

Role of a Regional Team Member

The purpose of this document is to outline the roles and responsibilities of a Regional Team Member. If you are interested in joining you regional team please contact your [Regional Coach](#).

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1. Act as a focal point for all diving and BSAC related issues

The details of the Regional Coaches are publicised both nationally and regionally by listing on the:

- BSAC Website [Regional Coaching Scheme](#) pages
- Coaching Scheme address list
- Programme of Events
- Each region's own Web Pages and social media

On appointment a new Regional Coach's details are announced in

- BSAC News and Blog
- An email notification to all BSAC Coaches

A dedicated email address is set up in the format regionname.coach@bsac.com

It is the responsibility of the Regional Coach to provide input to the regional website at the time of appointment with the support of the Coaching Coordinator at HQ.

2. Regional team members

Regional support will be drawn from members of the regional coaching team. The minimum qualification to join the regional team is to hold the Open Water Instructor qualification.

2.1 Regional team member duties

- To assist and support the Regional Coach in the execution of their duties.
- To represent a group of BSAC branches in the region, as allocated by the regional coach, providing assistance in respect of coaching, communicating and counselling.
- To assist in the formation and growth of new branches and in generally expanding public interest in diving and snorkelling.
- To encourage branch officers and members to attend BSAC courses.
- To assist on the regional programme of events, as skills and experience permit.
- To promote the benefits of BSAC membership to non-BSAC branches.
- To attend meetings and investigate accidents as directed by the regional coach.
- To maintain and expand their personal qualification and experience base.
- In all activities on behalf of the BSAC, to promote and support BSAC policy at all times.

3. Appointing a regional team

The first task of the Regional Coach is to establish an effective team. Whilst a new coach will inherit members from an outgoing coach the following are sources of potential candidates:

- People you know who would be suitable.
- New OWIs/ADIs considered suitable .
- Attending IFCs and recruiting local delegates.
- Attending SDCs and recruiting local delegates.
- Advertising through social media and word of mouth.
- Emails to specific groups e.g. Advanced Instructors, FCDs or SDC approved instructors through HQ.

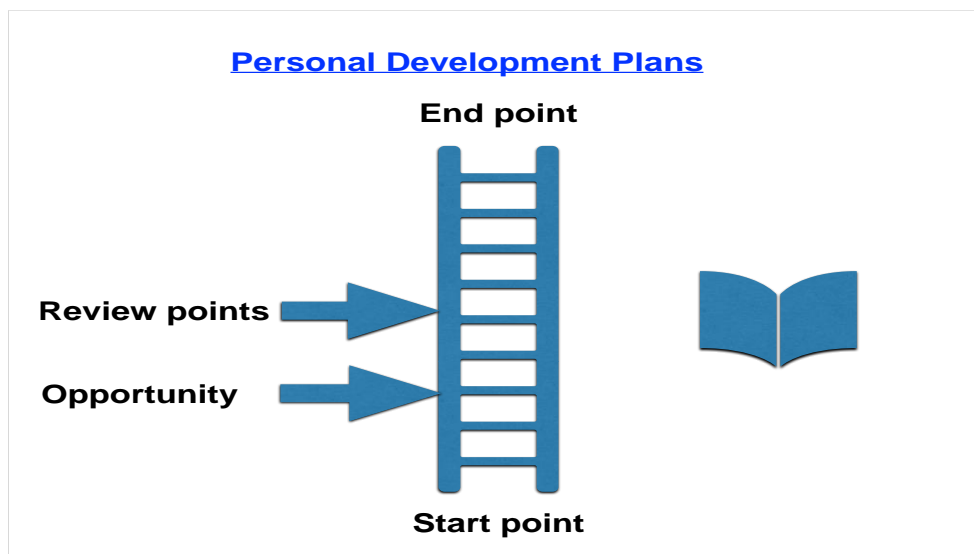
It is important to offer new team members a positive experience of the regional team and remove any concern about 'fear of commitment'. Some branch members can feel the regional team is 'big brother' rather than there to help. This often has its roots in legacy views and is quickly dispelled by personal attitudes. Team members often feel they have to be very experienced and whilst this is desirable for the instructional side there are many roles that do not require instructional or diving skills e.g. social media handling.

Aim for a mix of members from as wide a group as possible. If the region is geographically large it is very useful to have team members from all areas of the region so they can act on your behalf at a local level when required. Remember that each member of the team may be able to offer differing amounts of time and will come with their own unique skill-set.

3.1 Team development

The Regional Coach is responsible for developing the team members. One way to achieve this is to have a 1:1 with all team members and ascertain how they would like to progress within BSAC. It should then be possible to develop a personal development plan with them and mentor their progression.

Coaching and Mentoring is a key role of the regional team. The main tool for this is the use of personal development plans (PDP).



PDP's will be familiar to Advanced Instructors but less familiar to regional team members who may be OWI's. The PDP is an ideal tool to manage development but it is worth remembering that not everyone will be familiar with them and an explanation will be required.

The key points of a PDP are:

- Define the start point i.e. where they are now.
- Define the end point i.e. where they wish to get to (avoid making this step too large, ensure it is achievable).
- Lay out the required steps from the start to the end and make them specific.
- Identify the opportunities to complete each step and with whom.
- Identify opportunities where progress can be reviewed and the PDP updated.
- Most important is to write the PDP down so it forms a learning agreement between the mentor and mentee.

PDPs can also be used by the team to help branch members. Potential members that might benefit from this approach are:

- IFC to OWI pathways including progression to Dive Leader
- Development of branches
- Diver grade groups e.g. FCD candidates