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# APPENDICES

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# APPENDICES

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# APPENDIX 1 COACHING PATHWAY

## COACHING FRAMEWORK

Athletics New Zealand has developed a new Coaching Framework that is based on continuous improvement through increasing effective coaching skills, knowledge and understanding within each strand.

Our coaching framework aligns itself with the Long Term Athlete Development model, with the modules designed to meet the competencies necessary at each stage of development for the athlete and coach.

Our modules are designed to be practical and educational and to meet the needs of the modern coach.

STAGE OF COACH DEVELOPMENT					
Coaching Strand	Introduction	Launch	Growth	Peak	
Performance	-	Performance Coach Qualification Candidate	Performance Coach Qualification Alumni	Performance Coach Qualification Campaign	
Aspire	Starting out in Coaching (Generic online)	Aspire All Event Groups	Aspire Event Groups Specific	Aspire Individual Events	Aspire Coach Qualification
		Recreational Runner 1	Recreational Runner 2	Recreational Runner 3	
Run Jump Throw		Run Jump Throw Parent and Teacher	Run Jump Throw Club Coach	Run Jump Throw Coach	Accredited RJT Coach
Get Set Go	-	Get Set Go (1.5 hours)	Get Set Go (1 day)	Get Set Go Coordinator (4 days)	

Introduction
ANZ PCQ Facilitators ANZ PCQ Asser Panel
IAAF Level 2 Lecturers Course ANZ Facilitator Module ANZ PCQ Asser Panel
Run Jump Throw Facilitator Module (1 day)
Get Set Go Facilitator Module (1 day)

# APPENDIX 1 COACHING PATHWAY

## COACH QUALIFICATIONS TITLES

The modular structure of the framework is a shift away from the more traditional linear approach. The framework provides a more flexible approach and a wider range of learning opportunities allowing for coach development to be a combination of formal, informal and on the job learning.

## COACH ASSESSMENT

- A number of Community modules have no formal assessment, but there is a process through which coaches can undertake self-assessment.
- The majority of the modules have prerequisites of attendance; these prerequisites require coaches to attend workshops and complete additional designated modules.
- The Athletics NZ Coach Qualification structure (CQ) is designed to empower coaches to provide high quality coaching to all athletes. This endorsement is optional to coaches; however it is advisable that those intending to become facilitators, Athletics NZ coaches etc., become endorsed.
- Athletics NZ trained and approved facilitators from the regions will deliver the modules to ensure the consistency of the information and the quality of the delivery. Facilitators will be supported and up-skilled as required. To become facilitators they must have completed the modules within that strand.

Performance	-	Yes	Yes	Yes	Yes
Aspire	Yes	No Self	Yes	Yes	Yes
Run Jump Throw		No Self	Yes	Yes	Yes
Get Set Go	-	No Self	Yes	Yes	Yes
	Introduction	Launch	Growth	Peak	Facilitator

## APPENDIX 1 COACHING PATHWAY

### COACH ACCREDITATION / QUALIFICATION

The new framework distinguishes between accredited, certified and endorsed. To be accredited, coaches can participate in course opportunities in order to acquire or refine the skills and knowledge required for a particular coaching context. To become certified coaches they then need to join our Membership Database as a Gold Coach Member.

To be endorsed, in a coaching context, coaches are evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, programme management, ethical coaching, support to participants during training, and support to participants in competition. They also need to be an Athletics New Zealand Gold Coach Member on our database. Endorsed coaches enjoy credibility, and the athletes they coach believe in them because they have been observed and evaluated in the process of “doing” what is required of them as competent coaches in athletics. They are recognised as meeting or exceeding the standards embraced by Athletics New Zealand.

#### **A coach is described as:**

- Accredited – after having attended a course.
- Certified – after having completed all required training for a context, and having joined Athletics New Zealand as a Gold Member Coach).
- Endorsed – after having completed all evaluation requirements for a context, i.e. after having completed competency assessment (Membership data collection, SC Operational platform); plus all of above.

#### **Endorsed coaches’ sign off:**

- Coach Development situation - Presentations
- Peer Review situation

## APPENDIX 1 COACHING PATHWAY

### COACH DEVELOPMENT MODULES – FUNDAMENTALS – GET SET GO

Get Set Go coaching courses focus on introducing the fundamentals of athletic movement to children. The aim of these courses is to provide teachers, parents and club members with the skills and tools to manage and lead a fundamental movement programme in their club or school. The content focuses on organising games and activities for young children. It is aimed at those who want to coach or assist in their local club or school. The course's focus is primarily on developing movement through games designed to improve agility, balance and co-ordination, and is very practical in nature

LAUNCH (LEVEL 1)	GROWTH (LEVEL 2)	PEAK (LEVEL 3)	CBA
<p><b>GSG Practical/Theory Course</b></p> <p><b>Prerequisite</b> None</p> <p><b>Assessment</b> No Formal assessment 2hr course</p> <p><b>Qualification</b> No qualification GSG L1 Coach - Certificate of attendance</p> <p>Aimed at parents/teachers</p>	<p><b>GSG Practical/Theory Course</b></p> <p><b>Prerequisite</b> None</p> <p><b>Assessment</b> No Formal assessment 1 day course</p> <p><b>Qualification</b> RJT L2 Coach - Certificate of attendance</p> <p>Aimed at Club Coaches</p>	<p><b>GSG Practical/Theory Course</b></p> <p><b>Prerequisite</b> Perquisite of RJT L2 related event</p> <p>1 day course</p> <p><b>Assessment</b> Competency based assessment on practical and technical knowledge and application</p> <p><b>Qualification</b> RJT L2 Coach - Certificate of attendance</p> <p>Aimed at head coaches</p> <p>Plus online Modules- TBC</p>	<p><b>Assessment</b> Competency based assessment on practical and technical knowledge and application</p> <p>Done by certified assessors</p> <p><b>Qualification</b> Endorsed GSG Coach</p>

## APPENDIX 1 COACHING PATHWAY

### COACH DEVELOPMENT MODULES – FOUNDATION – RUN JUMP THROW

The Run, Jump, Throw courses look to help facilitate the delivery and experience of introductory athletics to young, developing athletes in a multitude of ways. Participants will be exposed to the technical progressions used to teach running, jumping and throwing skills as well as essential information in the areas of safety, risk management and ethical decision-making. In addition, basic teaching and learning methodologies will be presented.

INTRO	LAUNCH (LEVEL 1)	GROWTH (LEVEL 2)	PEAK (LEVEL 3)	CBA
Starting out in Coaching online	<p><b>RJT Practical/Theory Course</b></p> <p><b>Assessment</b> No Formal assessment 2hr course</p> <p><b>Qualification</b> No qualification RJT L1 Coach - Certificate of attendance</p> <p>Aimed at parents/teachers</p>	<p><b>RJT Practical/Theory Course</b></p> <p><b>Assessment</b> No Formal assessment No prerequisite</p> <p>1day course</p> <p><b>Qualification</b> RJT L2 Coach - Certificate of attendance</p> <p>Aimed at Club Coaches</p>	<p><b>RJT Practical/Theory Course</b></p> <p><b>Prerequisite</b> Prerequisite of RJT L2 related event</p> <p>1day course</p> <p><b>Assessment</b> Competency based assessment on practical and technical knowledge and application</p> <p><b>Qualification</b> RJT L2 Coach - Certificate of attendance</p> <p>Aimed at head coaches</p> <p>Plus additional online Modules- TBC</p>	<p><b>Assessment</b> Competency based assessment on practical and technical knowledge and application</p> <p>Done by certified assessor</p> <p><b>Qualification</b> Endorsed RJT Coach</p>

## APPENDIX 1 COACHING PATHWAY

### COACH DEVELOPMENT MODULES – DEVELOPMENT – ASPIRE

Aim: This level of development introduces coaches to a new modular learning system. The system is designed to provide coaches with a smorgasbord of learning opportunities that when accumulated develop their knowledge and skills in a wide range of coaching-related subject areas. The module content has been designed to provide coaches with the relevant knowledge and skills to progress their learning and help them to work effectively within this particular age group and chosen event group. The modules have been classified as either event group specific or generic. The generic modules' content and learnings involve information that is relevant to all coaches regardless of the age of the athletes they coach, and the event group modules' content is relevant to the designated event group. These modules are perfect for beginning and developing coaches who want to increase their effectiveness in key areas of coaching pertaining to development of athletes aged 10+.

