**Regional Coach Agreement**

1. Primary role

The primary role of a Regional Coach is to effectively lead and manage their Regional Coaching Team.

1. Administration

The Regional Coach is appointed by the National Diving Officer and the Coaching Co-ordinator. They are then responsible for appointing a committee (Secretary and Treasurer). Together with the Secretary and Treasurer they form the committee’s three Executive Officers.

1. Qualifications and Experience:

A Regional Coach will normally be expected to hold a minimum grade of Advanced Instructor.

In absence of the above and where a Deputy Regional Coach is in place, they may be asked to hold the appointment on a temporary basis until a suitable replacement is available.  Where this is not possible, the NDO and Coaching Co-ordinator may appoint a less qualified member to the post until a suitable replacement is available.

A Regional Coach should have good IT and administrational skills, a pleasant telephone manner and be a good communicator.

1. Areas of responsibility:

* To build and maintain a regional coaching team and team infrastructure capable of providing the level of support specific to regional needs.
* To put into place and manage development of their Regional Teams.
* To use the skills and talents of team members to progress projects, administration and the general business of the coaching team and BSAC.
* To organise for membership an annual conference, promoting interest and encouraging attendance within your Region.
* To ensure, and regularly monitor and maintain all areas of the team with particular focus on managing team members who will then deliver on specific matters.
* To attend national Coaching Scheme meetings, workshops, and major annual events such as the Dive Conference etc.
* Report on a regular basis to NDC Coaching Advisor and BSAC HQ on the activities in the region.
* To action requests from HQ to visit a potential new branch and to attend their inaugural/initial meeting/s, to offer assistance if requested or needed and to complete new branch formation documentation and forward onto HQ.
* To influence the development of improved standards with regard to: safety, training and diving in branches.
* To act as an arbitrator to branches as required.
* To assist branches who do not have a Diving Officer by appointing one of the team to assist the branch until the issue is addressed on a more permanent basis.
* To ensure both an annual Skill Development Course, and Instructor Training Scheme, Programme of Events is put into place.
* Appoint a Skills Development Course Officer (SDCO) to effectively manage the Program of Events schedule and Local Organiser (LO) to support Instructor Training Scheme events.
* To ensure all annual Skill Development Courses and Instructor Training Scheme Events are promoted on their Regional Facebook sites.
* To investigate incidents as requested by the Incidents Advisor and to assist members with completion of Incident form/s and other documentation as required. Liaise with Safety and Development Manager at HQ.
* To represent BSAC by promoting its growth and public image. To attend or delegate representation at the meetings of other bodies such as: Land Owners, Local Authorities or Sports Councils.
* To participate in/develop and support national or regional BSAC campaigns.
* In all activities on behalf of the BSAC be an ambassador, promoting and supporting BSAC policy at all times.

Note: Advise HQ if any of the above has not been achieved or when / where there are difficulties.

The Regional Coach has an important role to play in the overall development of their team, the region and BSAC. Their pro-activity and that of their team will ultimately effect the development and interests of membership.

Regular liaison with the managers / coordinators of the respective areas within the team and a democratic approach should ensure a smooth development and a successful term in office.

1. Tenure

The appointment is usually for three years.

Should a coach be unable to continue, forewarning HQ will assist in administration.

Time requirements guide:

Team meetings: 3 hrs

Additional activities: 20-40 hrs per month

I confirm that I am happy to be appointed as regional coach.

Signature: Date:

Name:

Region:

Email:

Mobile:

Once complete please return to [drt@bsac.com](mailto:drt@bsac.com)