

TASK SHEET



REGIONAL DIRECTOR OF COACHING

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Know the rules of play.	H	Ensure your players understand their obligation to baseball and know the rules of play.	On appointment
Know the code of conduct for coaches	H	Understands the codes of behaviour for yourself, players, parents, team management personnel and the penalty and reporting processes for non-compliance. You must sign the BWBR Coach Code of Conduct.	On appointment
Know and implement the code of conduct/behaviour for players under their control	H	Report all players/parents/team management that do not comply with code &/or have unacceptable behaviour immediately. (utilise the appropriate reporting process set by the region). This information is to be included in the RDOC Report submitted to BWBR Secretary each month .	Always
Equipment safety	H	Prior to each training and game you are responsible for checking the safety of all equipment to be used prior to commencing. An equipment register will be provided by the BWBR Equipment Officer. All extra equipment must be signed for. You are required to report any non equipment compliancy or risks to the Head Coach, BWBR Secretary &/or events coordinator immediately.	Always
	H	You are required to have your players personal safety equipment checked randomly to ensure they comply and are safe. RDOC is responsible for ensuring the team coaching staff check all personal player equipment is compliant with rules. i.e. bats, helmets.	Randomly
Child Protection	H	Ensure you sign that you have read and understood your obligations and the region's expectation for member / child protection policy before your duties commence. You must hold a current "Blue Card" for	On appointment



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		Working With Children and Young People in Qld.	
Technical Delivery	M	Ensure you plan the methods to be utilised to develop the technical needs of your players prior to training commencement. You must monitor and adjust your plans to suit the continued development of your players.	During the season
	M	With regional coaches and BQ Development staff, develop and implement training programs to meet the needs of regional representative teams.	Pre-season
	M	Working with local clubs, region and Baseball Qld, you will increase the number of people, both male and female, undertaking baseball coaching in BWBR.	Annually
	H	Facilitate the accreditation process for coaches within the region and ensure any representative coaches are suitably accredited before their appointment. Undertake the necessary training to enable the delivery of at least a part of the workshop and all of the accreditation for Levels 1-3. Hold a minimum Level 4 NCAS Coach Accreditation.	Pre-season
	M	RDOC will provide direction and support to appointed coaches, assistant coaches, EO and Scorer, mindful of furthering their development. RDOC will mentor and support club coaches and identify potential regional representative coaches.	Throughout seasons
	M	Review player selection policy and recommend any changes to Management Committee. Ensure selectors and coaches adhere to the policy. Co-ordinate regional team selections and oversee the process.	Annually and during trials



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	M	Attend State Championships and liaise with State selectors regarding players from your region. Pre-approved expenses will be reimbursed.	State Titles
Personal Development	M	Attend RDC meetings/conferences.	Annually
	M	Undertake professional development courses when able. Liaise with Committee re funding of training costs.	Annually
Risk Management-	H	Ensure you are aware of the risk associated with the activities & the surrounding areas. Your duty of care is to always be vigilant and mindful of your surroundings and the activities you are providing.	Always
Player enjoyment & development	H	Ensure your coaches have a training plan that provides the players with lots of variety and challenges. Ensure the plan caters for player's challenges and players success.	Post Trials
	H	Ensure players always enjoy the programs and training you offer. Be respectful and supportive remembering everybody learns differently.	Always
	H	Assist Head Coaches to provide player assessment summary to parents via email on request. BWBR template available in coach's pack. Review the Head Coach's positive feedback regarding performance and development to all selected players via email to parent/guardian, post-tournament, before they are sent out.	Post trials Post Tournament
	M	Devise an annual plan and communicate with key stakeholders. This plan will incorporate all available development opportunities and include	Pre-season



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		consideration of coaching principles and best practice i.e. required preparation/training/conditioning time, rest periods as per latest research – anyone that throws hard should have 3 months off per year. Taking all these factors into consideration, identify priority development opportunities i.e. which tournaments the region will and won't participate in, or at least manage the player pool so the same players are not playing year round if they are at risk.	
Administration	H	Attend at least six regional committee meetings per year and submit a written report on regional coach development, team selection and training and other business for each Management Committee meeting.	Monthly
	H	Advise the Management Committee of rule changes or By-Law alterations before the commencement of each season. Communicate with club coaches at the conclusion of the season to establish the success or failure of aspects of the competitions and include feedback in monthly report for discussion.	Pre-season
	H	Provide a written assessment of regional coaching staff performance to Management Committee.	Post-Tournament

KEY RISKS

<p>Environmental Risks</p>	<ul style="list-style-type: none"> • Know where the potentially high risk areas are around your player's environment (toilets, car parks, and bush) and ensure players are aware of the safety rules and potential risk associated with each high risk area/s. • If the weather or environmental conditions change- If it is too hot, wet, cold or stormy seriously consider if the players are 1) capable of participating or 2) they will be safe doing so - if you believe it may not be safe you may choose to 1) change the way the activity is conducted to meet the new conditions or 2) cancel. Remember player safety should be paramount during the decision making process. • If you are unable to cancel – ensure play is adjusted to meet the challenging conditions such as in hot weather:- shorten playing times, increase players fluid intake, ensure players are given ample time to cool down appropriately, allow alterations to players uniforms to cater for extreme temperatures and conditions, reschedule game time to avoid the worst of the weather conditions.
<p>To Players Safety occurs when</p>	<ul style="list-style-type: none"> • you don't follow the rules and/or implement common sense when carrying out your duties as coach. <p>Always implement the coaching and technical requirements & adapt appropriately for the specific age groups and standard of players in your charge. Remembering that a coach's duty of care increases greatly for children and young people as well as for those who are novice, aged, unfit or disabled.</p> <ul style="list-style-type: none"> • you are not aware on the changes in the surrounding environment - <u>most risk occurs due to complacency.</u> • you are not vigilant <p>Avoid the transmission of any blood, body fluid, or diseases. (Take extra care with towels, water bottles, sponges & all shared equipment)</p> <ul style="list-style-type: none"> • you allow injured players or players carrying an injury to play (Coaches primary focus must be the participant safety , not the team or winning) • you don't know how and what unacceptable personal contact is and • unacceptable personal contact occurs and it is not dealt with immediately or reported appropriately. One of your key roles is to Protect participants in your charge • players are not protected from harassment or bullying by any person on or off the field of play. • you don't warm up and warm down players appropriately. • your players don't understand their obligations to the safety of the sport, the club and other players. • parents of your players don't understand their obligation to the sport & team.
<p>Over diligent parents</p>	<ul style="list-style-type: none"> • The greatest risk to junior participation is overbearing parents. <p>The parents' code of conduct is designed to avoid such situations. The risk for the clubs is for team management to not report known or expected breaches of the parents or spectators codes of behaviour &/or allowing such behaviour to occur with your teams participants.</p>

NAME OF POSITION
HOLDER:

SIGNATURE OF
POSITION HOLDER:

DATE / /