INTRO		LAUNCH (LEVEL 1)	GROWTH (LEVEL 2)	PEAK (LEVEL 3)
Starting out in coaching - online	Developing a safe environment	<p><b>Aspire Club Coach</b> All events</p> <p><b>Assessment</b> No Formal assessment Self-Assessment (Prac + Tech)</p> <p><b>Qualification</b> No qualification</p> <p>ASP L1 Coach - Certificate of attendance</p>	<p><b>Aspire Coach Event Group Specific:</b> Grouping of Athletic Events</p> <ul style="list-style-type: none"> <li>• Throws - Shot/Discus/Javelin/Hammer</li> <li>• Jumps - Long/High/Pole Vault/Triple</li> <li>• Sprints - <b>Sprints</b>/Relays</li> <li>• Hurdles</li> <li>• Distance - Run/Walks/Steeple</li> <li>• Multi Events (3hr)</li> </ul> <p>Plus 4 growth Modules</p> <p><b>Assessment</b> Competency based assessment on practical and technical knowledge and application</p> <p><b>Qualification</b> ASP L2 Coach Qualification</p>	<p><b>Aspire Performance</b></p> <p><b>Prerequisite</b></p> <ul style="list-style-type: none"> <li>• Prerequisite of DEV L2 related event</li> </ul> <p><b>Individual Event:</b> Specific Individual Events</p> <ul style="list-style-type: none"> <li>• High Jump</li> <li>• Long Jump</li> <li>• Triple Jump</li> <li>• Pole Vault</li> <li>• Sprints</li> <li>• Middle Distance</li> <li>• Hurdles</li> <li>• Multi Events</li> <li>• Shot Put</li> <li>• Javelin</li> <li>• Hammer</li> <li>• Discus</li> </ul> <p><b>Assessment</b> Competency based assessment on practical and technical knowledge and application (PCQ based)</p> <p><b>Qualification</b> ASP L3 Coach Qualification</p>



## APPENDIX 1 COACHING PATHWAY

		<b>LAUNCH MODULES</b>	<b>GROWTH MODULES</b>	<b>PEAK MODULES</b>
		<ul style="list-style-type: none"> <li>• Skills of coaching</li> <li>• Effective coaching</li> <li>• Officiating Level C</li> <li>• Working with Para athletes (Prac - 2hr)</li> <li>• Communication</li> <li>• Athletic Development- S&amp;C</li> <li>• Effective Warm Ups &amp; Cool Downs</li> </ul>	<ul style="list-style-type: none"> <li>• Strength and conditioning</li> <li>• Communication</li> <li>• Skill analysis</li> <li>• Developing fitness</li> <li>• Developing the athlete</li> <li>• Technical skills</li> <li>• A planned approach</li> <li>• Mental skills</li> <li>• Nutrition</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancing performance</li> <li>• Talent identification</li> <li>• Skill analysis and acquisition (pre-requisite Skill Analysis)</li> <li>• Leadership</li> <li>• Strength and conditioning 2 (pre-requisite S&amp;C)</li> </ul>
		<ul style="list-style-type: none"> <li>• PDP (Self led)</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Development Plans (Regionally led)</li> <li>• Workshops</li> <li>• RST Modules</li> <li>• Conference</li> </ul>	Informal Learning opportunities <ul style="list-style-type: none"> <li>• Apprentice Coach Programme</li> <li>• Personal Gap Analysis (Nationally led)</li> <li>• Workshops</li> <li>• Mentoring</li> <li>• Conference</li> </ul>

## APPENDIX 1 COACHING PATHWAY

### COACH DEVELOPMENT MODULES – PERFORMANCE - PERFORMANCE

#### Athletics New Zealand Performance Coach Qualification (ANZ-PCQ)

The ANZ-PCQ is a package of competencies that have been determined in consultation with New Zealand's leading athletics coaches and international coach educators. In order for coaches to obtain the ANZ-PCQ they must be rigorously assessed against the package of competencies to determine if they meet the minimum requirements necessary to receive the qualification.

The intention is that any coaches who are deemed "not yet competent" in relation to components of the ANZ-PCQ will be provided with a Professional Development Plan to address any identified gaps.

This is an assessment focused approach. It is not aligned to a course or a training program. The approach recognises that coaches gain their expertise over a range of experiences and interactions in many settings.

This is a "state of the art" approach among Western Nations. The intention is to ensure that the quality of coaching provided to ANZ-HP/HPSNZ Carded/PPS athletes has the highest possible likelihood of enabling NZ to perform with distinction at World Championships and Olympic Games.

The ANZ-PCQ is not an end-point in the coach development pathway! Athletics NZ recognises that successful coaches will add to their knowledge and expertise and strive to become "Masters of their Trade". Great coaches never stop striving to learn!

#### Purpose of the ANZ-PCQ

- To increase the athletics coaching capability and capacity available to New Zealand.
- To ensure that coaches of ANZ-HP/HPSNZ Carded Athletes can develop and implement an Individualised Prepetition Plan (IPP).
- To delineate the minimum set of competencies a coach requires to effectively support ANZ-HP/HPSNZ Carded Athletes to make the transition from being "performance potential" to "world class" (i.e. Top 16 or better at World Championships &/or Olympic Games).
- It will also be the desirable/preferred qualification for coaches of athletes in the ANZ-HP Performance Potential Squad (PPS).
- To provide a benchmark of the level of coaching capability required to maximize the resources available through the HPSNZ system and to effectively utilise the expertise available via HPSNZ and other providers

## APPENDIX 1 COACHING PATHWAY

- To set a clear benchmark for emerging coaches to Peak too.
- To provide the benchmark for athletics coaching “professionalism” in New Zealand.
- The PCQ will cover the following Units;

Unit 1 Performance Coach Responsibilities

Unit 2 Pedagogy

Unit 3 Mental skills

Unit 4 Physical Preparation

Unit 5 Planning and Programming

Unit 6 Throws

Unit 7 Jumps & Vault

Unit 8 Sprints, Hurdles & Relays

Unit 9 Endurance (Middle Distance, Long Distance and Race Walking)

### Purpose & Structure of an IPP

- To enable ANZ-HP/HPSNZ Carded Athlete/s to make the transition from being “performance potential” to “world class” (i.e. Top 16 or better at World Championships &/or Olympic Games”
- An IPP consists of a:
  - 1) Current gap analysis
  - 2) Periodised Plan (i.e. focused at an optimal performance at targeted competition)
  - 3) Campaign overview through to Rio &/or 2020
  - 4) Service Support Summary for the next 12 months

Note: For ANZ-PCQ purposes these items must be completed in accord with the ANZ-HP planning expectation and requirements. For details contact the ANZ-HP Performance & Campaign Planning Manager (Terry Lomax)

## APPENDIX 1 COACHING PATHWAY

### How was the ANZ-PCQ developed?

A series of workshops with New Zealand's leading coaches were conducted throughout NZ between January and April 2013. The focus of these workshops was for NZ based coaches to determine "What does it take to be Performance Coach in your Event Group". The materials gathered from these workshops were reviewed by Event Group leaders and packaged into the competencies listed in the ANZ-PCQ Framework and/or to stipulate the level of Underpinning Knowledge aligned to these competencies.

### ANZ-PCQ Assessment Process

An ANZ-PCQ assessment will be based on the following stages:

1) A face to face meeting between the leader of the Assessment Panel and the candidate to:

- Explain the process and show them the profiling/recording resources.
- Schedule the observation sessions (3 sessions) with the first session to be held within 6 weeks.
- The assessor contacts the coach to discuss the above and/or the coaches' philosophy.
- Prepare them for their pre assessment interview.
- Brief them regarding any pre-assessment tasks.
- This is also an opportunity for the coach to provide documentation (i.e. a current Workplace First Aid Certificate) and a current "Working with children Police Check" OR set in place processes to gain these

2) A pre assessment interview/discussion (e.g. in person, via telephone or Skype) two weeks prior to the first observation session and face to face discussion. The aim of this communication is to complete as much of the coaches profile as possible.

