

QCTA State Coaching Policy

Coaching within the ACTA is managed by the Executive Committee with an appointed National Coaching Committee to liaise with the State Coaching Directors Committee on behalf of its clubs and their members. The Executive Committee is responsible for providing professional and accountable coaching services to the registered members of the ACTA.

Coaching within the QCTA (State Coaching System) abides by the rules and regulations as set out by the ACTA National Coaching Committee and State Coaching Directors Committee.

State Coaching System

The State Coach / State Coaching Co-Ordinator is responsible for overseeing the State Coaching System in Queensland and for co-ordinating all State-run coaching activities. Funding will only apply to activities undertaken within the State Coaching System.

Duties of the State Coaching Co-Ordinator include, but are not limited to:

- Booking, organising and conducting coaching clinics and coaching activities at club venues throughout Queensland.
- Organising coaching accreditation courses as requested by clubs and members.
- Renewal of coaches as their accreditations become due.
- Maintaining the Queensland coaches register with the assistance of the State Coaching Director.
- Reporting to State Council on an annual basis regarding all coaching activities.

The State Coaching Co-Ordinator will appoint a State Coaching Team at his discretion to fulfil these duties. He may approve, recruit or invite any member to assist the State Coaching Team in the provision and delivery of coaching services to Queensland members.

Coaching Clinics

In accordance with the original coaching procedure as accepted by State Council in 2010:

1. The State Coaching Team will use its best endeavours to conduct one coaching clinic in each Zone annually.
2. Clubs wishing to book a coaching clinic with the State Coaching Team should contact the State Coaching Co-Ordinator direct and submit suitable date options.
3. When a date has been confirmed it will be the club's responsibility to ensure that there are adequate participants booked to make attendance of the State Coaching Team worthwhile. This may require advertising or promotion on behalf of the club. In most instances a full clinic will be approximately 30 participants, with neighbouring club members also invited to attend.
4. It would be preferable where possible for coaching clinics to coincide with club events of the same discipline on the allocated weekend. For example, a DTL coaching clinic conducted on the Saturday should be followed by a DTL club competition on the Sunday. This allows clinic participants to put their skills to practice while being observed by the State Coaching Team, to make adjustments, and to benefit from feedback.
5. Coaching clinics will be conducted at venues at the discretion of the State Coaching Team.

Coaching Accreditations & Renewals

Code of Conduct: As an integral component of their accreditation, all accredited coaches within the State Coaching System and on the State coaches register are obliged to observe the Coaches Code of Conduct, and to maintain a standard of behaviour that reflects the best interests of the athletes in their care, and the sport of clay target shooting.

1. It is accepted by the State Coaching Directors Committee that the various forms of documentation suitable for basic Club Coach course material is that which is available on the ACTA website.
Accrediting coaches, however, may use any documentation, material, aids or resources to allow them to most effectively conduct accreditation courses, provided such material meets the standards of the Coaching Division.
2. Minimum duration for the Club Coach accreditation course is approximately one full day, with an extra day optional at the discretion of the assessor. The course includes both theory and practical components.
3. Currently recognised coaching levels are Club Coach (L1), Competition Coach (L2) and Advanced Coach (L3). In accordance with ACTA coaching regulations:
 - A Club Coach can be accredited by a Competition Coach or a Club Coach with Assessor certification.
 - A Competition Coach can be accredited by an Advanced Coach or a Competition Coach with Assessor certification.
4. Club Coaches and Competition Coaches must have held their current accreditation for a minimum period of 2 years before advancing their status to a higher level.
5. There is no minimum grade required for Club Coach accreditation, however minimum A grade is recommended.
6. Juniors may qualify for Club Coach accreditation provided they fit the criteria.
7. Coaching accreditations will remain valid for a 4-year period. Plastic coaches' cards will be issued to the coach by the National office upon accreditation.
8. Coaches intending to work with young people or juniors under 18 years of age will be required by law to hold a current Blue Card.
9. Coaching re-accreditations will not automatically be renewed and coaches must be re-assessed. Renewal notices will be sent direct from the National office to expiring coaches, notifying them that they must contact a coach with the relevant credentials to renew their accreditation.
10. Coaching record cards will be made available to all new and renewing coaches. It will be the responsibility of the coach to update their coaching card throughout the 4-year period and to record the delivery and regularity of all coaching activities.
11. The State office will maintain the Queensland coaches register and liaise with the National office to update the ACTA coaching database.

12. Any accredited Competition Coaches conducting accreditation courses or renewals, must notify the State office of any additions or changes to the Queensland coaches register. The accrediting coach will notify the State office at the same time as new accreditations or renewals are submitted to the National office.
13. State coaching registers will be provided by the National office to the State Coaching Co-Ordinator and the State Coaching Director. These members of the State Coaching Team will contact and process coaches due for renewal. Due to privacy concerns, persons outside the State Coaching Team or without current coaching credentials, are not permitted to access or approach coaches listed on the State coaches register.
14. Coaches wishing to renew their accreditation will be assessed by members of the State Coaching Team, or a suitably credentialed coach, and their active coaching history taken into account prior to renewal. Any credentialed coach undertaking renewals must notify the QCTA State office of any renewal or update of a coach's status, including the date of re-accreditation.
15. Coaches whose accreditation has lapsed for a period in excess of 3-years must undertake the accreditation process under the supervision of a suitably qualified or credentialed coach. Lapsed coaches must be physically observed and cannot undertake accreditation by phone.
16. Club Coaches who have received renewal notices from the National office may contact any member of the State Coaching Team, an accredited Competition Coach, or suitably credentialed coach, to process their renewal. Correct processing procedure for renewals by credentialed coaches must include notifying the QCTA State office of any renewal or update of a coach's status.
17. All coaches renewing through the State Coaching Team will be re-accredited using the National online system, and the State coaches register updated accordingly.

Administration

1. The State Coaching Team provide their time, expertise and services to Queensland members on a voluntary basis. Out of pocket expenses only (travel and accommodation) to attend coaching activities are reimbursed on receipt of invoice.
2. It will be the responsibility of the State Coaching Co-Ordinator to ensure that coaching clinics are conducted according to budget and reporting requirements.
3. It will be the responsibility of the State Coaching Director to ensure that participation data, activity reports and photos from coaching clinics, accreditation courses and other State coaching activities are submitted to satisfy funding requirements.
4. Coaches listed in the QCTA program book are taken from the State coaches register received from the National office. Any accredited coach listed on the State coaches register in August of each year will appear in the program book for the following year.