

**MENTONE ATHLETIC CLUB**  
**Endorsed Coach Policy**  
May 2024

**Purpose**

This policy aims to ensure that an appropriate standard of coaching is provided to Mentone Athletic Club members in a safe and supportive environment. It will do this through an annual coaching endorsement process.

**Eligibility**

Mentone Athletic Club (MAC) Endorsed Coaches are endorsed by the MAC Committee annually. They will be the preferred suppliers of coaching to all members and prospective members. Endorsement will be for 12 months covering the period 1 April to 31 March and renewed annually subject to approval from the MAC Committee.

**MAC Accredited Coach Criteria**

- Must have current Athletics Australia Coaching Accreditation.
- Must have current Working With Children Check linked with MAC and Athletics Victoria.
- Will promote membership of MAC and participation in AV events including AVSL, XCR and specialist competitions with their athletes.
- Be willing to accept new members into their training group and assist with the transition of athletes to other MAC accredited coaches (preferred) when it is in the best interests of the athlete to move training groups.
- Agree to adhere to the Athletics Australia / ATFCA Code of Ethics for Coaches.
- Actively promote the safety and wellbeing of children and young people by adhering to the Athletics Victoria Child Safe Code of Conduct
- Will ensure athletes are supervised by an Endorsed MAC Coach at all sessions or clearly communicate to athletes that an unsupervised session is at the discretion of the athletes.
- Respond promptly to all requests from MAC Committee and maintain open communication with athletes, parents and MAC committee.

**Initial Endorsement Application and Annual Renewal Process**

- To apply for endorsement as a MAC coach, applicants should submit to the MAC Committee an initial proposal that includes:
  - Coaching qualifications and summary of experience
  - Identification of specialist coaching skills, events and targeted athletes (eg. throws coach specialising in younger athletes and those with disabilities)
  - Preferred training times / days
  - Access to equipment and facilities
  - Any other relevant information to support the application.

The application will be considered by the MAC committee with a notification of the outcome provided within three weeks of receipt of the application.

At the end of each season (March / April), coaches should notify the MAC Committee of their intention to maintain their coaching endorsement by providing:

- Confirmation of preferred training times / days;
- Continued requirement for access to facilities and equipment;
- Any changes required to their profile listed on the Mentone AC website (Training / Coaching page)
- Any other relevant information required to maintain their endorsement.

### **Entitlements and Expectations**

#### **MAC Accredited Coaches:**

- Should actively promote membership of Mentone AC to the athletes they coach, especially in preference to other Athletic Victoria accredited clubs.
- If the coach maintains a quota of 50% MAC financial members in their group, fees for facility usage at Dolamore Reserve will be waived. Where an endorsed coach has less than a 50% quota, there is an expectation of contribution to the facilities used.
- Where required MAC Endorsed Coaches must have a current agreement in place for the use of training venues / spaces.
- MAC Endorsed Coaches will not actively solicit athletes currently coached by another coach or who are active members of a training squad.
- Where an athlete (or their representative) expresses a wish to transition to another coach or squad, the current coach should primarily recommend other suitable MAC Endorsed Coaches. Any such transition should be managed in a professional and respectful manner including communication between MAC endorsed coaches as part of an athlete handover.
- Acknowledgement should be given to previous coaches for their contribution to an athlete's development.
- The coach may apply for keys for facilities at Dolamore Reserve. This will be renewed on an annual basis and they must not provide keys (or kind) to the club room or gym to any person for any purpose without prior approval of the MAC Committee.

#### **Mentone Athletic Club and its Representatives:**

- Will equally promote MAC Endorsed Coaches with suitable qualifications or specialities to current, new and prospective members in preference to external coaches.
- Will acknowledge coaches' contribution to the club and to members.
- Will list names and contact details of MAC endorsed coaches on the MAC website (Training / Coaching page) and provide the opportunity for endorsed coaches to promote their services