3) A series of three (3) coach observation sessions (i.e. members of the panel of assessors will observe the candidate coaching) and discussion sessions (i.e. members of the panel will meet with the coach for 2-3 hours to debrief regarding their observations and to question the coach on a range of issues to complete to enable them to complete the coach ANZ=PCQ Assessment Profile). The approximately 6 weeks apart over a 3-4 month period

4) Pre assessment interview/discussion (e.g. in person, via telephone or Skype) two weeks prior to the first observation session and face to face

## APPENDIX 1 COACHING PATHWAY

discussion. The aim of this communication is to complete as much of the coaches profile as possible.

5) Complete collation of all evidence. Make a decision.

If a candidate is deemed competent:

- They will be awarded the PCQ
- A PDP will be developed in consultation with HPSNZ coaching team to ensure further up-skilling as a coach (i.e. coaches at this level should be continually developing).
- Contribute to and participate in peer group coaching forums and/or other professional development networks.

**If a candidate is not deemed competent:**

- A PDP will be developed in consultation with HPSNZ coaching team to further up-skill as a coach in order to be awarded the PCQ.
- For employed and carded coaches, the responsibility for implementing their PDP rests with the coach in consultation with ANZ-HP Director and the HPSNZ Coaching Consultant.
- For other coaches (non-employed or carded), the responsibility for implementing their PDP rests with the coach. However, where financially viable, ANZ-HP will offer assistance on a case by case basis.



# APPENDIX 1 COACHING PATHWAY

This is a pictorial diagram of our coaching framework, which aligns with our athlete pathway.



## APPENDIX 2 EVENT GROUP PLANS

The purpose of implementing a Targeted Event Group focus is so that Athletics New Zealand can focus its resources and specialist expertise on event groups that have a realistic chance of producing the Athletics New Zealand High Performance outcomes. To align with this philosophy, a three-tiered structure has been developed: Targeted Event Groups, Secondary Event Groups and Other Event Groups.

All Event Groups will have a development plan developed and implemented. The Targeted Event Group Plans will be supported by HPSNZ resources. The Secondary Event Groups and Other Event Groups plans will be supported by Athletics New Zealand, with a focus on maintaining and supporting a pathway for “breakthrough” athletes.

### Targeted Event Groups

- Throws (Shot, Discus, Hammer, Javelin)
- Middle Distance (800m, 1500m, 5000m, Steeplechase)

### Secondary Event Groups

- Men’s 4 x 400m relay
- Combined events
- Pole Vault – specifically for decathlon focus

### Other Event Groups

- Men’s/Women’s 4 x 100m relay
- Women’s 4 x 400m relay
- Hurdles
- Endurance
- Race walks
- Jumps – Horizontal
- Para – Wheelies



## APPENDIX 2 EVENT GROUP PLANS

The purpose of establishing Event Group Plans is to:

- Improve the standard of performance in each event group
- Contribute to the achievement of High Performance Programme outcomes
- Support coach development

Athletics New Zealand will form an Event Group Advisory panel that will be given the task of researching, developing and implementing an Event Group Plan within each of the identified Event Groups.

On the following page are the guidelines as to the extent that a Prime Minister's Scholarship (PMS) provides for successful applicants. They give an indication of the scale of PMS that applicants should be looking at. These guidelines should be read in conjunction with the current ANZ-HP Coaching Plan as well as the proposed PMS Individual Entitlement Guide, attached.

### Prime Minister's Scholarship Types

- Full Individual PMS
- Part Individual PMS
- Specific Project PMS
- Full Group PMS
- Part Event Group PMS





## APPENDIX 3 PRIME MINISTER'S SCHOLARSHIP APPROACH

### Prime Minister's Scholarship Coach Entitlement / Availability Guide

COACH DESCRIPTOR		YEAR 1 (3,5,7...)	YEAR 2 (4,6,8...)
ANZ-HP Programme Coach	Group A <sup>1</sup>	Full scholarship	Specific or part scholarship
	Group B	Specific or part scholarship	Full scholarship
HPSNZ Carded Coach Year 2+	Group A	Full scholarship	Specific or part scholarship
	Group B	Specific or part scholarship	Full scholarship
HPSNZ Carded Coach Year 1		Specific or part scholarship	
HPSNZ Alumni Coach		Specific or part scholarship	Specific or part scholarship
Other ANZ Aligned Coaches		Assessed as part of or via Even Group Scholarships	

<sup>1</sup> Coaches divided into 2 groups to spread the call on PMS opportunities. Coaches either into Group A or Group B.

## APPENDIX 3 PRIME MINISTER'S SCHOLARSHIP APPROACH

### PRIME MINISTER'S SCHOLARSHIP EXTENT

	Full	Part	Specific Project	Comments
<b>Profile Overview</b>	<ul style="list-style-type: none"> <li>An all-encompassing scholarship involving extensive international travel &amp;/or time away for engagement with multiple identified contacts plus dedicated domestic dissemination processes.</li> </ul> <p>&amp;/Or</p> <ul style="list-style-type: none"> <li>An all-encompassing scholarship involving importing one or more International High Level experts engaging with Coaches/athletes plus dedicated domestic dissemination processes.</li> </ul>	<ul style="list-style-type: none"> <li>A targeted scholarship involving intensive Pacific Rim travel &amp;/or time away for engagement with 1-2 identified contacts plus targeted domestic dissemination processes where possible.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>A targeted scholarship involving importing a High Level expert engaging with specific coaches/athletes, plus targeted domestic dissemination processes where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at an International Congress or Conference.</li> <li>Attendance at Competitions relating to a coach's PDP.</li> <li>Activities promoting 'Non-athletics specific' personal development relating to a coach's PDP.</li> </ul>	<ul style="list-style-type: none"> <li>A Full Scholarship may include a 'Specific Project' as one of the identified areas of the overall PMS plan involvement.</li> <li>A Part Scholarship would not include a 'Specific Project' as one of the identified areas of the overall PMS plan involvement.</li> </ul>
<b>Individual Scholarship</b>	<ul style="list-style-type: none"> <li>Involves visiting 2 or more key international experts over an extended period of time, as well as any NZ based experts, to deal with a specified gap identified in the coach's PDP process.</li> <li>Dissemination of information is done via a National delivery tour or such like.</li> <li>There would be a compulsion to be involved in delivery at relevant ANZ International or Island Conferences or workshops where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Involves visiting a NZ based expert multiple times and/or 1-2 Pacific Rim based experts to deal with a specified gap identified in the coach's PDP process.</li> <li>Dissemination of information would be done via ANZ Island Conferences or workshops where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>The target group would be HP coaches, i.e. PCQ level or candidates.</li> <li>Involves attending an International Congress or Conference for a specific Event or Event group or area of emphasis, i.e. Power/Nutrition etc.</li> <li>Dissemination of information would occur either through Island Conferences or workshops where appropriate.</li> <li>Where it aligns with an event group PMS, regarding follow up activities, it may involve attendance at a specified Competition.</li> <li>Involves a specific gap that is identified in a coach's PDP, and which aligns more with Personal Development, that may relate to the role the coach holds.</li> <li>This may be a course or area of study.</li> </ul>	<ul style="list-style-type: none"> <li>A Full Scholarship may be linked as part of the achievement of the overall Event Group outcome.</li> <li>A Part Scholarship may be enmeshed in an Event Group Scholarship.</li> </ul>

## APPENDIX 3 PRIME MINISTER'S SCHOLARSHIP APPROACH

	Full	Part	Specific Project	Comments
<b>Event Group Scholarship</b>	<ul style="list-style-type: none"> <li>• Involves importing one or more High Level experts to deliver at the ANZ International Coaching Conference, in a targeted Event Group, to engage with Coaches.</li> <li>• Has dedicated domestic dissemination processes such as a follow up tour that may involve athletes and coaches.</li> <li>• There should be a possibility that the expert will follow up work done in NZ, via the relevant Lead Coach, with key athletes/coach pairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Involves importing one or more High Level experts from the Pacific Rim to deliver at Island Conferences or workshops where appropriate, in a non-targeted Event Group or TEG-specific event.</li> <li>• To engage with Coaches via the relevant Lead Coach.</li> <li>• A follow up visit within 6 months to further engage with identified coaches.</li> </ul>		<ul style="list-style-type: none"> <li>• All Event Group Scholarships should have outcomes aligned with the Philosophies and Goals identified for that Event Group in the ANZ-HP Coaching Plan.</li> </ul>



## APPENDIX 4 ASSESSMENT/TRACKING/MONITORING REQUIREMENT FRAMEWORK

### Dependent on Event Group Plan

The purpose of the Assessment/Tracking/Monitoring Requirement Framework is to show the extent, modalities and method of A/T/M relative to the Coach level. It outlines the specific areas that will be looked at and any timelines or timeframes associated with them. It should also allow a coach to assess the undertaking required to achieve completion at each of the levels.

