 <b>Pétanque Federation Australia</b> Affiliated With the F.I.P.J.P	<b>Policy No:</b>	<b>5.1.0.0</b>		<b>Coaching Policy</b>		
	<b>Approved:</b>	1 Jul 13	<b>Version:</b>	1.1	<b>Review Due:</b>	1 Jul 14

# Coaching Policy

## Part I: Objective


- 1 To standardise the coaching and development standards of pétanque players and teams in Australia.
- 2 To provide guidelines and procedures for coaches to ensure consistency of the application of the coaching and player development standards, principles and techniques of PFA and the Centre International d'Enseignement Pétanque (CIEP).

## Part II: Field Of Application

This policy applies to all member clubs, State Leagues, licenced players, administrators, officials and coaches of Pétanque Federation Australia who are conducting or are involved in activities covered by Pétanque Federation Australia insurance policies.

## Part III: Definitions

- 1 **Pétanque Federation Australia (PFA):** the peak body in Australia for the sport of pétanque
- 2 **Fédération Internationale de Pétanque et Jeu Provençale (FIPJP):** the international peak body for the sport of pétanque
- 3 **Australia Sports Commission (ASC):** The Australian Government Agency for the support of recognized sports in Australia.
- 4 **Centre International d'Enseignement Pétanque (CIEP):** The organization that provides support to FIPJP member federations to develop standards of player development.
- 5 **Official:** refers to those performing the duties of Umpire, Tournament Director, Competition Coordinator, Jury Member, Team Manager at club, state, national or international level.
- 6 **Administrator:** refers to those performing the duties of Board or committee member of at club, state, national or international level.
- 7 **Coach:** refers to those performing the duties of a coach at the following levels:
  - a **Level 1:** coaches junior or beginner players and/or club players.
  - b **Level 2:** coaches players competing in state competitions.
  - c **Level 3:** coaches players competing in national competitions.
  - d **Level 4:** coaches players competing in international competitions.
- 8 **Tournament Director:** refers to the person in control of a tournament.
- 9 **Competition Coordinator:** refers to the person who is responsible for the administration of the score table during a tournament.
- 10 **Education:** to develop by formal instruction and supervised practice.
- 11 **Training:** to attain knowledge through experience.
- 12 **Ethical Standards:** written criteria, which describes the accepted professional

 <b>Pétanque Federation Australia</b> Affiliated With the F.I.P.J.P	<b>Policy No:</b>	<b>5.1.0.0</b>		<b>Coaching Policy</b>		
	<b>Approved:</b>	1 Jul 13	<b>Version:</b>	1.1	<b>Review Due:</b>	1 Jul 14

standards of conduct for officials.

## Part IV: Principles

### 1 Sporting Principles

Pétanque Federation Australia has adopted the ASC's Sports Governance Principles and seeks to consistently apply sound sporting principles to its operations and functions. Pétanque Federation Australia believes:

#### 1 **Fairness**

Everyone should be given an opportunity to pursue his or her goals and aspirations. Fairness is:

- a Not just a way of behaving, it is also a way of thinking,
- b About operating within the letter and spirit of the rules, and
- c Making informed and honourable decisions on and off the piste.

#### 2 **Safety**

Everyone has the right to work and participate in an environment that is physically and emotionally safe.

#### 3 **Respect**

Everyone should:

- a Recognise the contribution of every other person,
- b Treat everyone with dignity and courtesy, and
- c Take care of the environment, equipment and property.

#### 4 **Responsibility**

Everyone should take responsibility for their actions and be a positive role model on and off the field.


### 2 Coaching Principles

Pétanque Federation Australia believes that:

- 1 It is important to provide standard formats and practices in order to ensure that the quality of coaching is nationally consistent.
- 2 Development practices need to be regularly revisited and revised as necessary to reflect changes in the coaching within the sport.
- 3 Coaches should receive practical training in order to support the organisation's goals and to manage the development of the sport of pétanque.
- 4 Respect of the rules and procedures is important for the equity of the licenced players, administrators, officials and coaches.

## Part V: Policy Statement

Pétanque Federation Australia is committed to the ongoing development and support of coaches by establishing and implementing education, training, ethical standards, evaluation,

 <b>Pétanque Federation Australia</b> Affiliated With the F.I.P.J.P	<b>Policy No:</b>	<b>5.1.0.0</b>		<b>Coaching Policy</b>		
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recognition and opportunities for coaches at all levels.

## Part VI: Provisions

### 1 Pétanque Federation Australia's Goals


The goals of Pétanque Federation Australia are to:

- 1 Ensure the development of competent and capable coaches through pathways of education and accreditation; and
- 2 Ensure the development of coaches is consistent with FIPJP, PFA, ASC and CIEP standards and techniques and appropriate to the national development of the sport of pétanque.
- 3 Coach License issued by Pétanque Federation Australia Ltd.

