

# COACHING POLICY



UPDATED: March 2026

## 1. Purpose

This policy sets out the expectations, standards, and requirements for all coaches operating within PBKC. It promotes athlete wellbeing and supports a safe, inclusive, and high-quality coaching environment consistent with PBKC values.

## 2. Scope

This policy applies to all individuals undertaking coaching activities for PBKC, whether voluntary or paid, across all programmes and age groups.

## 3. Eligibility to Coach

1. All PBKC coaches must be current affiliated members of PBKC and Canoe Racing New Zealand (CRNZ).
2. Coaches must meet applicable registration requirements.
3. Coaches are expected to hold or be actively working toward, recognised coaching qualifications.
4. PBKC reserves the right to restrict or remove coaching privileges where these requirements are not met.
5. Coaches must hold a current First Aid Qualification (6401 and 6402, plus 6400 if comprehensive first aid is required for the applied position)

## 4. Coach Recruitment, Vetting and Background Checks

PBKC will ensure appropriate safeguards are in place when appointing coaches, particularly where working with children and young people.

1. **Interviews:** Assessment of suitability, experience, and personal attributes
2. **Screening and Verification:**
  - a) Minimum of two reference checks
  - b) Verification of qualifications and experience
  - c) Police vetting of all applicants
  - d) Consideration of publicly available information
3. These requirements apply to both paid and volunteer roles, proportionate to the level of contact with members.

## 5. Coaching Structure and Leadership

1. All coaching activity must operate under the direction and leadership of the PBKC Head Coach.
2. Coaches must follow agreed programmes, plans, and performance pathways.
3. Coaches must not act independently in a way that undermines the club's structure, athlete development, or team environment.

## 6. Independent Coaching Prohibition

1. PBKC athletes may only be coached within the PBKC coaching structure and under the oversight of the Head Coach.

2. No individual may provide coaching (formal or informal, paid or unpaid) to PBKC athletes outside of the club's approved framework without prior written approval from PBKC.
3. Athletes, parents, and coaches must not engage in or facilitate arrangements that bypass or undermine the club's coaching programme.
4. Any external coaching must be disclosed to and approved by PBKC and align with club policy.

## **7. Training and Induction**

All coaches are required to:

1. Complete an induction process, including familiarity with PBKC policies, procedures, and Code of Conduct
2. Sign and adhere to a recognised Coach Code of Conduct
3. Undertake training appropriate to their role, including safeguarding responsibilities
4. Complete relevant safeguarding education, such as recognised online learning modules (e.g. Sports Integrity Commission training), to support safe coaching practices

## **8. Coaching Standards and Expectations**

PBKC coaches are expected to:

1. Provide a safe, inclusive, and positive environment
2. Prioritise the welfare and wellbeing of athletes
3. Deliver age and stage appropriate coaching
4. Act with professionalism, integrity, and respect
5. Promote fair play and positive behaviour
6. Uphold all PBKC policies and decisions

## **9. Safety and Welfare**

1. Coaching must be conducted with appropriate risk management and safety practices
2. Adequate supervision must be maintained at all times
3. Welfare concerns must be reported in line with PBKC procedures
4. Professional boundaries must be maintained at all times

## **10. Conduct and Accountability**

1. Coaches must comply with PBKC policies and Code of Conduct
2. Breaches may result in disciplinary action, including removal from coaching duties
3. PBKC will follow formal complaint and escalation processes where required

## **11. Review**

This policy will be reviewed periodically to ensure alignment with best practice and club needs.

**Approved by:** PBKC Committee

**Date:** [Insert Date]