COACHING AREA	COACH LEVEL	ASSESSING		
		PRACTICAL BASED	THEORY BASED	TRACKING/MONITORING
P E R F O R M A N C E	<b>Peak: Campaign Coach</b>	<b>Athlete Performance</b> <ul style="list-style-type: none"> <li>• 2014 Commonwealth Games Medal</li> <li>• Top 8 World Ranking (3/Country)</li> <li>• Funnel Medal Zone</li> </ul>	<b>Campaign Plans</b> <ul style="list-style-type: none"> <li>• Due April 2014 / November 2014 (Carded 1/Carded 2-if Campaign)</li> <li>• CP completed satisfactorily as per Outline<sup>1</sup></li> <li>• High Level Planning Summary completed satisfactorily as per Outline</li> </ul>	<b>Annual Peer Review</b> <ul style="list-style-type: none"> <li>• Mandatorily required</li> <li>• Campaign Plan presentation</li> <li>• Specific reference to Gap Analysis and ramifications/actions derived</li> </ul>
	<b>Growth: PQC Alumni</b>	<b>Athlete Performance</b> <ul style="list-style-type: none"> <li>• 2014 Commonwealth Games selection and top 8 Placing</li> <li>• Funnel T16 zone</li> <li>• Achieving age-related Carding Performance</li> </ul>	<b>Plan Summary</b> <ul style="list-style-type: none"> <li>• Due November 2014 (Carded 2-if not Campaign)</li> <li>• Due May 2014 (Carded 3)</li> <li>• High Level Planning Summary completed satisfactorily as per Outline<sup>2</sup></li> </ul>	<b>Peer Review - as required</b> <ul style="list-style-type: none"> <li>• Presentation of IPP to Peer panel</li> <li>• Specific reference to Gap Analysis and ramifications/actions derived 6 Monthly IPP</li> <li>• Gap Analysis<sup>3</sup> derived Periodised Plan</li> <li>• Completion of all associated plans relating to the Athletes' Training/Competition year as per areas in Templates Carded &amp;/or PPS Gold</li> </ul>
	<b>Launch: PCQ Candidate</b>	<ul style="list-style-type: none"> <li>• PCQ Standardised</li> </ul>	<b>PCQ Standardised</b> <ul style="list-style-type: none"> <li>• Completion of set assessment tasks<sup>4</sup> Plan Summary</li> <li>• Due Nov 2014 (Carded 2-if not Campaign)</li> <li>• Due May 2014 (Carded 3)</li> <li>• High Level Planning Summary completed satisfactorily as per Outline<sup>5</sup></li> </ul>	<b>6 Monthly IPP</b> <ul style="list-style-type: none"> <li>• Gap Analysis<sup>6</sup> derived Periodised Plan</li> <li>• Completion of all associated plans relating to the Athletes' Training/Competition year as per areas in Templates Carded &amp;/or PPS Gold</li> </ul>

## APPENDIX 4 ASSESSMENT/TRACKING/MONITORING REQUIREMENT FRAMEWORK

COACHING AREA	COACH LEVEL	ASSESSING		
		PRACTICAL BASED	THEORY BASED	TRACKING/MONITORING
A S P I R E	Peak: Individual Event	Competency Based		
		vs Technical Model	vs Plan Needs/Requirements	
	Growth: Event Group	Competency Based		
		Via Resource Coach	Online	
	Launch: Related Event Groups	Workshop attendance Via Resource Coach	Online	

<sup>1</sup> See Campaign Plan Process Overview

<sup>2</sup> See [Plan summary Example / Descriptors](#)

<sup>3</sup> Utilising Basic Gap Analysis template or other suitable tool

<sup>4</sup> See [PCQ Assessment Framework](#)

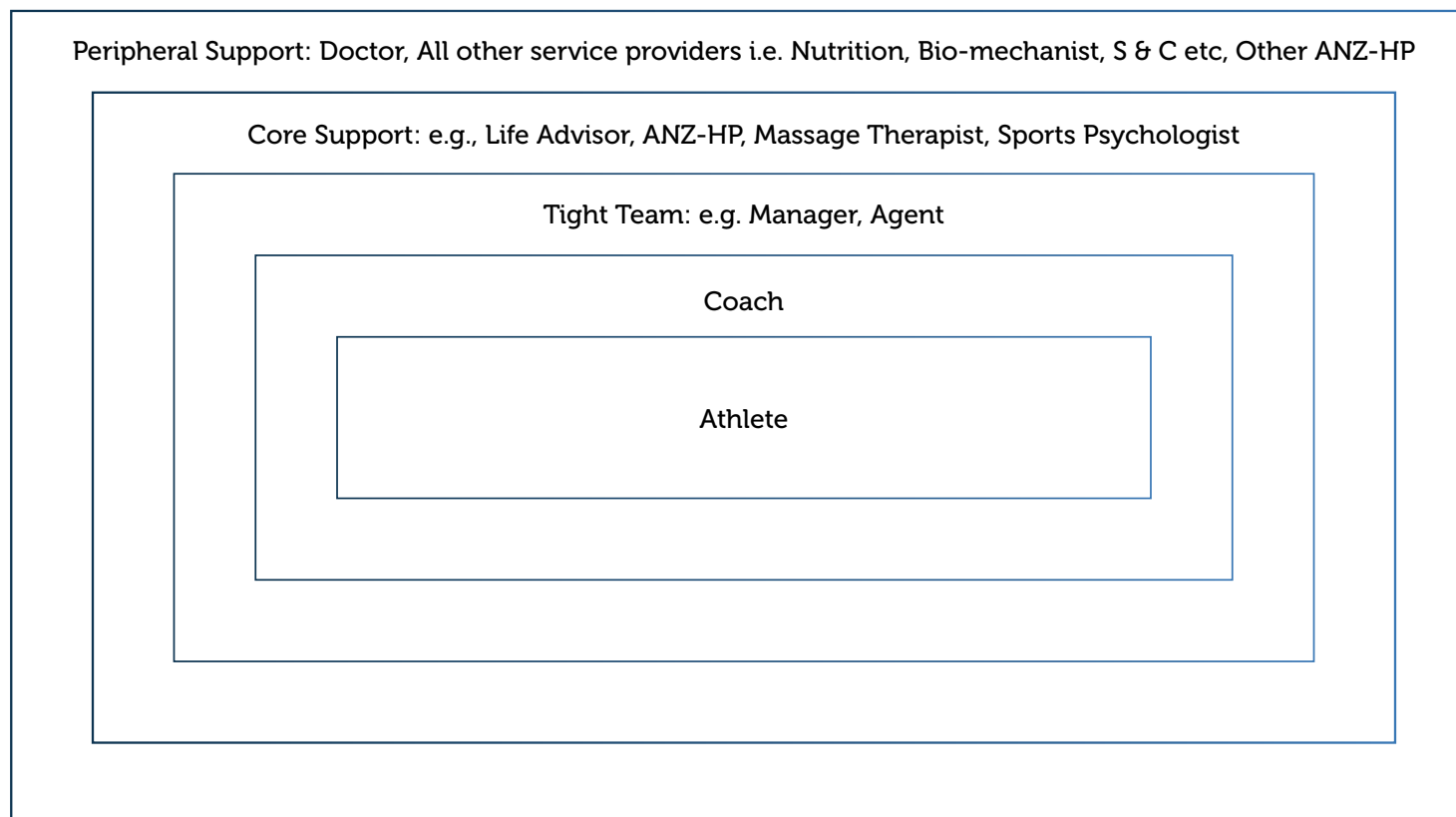
<sup>6</sup> Utilising Basic Gap Analysis template or other suitable tool

<sup>5</sup> See [Plan summary Example / Descriptors](#)

## APPENDIX 5 CAMPAIGN COACHING

The purpose of the Campaign Coach Programme is to support coaches in the Development of the High Performance Campaign planning process for Campaign level athletes. This is an individually supported programme which is aligned to the needs of each individual athlete at 'Campaign' level. The following process is designed to guide coaches in developing fully integrated Campaign Plans leading to an impending Olympic Games. It is set out in a way that provides both links and cross references to the athletes' individualized Performance Plans.

