
7. The applicable Chair will note the decision, with any conditions, and details of the request in the *Coaching Course Fee Register*.
8. The applicable Chair and applicable Head(s) of Football will determine the appropriate action(s), as required, in the situation where a coach leaves the Club, and a payment condition is in place.