### 2 Coach Classification and Requirements

Coaches in Australia are to be classified as follows:

Level	License Requirements
Level 1: Club Coach	Recommended by Club to State Coach Complete PFA Rules of the Game Questionnaire <a href="#">PFA Rules of Petanque Questionnaire</a> Complete Australian Sports Commission (ASC) Courses: <ol style="list-style-type: none"> <li>1 Play by the Rules – Child Protection - Harassment and Discrimination <a href="#">Australian Sports Commission Training Portal</a></li> <li>2 Beginning Coaching General Principles <a href="#">Australian Sports Commission Training Portal</a></li> </ol> Complete CIEP/PFA Level 1 Course
Level 2: State Coach	Recommended by State Coach to Director Complete Level 1 Development Journal Complete Australian Sports Commission (ASC) Course: <ol style="list-style-type: none"> <li>1 Intermediate Coaching General Principles <a href="#">Australian Sports Commission Training Portal</a></li> </ol> Complete CIEP/PFA Level 2 Course
Level 3: National Coach	Recommended by State Coach to Director Complete Level 2 Development Journal Complete Australian Sports Commission (ASC) Course: <ol style="list-style-type: none"> <li>1 Orientation to Managing Sports Teams <a href="#">NSW Office of Communities Sport &amp; Recreation</a></li> </ol> Complete CIEP/PFA Level 3 Course
Level 4: International Coach	Recommended by State Coach to Director Complete Level 3 Development Journal Complete PFA Level 4 Course Complete Australian Sports Commission (ASC) Courses: <ol style="list-style-type: none"> <li>1 Mentor Training <a href="#">NSW Office of Communities Sport &amp; Recreation</a></li> <li>2 Managing senior and representative teams <a href="#">NSW Office of Communities Sport &amp; Recreation</a></li> </ol>

 <b>Pétanque Federation Australia</b> Affiliated With the F.I.P.J.P	<b>Policy No:</b>	<b>5.1.0.0</b>		<b>Coaching Policy</b>		
	<b>Approved:</b>	1 Jul 13	<b>Version:</b>	1.1	<b>Review Due:</b>	1 Jul 14

### 3 Appointment of Coaches

#### 1 National Director of Coaching

- a The National Director of Coaching for Pétanque Federation Australia will be nominated and appointed by the Pétanque Federation Australia Board of Directors.
- b The National Director of Coaching will be appointed for a period of 3 years.
- c The National Director of Coaching is appointed as Chair of the Pétanque Federation Australia Coaching Commission for the term of his/her appointment as National Director.

#### 2 State Director of Coaching

- a State Directors of Coaching are recommended by the National Director of Coaching and appointed by the Pétanque Federation Australia Board of Directors.
- b State Directors of Coaching will be appointed for a period of three years.

#### 3 National, State & Club Coaches

- a The National Director of Coaching will recommend the appointment of coaches to each level subject to satisfying grade requirements.
- b The Pétanque Federation Australia Board of Directors will appoint suitably qualified licensed players to the position of Level 1, 2, 3 or 4 Coach, subject to recommendations from the National Director of Coaching.

### 4 Coaching Commission Structure and Requirements

#### 1 Structure


The **Pétanque Federation Australia Coaching Commission** shall be composed of 3 to 5 members and consist only of coaches with Level 3 classification or National Coaches.

- a Chairperson appointed by Pétanque Federation Australia Board
- b Director of Coaching
- c 1 to 3 Supporting Members

#### 2 Duties and Responsibilities

This *Commission* shall:

- a Communicate with Pétanque Federation Australia representative through the Chairperson of the Commission.
- b Assist Pétanque Federation Australia in all aspects of coaching and selection process.
- c Supervise and/or direct coaches' examinations throughout Australia.
- d Recommend to Pétanque Federation Australia Board Member, Coaches for our National Teams and International Tournaments as required.
- e Implement a system of training for new and current coaches.
- f Be the arbitrary body for all disciplinary measures to coaches being down graded

 <b>Pétanque Federation Australia</b> Affiliated With the F.I.P.J.P	<b>Policy No:</b>	<b>5.1.0.0</b>		<b>Coaching Policy</b>		
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or losing their licenses due to misbehaviour.

**3 The National Director of Coaching shall:**

- a Administer and co-ordinate all qualified National, State and Club Coaches.
- b Appoint the “State Director of Coaching”
- c Liaise with the Director of Coaching in each State.
- d Implement and develop coaching programs.
- e Implement an activity reporting system for all coaches.
- f Ensure that all coaches regardless of Level comply with and abide by all directives and guidelines of the Pétanque Federation Australia Coaching Commission.