### SUPPORT TEAM IDENTIFICATION



## APPENDIX 5 CAMPAIGN COACHING

### SUPPORT TEAM IDENTIFICATION

- Tight Team:** These are the people who are at the coalface of the athletes' performance needs. They need to be able to be present at competition, i.e. The Village/Training/Track for Major competition.
- Core Team:** This includes the Tight Team. They have major involvement and/or influence specific to the athletes' Performance Career needs.
- Peripheral Team I:** This includes both the Tight & Core Teams. They have regular or constant involvement in supporting the athlete.
- Peripheral Team II:** This will include the Tight, Core and Peripheral I Teams. They are involved on a Step in – Step out basis either for specific periods of time or for specific tasks issues.

ANNUAL PLANNING STEPS	GENERAL AREAS	SPECIFIC AREAS	COMMENTS
<b>Step 1</b>	Gap Analysis	a) Priming Analysis Sheet	To Identify the range of gaps being assessed
		b) Quadrant Analysis	To prioritise gaps identified in Step 1a
		c) Plan Summary Sheet	Identification of key goals, strategies, action plans, plus measures of "Big Rocks" based on Step 1b
<b>This should be submitted to the ANZ-HP Campaign &amp; Planning Manager for consultation review and Sign off</b>			
Initial Peer Review opportunity here, subject to need for challenge (NB: Programme decision, not coach decision)			
<b>Step 2</b>	Sport Plans (Check, should relate to Step 1)	a) Goals	Key Performance goals – short, medium, long-term in the campaign
		b) Competition Plan	Competitions identified to achieve set Performance goals
		c) Periodised Chart ( <a href="#">Check: Links to step 2a</a> )	Outlines training phases plus competition, assessment, external activity etc.

## APPENDIX 5 CAMPAIGN COACHING

		d) Assessments (Check: <a href="#">Links to Step 1b &amp; 1c / Step 2a &amp; 2b</a> )	Training and medical assessments to monitor Performance progress
		e) Training Focus (Check: <a href="#">Links to Step 1a, 1b &amp; 1c</a> )	Includes outlines of Modalities in phases plus their loads & prioritization
<b>This should be submitted to the ANZ-HP Coach Liaison for consultation and forwarded to Campaign Approver for review and Sign off.</b>			
<b>Step 3</b>	Support Needs	a) Providers Identified (Check: <a href="#">Links to Step 1a, 1b &amp; 1c</a> )	These are split into Core and Peripheral; service Providers plus other supporters of the campaign
		b) Tight Team	Also needs to take into account overseas needs
		c) Prioritisation & Extent (Check: <a href="#">Links to Step 1c / Step 2d</a> )	Identifying the amount and priority weighting of service provision needed, with specific justification where necessary, i.e. Massage
		d) Equipment Requirements	Identification of equipment needed for the funded year, particularly Throws & PV but may include footwear
<b>This should be submitted to the ANZ-HP NTC Manager for consultation and sign off</b>			
Ultimate Peer Review opportunity done here and more likely with a Performance coach but may be a second session if necessary (NB: Programme decision, not coach decision)			
<b>Step 4</b>	Campaign Logistics	a) Activity Budget (Check: <a href="#">Links to Step 2a</a> ) • Travel • Accommodation • Equipment (Check: <a href="#">Links to Step 3d</a> )	
		b) Service Provision Costs	This will be an area not covered by HPSNZ bulk funded providers but within the HPSNZ/ANZ-HP provider network



## APPENDIX 5 CAMPAIGN COACHING

		c) Coach support costs <ul style="list-style-type: none"> <li>• Payment either direct or indirect</li> <li>• Activity</li> </ul>	<ul style="list-style-type: none"> <li>• This is merely the indicative cost, with no guarantee of funding to support it</li> <li>• Includes Travel &amp; Accommodation costs</li> </ul>
		d) Training management <ul style="list-style-type: none"> <li>• Domestic</li> <li>• International</li> </ul>	e.g. Site identification for preparation
		e) Competition Management (Check: <a href="#">Links to Step 2a / Step 4a</a> )	May involve requirements for entry to competitions, i.e. Aus. GP's/European meets. May include Agent involvement
		f) Athletics external management (Check: <a href="#">Links to Step 1c / Step 3a and 3b</a> )	Management of areas outside of training & Competition, i.e. Commercial
<p><b>Budget should be submitted to the ANZ-HP NTC Manager for consultation and final sign-off is by ANZ-HPD</b></p>			

- Somewhere there will need to be an indication of what the follow up and ongoing monitoring of the processes outlined will be.
- This should not just be the 6 monthly review process.

## APPENDIX 6 ATHLETICS NZ PATHWAY TO PODIUM (P2P) COACHING PLAN

The attached Athletics NZ P2P Coaching Plan will be part of and aligned with the wider Athletics NZ 2014+ Coaching Plan. The existing Athletics NZ Coaching structure is currently being reviewed, and the resulting Athletics NZ 2014+ Coaching Plan will be released in June 2014. The Athletics NZ 2014+ Coaching Plan will detail Athletics NZ's approach to coach education and accountability from Community to High Performance (HP).

The focus of the Athletics NZ P2P Coaching Plan is on progressing the capability of coaches at the pre-HP level to match the progress of the athlete they currently coach.

The desired outcome is to increase Athletics NZ's capacity to provide more effective coaching of athletes at the development level in particular.

### P2P Coach Identification

The coaches targeted under the Athletics NZ P2P Coaching Plan will be the coaches working with each selected P2P athlete (there is likely to be around 25 coaches across approximately 30 athletes). These coaches will be from many regions and will have various levels of experience, knowledge and competency.

However, generally these P2P Coaches will fall within 4 bands depending on their capability and experience:

- 1. Performance Coaches**      Some P2P athletes will already be working with PCQ or ANZ-HP Employed Coaches
- 2. Performance Potential**      Potential Performance Coach Qualification (PCQ) candidates (e.g. 5+ years of experience in athletics from Club or National level OR supplementary experience such as being Human Movement graduates)
- 3. Performance Development**      Potential Development Coach Qualification (DCQ) candidates (e.g. 2-3 years of experience in athletics from Club or National level)
- 4. Aspire**      Ranging from novice to "early stage" Performance Development coaches

Generally the *Athletics NZ P2P Coaching Plan* focuses on supporting the P2P Coaches in Bands 2, 3 & 4 (i.e. The Performance Coach band is covered through the ANZ-HP/HPSNZ Carded Coach support system and the like).

## APPENDIX 6 ATHLETICS NZ PATHWAY TO PODIUM (P2P) COACHING PLAN

### P2P COACH SUPPORT

While this plan indicates the Bands each of the P2P Coaches will be grouped into for planning purposes, wherever practicable an individualized approach will be adopted to maximize the impact of the Coach Education funding available to support their development, based around some group experiences such as:

- All P2P Targeted Coaches will be expected to be involved in the Athletics P2P/PPS Induction Camp, 22nd-24th May (i.e. Athletics NZ will run a P2P/Performance Potential Squad [PPS] Camp for all P2P/PPS Coaches and Athletes – during this time P2P Coaches will attend educational workshops, and gain an understanding of the ANZ-HP Programme and its culture and operation)
- Athletics NZ Coaching Conference/s
- Event Group learning opportunities (e.g. Event Group Camps or Workshops)

The ANZ High Performance Planning and Campaign Manager, Terry Lomax, will support all of the P2P Coaches concerning the Individual Performance Planning process for each P2P athlete. In addition the coaches within the respective Bands will receive:

#### Performance Coaches

- Funding for PPS Induction Camp
- ANZ-HP/HPSNZ Carded Coach support system
- Access to PM Scholarships

#### Performance Potential

- Some funding for PPS Induction Camp
- Some funding to accompany their athletes to Event Group initiatives (e.g. camps or workshops)
- Access to PCQ Assessment & the resultant Personal Coach Development Plans
- Additional funds for development – assessed on an individual basis
- See opportunities attached in Appendix 1 & 2

#### Performance Development

- Some of the coaches aligned to the Performance Development Band of P2P Coaches may be suitable for inclusion in the “Performance Coach Advance” programme to be delivered by Sport New Zealand.

## APPENDIX 6 ATHLETICS NZ PATHWAY TO PODIUM (P2P) COACHING PLAN

- Some funding for PPS Induction Camp
- Some funding to accompany their athletes to Event Group initiatives (e.g. camps or workshops)
- Access to DCQ Assessment & the resultant Personal Coach Development Plans
- Possible additional funds for development – assessed on an individual basis
- See opportunities attached in Appendix 1 & 2

### Development

- Some funding for PPS Induction Camp
- Possible additional funds for development – assessed on an individual basis





## APPENDIX 7 SPORT NZ PERFORMANCE COACH ADVANCE (PCA)

### **Establishment of Regional Programme**

Invitations to host the programme have been formally extended to Auckland Sport, Sport Waikato, Sport Bay of Plenty, Sport Wellington, Sport Canterbury and Sport Otago. All six organisations have indicated they are keen to run the programme and are currently working on proposals that will set out who their proposed Regional Programme Leader (RPL) will be and how the programme will align with their regional Pathway to Podium (P2P) programme. The regional proposals are due to be provided to Sport NZ by 28 February 2014 and we are hopeful that the Programme Leader in each region will be confirmed by mid-March.

### **Engagement with NSOs**

The process of engaging with NSOs and identifying the most appropriate coaches in each sport has begun. With the 12 Pathway to Podium Sports a collaborative approach is being adopted to align both Sport NZ and HPSNZ coaching expertise with the Coaching Directors and High Performance Directors in each NSO. Once the initial briefings have taken place, the approach these sports wish to take to PCA will be covered in their Pathway to Podium Coaching Plan. For the remaining 14 sports the planning will be driven directly by Andrew Eade, working with each NSO Coaching Director. NSOs are encouraged to have identified their key coaches by the end of March in anticipation of applications being called for on 1 April 2014.

### **Professional development for Regional Programme Leaders (RPL)**

The ability of the RPL to design and contextualise the programme to the needs of the selected coaches in their region has been identified as a critical success factor. Professional development options for the RPL are currently being explored with the possibility that Dr John Edwards and his associates (who already work in a similar fashion with HPSNZ) may be engaged in this role.

### **PCA content and delivery**

A full day workshop was held on 17 January for the likely RPLs together with NSO, Sport NZ and HPSNZ coaching specialists to look at how to ensure the content and delivery methods within PCA will be most effective for the participating performance coaches. The key outcome of the workshop was the recognition that the key to success for the programme would be the identification of a mixed suite of content areas and delivery styles to be used, combined with the ability of the RPL to adapt and contextualise these options to meet the needs of each coach within the programme. The development of this approach is underway but will be an ongoing process throughout the programme.

### **PCA documentation and promotional material**

A one-page Executive Summary of PCA together with a document showing how this programme aligns with Pathway to Podium are now available. By the end of March the aim is to have available a full programme guide and coach application forms, together with separate documents setting out relevant information for coaches and NSOs.

### **Timeline**

The aim is to have the six RPLs in place and operational by 31 March 2014. In early April applications from NSOs/coaches will be called for, with coach selection to be completed by 30 April. The programme will then formally commence in each region on 1 May 2014.

## APPENDIX 8 PERFORMANCE COACH QUALIFICATION (PCQ)

### ATHLETICS NEW ZEALAND PERFORMANCE COACH QUALIFICATION (ANZ-PCQ)

The ANZ-PCQ is a package of competencies that have been determined in consultation with New Zealand's leading athletics coaches and international coach educators. In order for coaches to obtain the ANZ-PCQ they must be rigorously assessed against this package of competencies to determine if they meet the minimum requirements necessary to receive the qualification.

The intention is that any coaches who are deemed "not yet competent" in relation to components of the ANZ-PCQ will be provided with a Professional Development Plan to address any identified gaps.

This is an assessment-focused approach. It is not aligned to a course or a training program. The approach recognises that coaches gain their expertise over a range of experiences and interactions in many settings.

This is a "state of the art" approach among Western nations. The intention is to ensure that the quality of coaching provided to ANZ-HP/HPSNZ Carded/PPS athletes gives the highest possible likelihood of enabling NZ to perform with distinction at World Championships and Olympic Games.

The ANZ-PCQ is not an end-point in the coach development pathway. Athletics NZ recognises that successful coaches will add to their knowledge and expertise and strive to become "Masters of their Trade". Great coaches never stop striving to learn!

#### Purpose of the ANZ-PCQ

- To increase the athletics coaching capability and capacity available to New Zealand.
- To ensure that coaches of ANZ-HP/HPSNZ Carded Athletes can develop and implement an Individualised Preparation Plan (IPP).
- To delineate the minimum set of competencies a coach requires to effectively support ANZ-HP/HPSNZ Carded Athletes to make the transition from being "performance potential" to "world class" (i.e. Top 16 or better at World Championships &/or Olympic Games").
- It will also be the desirable/preferred qualification for coaches of athletes in the ANZ-HP Performance Potential Squad (PPS).
- To provide a benchmark of the level of coaching capability required to maximize the resources available through the HPSNZ system and to effectively utilise the expertise available via HPSNZ and other providers.
- To set a clear benchmark for emerging coaches to peak to.
- To provide the benchmark for athletics coaching "professionalism" in New Zealand.

## APPENDIX 8 PERFORMANCE COACH QUALIFICATION (PCQ)

### **Purpose & Structure of an IPP**

- To enable ANZ-HP/HPSNZ Carded Athlete/s to make the transition from being “performance potential” to “world class” (i.e. Top 16 or better at World Championships &/or Olympic Games”).
  - An IPP consists of:
    - A current gap analysis
    - A periodised plan (i.e. focused on an optimal performance at a targeted competition)
    - Campaign overview through to Rio &/or 2020
    - A Service Support Summary for the next 12 months

Note: For ANZ-PCQ purposes these items must be completed in accord with the ANZ-HP planning expectations and requirements. For details contact the ANZ-HP Performance & Campaign Planning Manager (Terry Lomax).

### **How was the ANZ-PCQ developed?**

A series of workshops with New Zealand’s leading coaches were conducted throughout NZ between January and June 2014. The focus of these workshops was for NZ based coaches to determine “What does it take to be a Performance Coach in your Event Group?”. The materials gathered from these workshops were reviewed by Event Group leaders and packaged into the competencies listed in the ANZ-PCQ Framework and/or were used to stipulate the level of Underpinning Knowledge aligned to these competencies.

### **ANZ-PCQ Assessment Process**

An ANZ-PCQ assessment will be based on the following stages:

- A face to face meeting between the leader of the Assessment Panel and the candidate to:
  - Explain the process and show them the profiling/recording resources.
  - Schedule the observation sessions (3 sessions), with the first session to be held within 6 weeks.
  - The assessor contacts the coach to discuss the above and/or the coach’s philosophy.
  - Prepare them for their pre-assessment interview.
  - Brief them regarding any pre-assessment tasks.
- This is also an opportunity for the coach to provide documentation (i.e. a current Workplace First Aid Certificate) and a current “Working with children Police Check” or to set in place processes to gain these.