**4 State Director of Coaching shall:**

- a Administer and co-ordinate all qualified coaches in his/her State.
- b Liaise with the League Committee representative.
- c Implement and develop coaching programs.
- d Implement a system of training for new and current coaches.
- e Report to the National Director of Coaching

**5 National Teams Coaches**

National team coaches will be appointed by the Pétanque Federation Australia Coaching Commission. Requirements are as follows:

- a Have coached teams in PFA National Championships
- b Have coached their State sides
- c Are active in the coaching space
- d Must be Level 2 or Higher coach


## **5 Education**

To ensure quality coach development programs, Pétanque Federation Australia will:

- 1 Develop a Coach Development Plan, to meet the needs of the different levels of coaches.
- 2 Consult member clubs and state leagues to assess the state’s needs for different types of coaches.
- 3 Develop and provide formal instructional education programs for the coaches of the Federation. These education programs shall be in line with the requirements set by the ASC, the FIPJP and the CIEP.
- 4 Develop a Recognition of Prior Learning/Current Competence (RPL/RCC) framework for coaches of the Federation. This framework must ensure coach accreditation meets the requirements set by the ASC, the FIPJP and the CIEP.

## **6 Training**

- 1 Pétanque Federation Australia will identify opportunities to provide knowledge, guidance and experience to coaches through direct training workshops, coaching

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experiences, mentoring programs, information sharing and effective communication.

- 2 Fair and inclusive selection criteria will be developed and circulated nationally, for the available training opportunities.

## 7 Qualification Workshops


- 1 It is the responsibility of the State Director to organise a PFA Level 1 Coach workshop for new coaches as deemed appropriate to the individual needs of clubs within his or her state.
- 2 A State Director will conduct 1 or 2 PFA Level 1 Coach workshops per year.
- 3 The Pétanque Federation Australia Coaching Commission will set dates for workshops for PFA Level 2, PFA Level 3 and PFA Level 4 Coach Workshops.

## 8 Level Progression – Eligibility

- 1 Any Senior Licensed player can apply to become a club coach providing he/she is a financial club member, by forwarding a written application to their respective State Director. After completing the PFA Level 1 Coach Workshop, the online Rules Questionnaire, and the ASC Beginning Coaching General Principles Course, he/she will then be authorised to coach at Junior, Beginner and Club levels and assist Level 2 coaches.
- 2 After completing 1 full year as an active Level 1 coach, completing his/her Level 1 Development Journal and having completed the ASC Intermediate Coaching General Principles Course, the coach may apply to participate in a PFA Level 2 Coach Workshop to be conducted by the National or State Director.
- 3 Upon recommendation from his/her State Director and after completing 1 year as a Level 2 Coach, completing his/her Level 2 Development Journal, and having completed the ASC Course: Orientation to Managing Sports Teams a coach can apply to complete the PFA Level 3 Coach Workshop.
- 4 Upon recommendation from his/her State Director, completing 1 year as a Level 3 Coach, completing his/her Level 3 Development Journal and completing the Australian Sports Commission (ASC) Courses: Mentor Training and Managing Senior and Representative Teams a coach can apply to complete the PFA Level 4 Coach Workshop.
- 5 At each level of progression the Director of Coaching may apply the PFA RPL/RCC framework to the accreditation of coaches.

## 9 Conduct, Discipline & Ethical standards

- 1 All coaches of Pétanque Federation Australia must commit to the Codes of Conduct found in PFA-Pol 2.4.0.0 Code of Conduct Policy. All coaches are to sign a copy of the relevant Code of Conduct and submit it to the National Director of Coaching.
- 2 All coaches of Pétanque Federation Australia must undergo the Working with Children screening process or equivalent for their state.
- 3 Any report or complaint regarding the behaviour or performance of a coach is to be forwarded to the National Director of Coaching through the State Director of Coaching where appropriate.
- 4 In the case of poor Coach performance, the National Director of Coaching is to investigate the matter, consult with the Pétanque Federation Australia Coaching Commission or the relevant State Director of Coaching and instigate corrective action. Sanctions may be applied for poor performance.

 <b>Pétanque Federation Australia</b> Affiliated With the F.I.P.J.P	<b>Policy No:</b>	<b>5.1.0.0</b>		<b>Coaching Policy</b>		
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- 5 In the case of misconduct or violations of Pétanque Federation Australia Constitution, Policies, Procedures, or Codes of Conduct by a Coach, the National Director of Coaching is to investigate and refer the matter to the National Hearings Tribunal.

## 10 Downgrading or Suspension

- 1 As a result of poor performance or disciplinary action, a coach could be downgraded, suspended or have his/her coach license revoked.
- 2 If seen to be inactive without valid reason for an extended period, a coach may be downgraded to a lower level or be required to re-sit and pass an examination in order to retain status.
- 3 Coaches are expected to develop themselves to achieve a higher level after a reasonable period of coaching at any given level, (e.g. level “1” to level “2” to level “3”). Failure to do so may result in their coaching license being withdrawn.

## 11 Evaluation

- 1 Coaches of Pétanque Federation Australia have the right to receive feedback and a review of their performance relevant to the requirements set by PFA, the FIPJP, the CIEP, and the ASC Sports Governance Principles in order to continue the process of development.
- 2 Any evaluation by Pétanque Federation Australia will follow set criteria to upgrade/measure the competence and compliance of coaches.

## 12 Recognition

A comprehensive coach recognition program will be initiated.

## Part VII: Review And Approval

The Pétanque Federation Australia Board of Directors will review this policy biennially.