## APPENDIX 8 PERFORMANCE COACH QUALIFICATION (PCQ)

- A pre-assessment interview/discussion (e.g. in person, via telephone or Skype) two weeks prior to the first observation session and face-to-face discussion. The aim of this communication is to complete as much of the coach's profile as possible.
- A series of three (3) coach observation sessions (i.e. members of the panel of assessors will observe the candidate coaching) and discussion sessions (i.e. members of the panel will meet with the coach for 2-3 hours to debrief regarding their observations and to question the coach on a range of issues to enable them to complete the coach's ANZ-PCQ assessment Profile). The sessions are approximately 6 weeks apart over a 3-4 month period.
- Complete the collation of all evidence. Make a decision.

### **If an ANZ-PCQ candidate is deemed competent:**

- They will be awarded the PCQ.
- A PDP will be developed in consultation with HPSNZ coaching team to ensure further up-skilling as a coach (i.e. coaches at this level should be continually developing).
- They will be asked to contribute to and participate in peer group coaching forums and/or other professional development networks.

### **If a candidate is not deemed competent:**

- A PDP will be developed in consultation with HPSNZ coaching team to further up-skill the candidate to the level required in order to be awarded the PCQ.
- For employed and carded coaches, the responsibility for implementing their PDP rests with the coach in consultation with the ANZ-HP Director and the HPSNZ Coaching Consultant.
- For other coaches (not employed or carded), the responsibility for implementing their PDP rests with the coach. However, where financially viable, ANZ-HP will offer assistance on a case-by-case basis.



## APPENDIX 9 ETHICAL CONDUCT FOT COACHES POLICY

### Application of this Policy Document

This policy document will apply to all Athletics New Zealand registered Coaches. This Policy applies to the conduct of coaches and volunteers involved in Athletics New Zealand activities, programs, events and competitions. The policy as it reads today, 24/09/2014, is awaiting approval by the Athletics New Zealand board. The policy will be reviewed by Athletics New Zealand on an annual basis and may be amended, deleted or replaced as deemed necessary.

### Athletics NZ Registered Athletics Coach Declarations

1. Interested parties should read the declarations
2. If interested parties are unable to complete the Declaration, they should contact the Coach Development Manager at Athletics New Zealand, coach@athletics.org.nz .

### Coaches Child Protection Declaration

Children have a fundamental right to be safe from any form of abuse while involved in sport or associated activities. This is a legal requirement as well as a moral obligation. Child protection requires a commitment from all levels in sport to ensure sporting environments are safe for all children. This includes an awareness of the requirements and risks, a commitment to practices that minimize the risks, and the ability to appropriately respond to incidents of child abuse.

You can visit the Te Kete Ipurangi (TKI) website for more information regarding the New Zealand government's policies on Education Outside The Classroom (EOTC). Te Kete Ipurangi is New Zealand's bilingual education online portal for the Ministry of Education. <http://eotc.tki.org.nz/EOTC-home>

Registered Athletics Coaches are advised to consult further with the specific requirements for working with children that are of relevance to the schools they are engaging with.

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### ACKNOWLEDGEMENT

I have read the information relating to Child Protection and acknowledge that I will abide by the Child Protection requirements for Athletics Coaches as they relate to the communities I am engaging with.

SIGN:

PRINT NAME:

DATE:

## APPENDIX 9 ETHICAL CONDUCT FOR COACHES POLICY

### COACHES CODE OF CONDUCT DECLARATION EXPECTED STANDARD OF ETHICAL CONDUCT

The Code of Conduct for the Registered Athletics Coach is adopted from the International Association of Athletics Federations (IAAF) Code of Ethics for Coaches. The basic principle is that ethical considerations leading to fair play are integral and mandatory elements of coaching athletics. These ethical considerations apply to all levels of ability and commitment, including recreational and competitive involvement in athletics. A Coach is required to be a positive role model for athletes so they learn fair play and sportsperson-like behaviours. The role of the coach is therefore to be an ambassador, educator and guardian of the ethical values of fair play within the sport of athletics. The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long-term interests are of greater importance than short-term athletic considerations. To fulfil this role an Athletics New Zealand Registered Coach must behave in an ethical manner, specifically in relation to the following points:

1. Coaches must respect the basic human rights, that is the equal rights, of each athlete with no discrimination on the grounds of gender, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.
2. Coaches must respect the dignity and recognise the contribution of each individual. Coaches must not act in any way that is defamatory, insulting or abusive to others. This includes respecting the rights of an individual to freedom from verbal, physical or sexual harassment and advances.
3. Coaches must avoid any form of sexual relationship with athletes that could develop as a result of their coach-athlete relationship.
4. Coaches must ensure that practical environments are safe and appropriate. This appropriateness must take into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less experienced athletes.
5. Coaches will always consider the physical and emotional [wellbeing](#) of an athlete and place these needs ahead of any other concerns, such as competition or training. Coaches will discourage athletes from competing or training if there is likelihood that such competition or training could be detrimental to the athlete's physical or emotional [wellbeing](#).
6. Coaches will, wherever practical, avoid unaccompanied and unobserved one-on-one activity, when in a supervisory capacity or where a power imbalance will exist, with people under the age of 18 years.
7. Coaches must acknowledge and respect the IAAF and Athletics NZ Rules of Competition. This respect should extend to the spirit as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.
8. Coaches must exhibit an active respect for officials, by accepting the role of the officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

## APPENDIX 9 ETHICAL CONDUCT FOT COACHES POLICY

9. Coaches have a responsibility to influence the performance and conduct of the athletes they coach, while at the same time encouraging the independence and self-determination of each athlete by accepting they are responsible for their own decisions, conduct and performance.
10. Coaches must assert a positive and active leadership role to prevent any use of prohibited drugs or other disallowed performance enhancing substances or practices. This includes educating the athletes about the harmful effects of prohibited substances and practices.
11. The coach must acknowledge that all coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observations, recommendations and criticism should be directed to the appropriate person outside the view or hearing of the public.
12. The coach must acknowledge and recognise that all athletes have a right to pursue their athletic potential. A coach will recognise that a previous coach-athlete relationship may exist and that prior to taking on an athlete, all reasonable efforts have been made to ensure any previous relationship has ended in a 'professional manner'. Coaches will always recognise an athlete's right to consult with other coaches and advisers.
13. Coaches will hold the National Coaching Qualification. Coaches will respect that coaching accreditation is an ongoing commitment, achieved through upgrading their knowledge by further participation in accredited programs or workshops, as well as through practical coaching experience. Coaches also have a responsibility to share the knowledge and practical experience they gain.
14. Coaches must, at all times, be honest, and never allow their qualifications or experience to be misrepresented.
15. Coaches must respect their positions and continuously maintain the highest standards of personal conduct, which will be reflected in both manner of appearance and behaviour. Coaches must never smoke while coaching or in the presence of athletes, nor consume alcoholic beverages so soon before coaching that it affects their competence or that the smell of alcohol is on their breath.
16. Coaches should cooperate with all individuals and agencies that could play a role in the development of the athletes they coach, including working with other coaches and, where appropriate, sports science and sports medicine professionals.
17. Coaches must not act in any way that brings the sport of athletics, Athletics New Zealand in its role as the National Federation, the IAAF or any other member organisation into disrepute.

### **Coaches will:**

1. Conduct all events according to the rules of Athletics New Zealand with the integrity of the sport and each athlete's performance in mind;
2. Work in a spirit of cooperation with other coaches, officials and parents, assisting less experienced colleagues, and refraining from public criticism of other coaches.

## APPENDIX 9 ETHICAL CONDUCT FOT COACHES POLICY

### DISCIPLINARY MEASURES

#### Types of Infractions

Failure by a coach or volunteer to achieve the expected standard set out above may result in an infraction and the imposition of disciplinary measures. Infractions are divided into two types: 'Minor Infractions' and 'Major Infractions', which are dealt with using different procedures.

a) **Minor infractions** are single incidents of breaching the expected standards of conduct that generally do not result in physical harm to others.

Examples of minor infractions include, but are not limited to:

1. Single instances of disrespectful comments or behavior directed towards others;
2. Single instances of unsportsmanlike conduct;
3. Single instances of non-compliance with the policies and rules of Athletics New Zealand.

All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the persons involved. The people who have authority to deal with minor infractions may include, but are not restricted to, Athletics NZ staff member, NOC Member, Technical Delegate, Race Director and Regional Coaches Coordinator, Teacher in Charge of Athletics, a school's Board of Trustees.

b) **Major infractions** are instances of misconduct that result in, or have the potential to result in, harm to other persons, to Athletics New Zealand or to the sport of athletics. Examples of major infractions include, but are not limited to:

1. Repeated minor infractions;
2. Activities or behaviors that interfere with a competition or with any athlete's preparation for a competition;
3. Pranks, jokes or other activities that endanger the safety of others;
4. Deliberate disregard for the bylaws, policies, rules and regulations of Athletics New Zealand;
5. Conduct that intentionally damages the image, credibility or reputation of Athletics New Zealand, including entering into a conflict of interest (See Endnote 1 on Page 51);
6. Behavior that constitutes harassment, sexual harassment or sexual misconduct;
7. Abusive use of alcohol, use of illicit drugs and narcotics.

Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy.

[The appropriate person of authority may deal with major infractions occurring within competition immediately.](#) In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter using the disciplinary procedures set out in this policy.



## APPENDIX 9 ETHICAL CONDUCT FOT COACHES POLICY

### Reporting an Infraction

Any individual may report, to a staff member of Athletics New Zealand, a complaint concerning an alleged infraction. Such complaints must be in writing and must be made within 14 days of the alleged infraction.

Upon receiving a complaint, the staff member will immediately provide it to the CEO, or their nominee.

An Athletics NZ representative will approach all parties involved confirming the details of the alleged infraction, and prepare a report for review by the ANZ CEO, or nominee.

The Athletics NZ representative and CEO, or nominee, will decide if an infraction has occurred, and if so, whether it was minor or major.

If the infraction is minor the appropriate person having authority over the persons involved will deal with it.

If the infraction is perceived as a major infraction it will be passed on to the Discipline Committee for action.

Athletics New Zealand may determine that an alleged infraction is of such seriousness as to warrant immediate suspension of the person involved, pending investigation, a hearing and a disciplinary decision.

### Disciplinary Procedures

The Discipline Committee is an Athletics New Zealand tribunal composed of three persons, who are appointed by the Athletics New Zealand CEO, or their nominee, to deal with the complaint. The Discipline Committee has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process, and to carry out this process in a timely manner.

Depending on the circumstances of the complaint, the Discipline Committee may authorize an investigation into the alleged infraction.

The Discipline Committee will determine the format of the disciplinary process, which may involve a hearing in person, by telephone/online, based on written submissions, or a combination of these methods.

The Members allegedly involved will be given reasonable notice of the format as well as day, time and place of the hearing.

After hearing the matter, the Discipline Committee will reach a decision as to whether an

infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member, the complainant and the CEO, or their nominee.

## APPENDIX 9 ETHICAL CONDUCT FOR COACHES POLICY

Where the conduct being reviewed by this policy is of a sensitive nature, the Discipline Committee and Athletics New Zealand will keep all proceedings under the policy confidential. In fulfilling its duties, and with the approval of Athletics New Zealand CEO, or their nominee, the Discipline Committee may obtain independent advice.

### Disciplinary Sanctions

The following are some examples of disciplinary sanctions that may be applied where it is found that a major Infraction has occurred:

- Verbal or written reprimand;
- Requirement for a verbal or written apology;
- Requirement for service or other voluntary contribution to the Athletics New Zealand community;
- Removal of certain privileges;
- Suspension or exclusion from Athletics New Zealand Membership
- Removal of Athletics New Zealand, IAAF, IAAF Oceania Regional Development Centre or Sport New Zealand support, resources and funding;
- Suspension from certain activities, programmes, events or competitions, which may include suspension from the current or from future activities, programs, events or competitions;
- Publication of the disciplinary sanction;

It is understood that the above penalties, presented in general order of severity, are representative only, and may be modified to fit the circumstances of the infraction.

### Appeals

Appeals of decisions rendered under this policy will be dealt with using the Athletics New Zealand Operations Policies and Procedures manual, November 2013.

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I have read the Athletics New Zealand Ethical Conduct for Coaches Policy document and agree to abide by the conditions within.

SIGN:

PRINT NAME:

DATE:



## APPENDIX 9 ETHICAL CONDUCT FOT COACHES POLICY

For the purposes of this policy, conflict of interest is defined as 'a situation where a Member, or the entity with which he or she is affiliated, has a real or perceived competing interest with Athletics New Zealand's activities. This competing interest may result in the Member, or the entity with which the Member is affiliated, being in a position to benefit from the situation or in Athletics New Zealand not being able to achieve a result which would be in the best interest of Athletics New Zealand'.

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### ATHLETICS NEW ZEALAND COACHES MEMBERSHIP DECLARATION

To be agreed to by all people joining Athletics New Zealand as a Coach.

I, being the applicant, agree to the following:

1. **Accuracy:** The details I have provided are true and correct. If any details change I agree to notify Athletics NZ of the changes as soon as possible after they occur. If any details provided are not correct (or are misleading) I acknowledge this application for membership may be declined (or if already accepted, terminated) at the discretion of Athletics NZ.
2. **Rules:** I agree to be bound by the Athletics NZ Constitution and any other rules, regulations, guidelines, codes of conduct, or reasonable directions of Athletics NZ, including the Athletics NZ Anti-Doping Regulations and by the IAAF Anti-Doping Rules and Regulations.
3. **Acceptance of Risk:** I accept and assume the inherent risk of danger and injury in being involved in Athletics.
4. **No Liability:** I will not hold Athletics NZ (or their officers, employees, or agents) responsible for any claims, losses or expenses arising from or in connection with my membership or my participation in any activity authorized or recognised by Athletics NZ or held at a location controlled by Athletics NZ (except in the case of gross negligence).
5. **Indemnity:** I indemnify Athletics NZ from all claims, losses and expenses suffered or incurred as a result of my failure to observe the Athletics NZ Constitution or any other rules, regulations, guidelines, or reasonable directions of Athletics NZ.
6. **Privacy:** I agree that Athletics NZ can collect, hold, use, and disclose any personal information (including any photos of me) obtained through this form or as a result of my membership for the following purposes:
  - a. processing my application for membership and providing services to me;
  - b. use of my name and date of birth by club and centre registrars to check and confirm my identity when checking for previous memberships and managing duplicate records;
  - c. compiling and maintaining a database of members of Athletics NZ;
  - d. including my name and contact details on contact lists for use by Athletics NZ staff and officials;
  - e. requesting me to renew if my membership lapses;
  - f. publishing photos of me and details about my involvement in any Athletics events, competitions, or activities in Athletics NZ publications (such as websites and newsletters);
  - g. selecting and publicly naming coaching staff for teams that represent Athletics NZ;



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- h. providing me with information about Athletics NZ;
  - i. enabling Athletics NZ to contact me with information about the products and services of supporters, sponsors, funders and other organisations with a relationship with Athletics NZ (unless I opt out of receiving such information);
  - j. enabling Athletics NZ to comply with any applicable statutes, regulations, bylaws and other regulatory instruments;
  - k. retaining the information provided on this form if my membership lapses (as an inactive member) for a maximum period of three years for the above purposes; and
  - l. any other purpose I agree to with Athletics NZ.
7. **Access & Correction:** I understand that I have the right to access (and correct) any personal information held by Athletics NZ as provided for in the Privacy Act.
8. **Continued Membership:** I understand that upon payment of my membership fee(s), if this application is accepted by Athletics NZ, I will become a member of Athletics NZ, and continue to be a member until either: my membership expires, I resign, I fail to pay any fees due, or my membership is terminated by Athletics NZ.
9. **Interpretation:** Every reference to "I" and "my" in this document includes the applicant and the parent/guardian of the applicant (if applicable). Every reference to "Athletics NZ" means Athletics New Zealand Incorporated.
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I have read the Athletics New Zealand Ethical Conduct for Coaches Policy document and agree to abide by the conditions within.

SIGN:

PRINT NAME:

DATE: