

# Role of the Regional Coach

The purpose of this document is to outline the roles and responsibilities of a BSAC Regional Coach.

<b>1. Act as a focal point for all diving and BSAC related issues .....</b>	<b>2</b>
<b>2. Coordinate and manage a team of volunteers.....</b>	<b>2</b>
2.1 Team Roles.....	2
2.2 Team Support Activities .....	2
<b>3. Branches and Centres .....</b>	<b>3</b>
3.1 Maintain relationships with the region's branches and centres .....	3
3.2 Identify key areas of support for branches and members .....	3
3.3 Act as a point of contact and support following serious incidents.....	4
<b>4. Training.....</b>	<b>4</b>
4.1 Provide diver training .....	4
4.2 Plan and implement a regional programme of events (PoE).....	5
4.2.1 ITS PoE .....	5
4.2.2 SDC and DTP PoE.....	5
4.2.3 Regional Conferences / Inter-Branch Meetings / Special Interest Webinars.....	5
<b>5. Liaise with HQ / NDO / Council on all aspects of the role .....</b>	<b>5</b>
5.1 Maintain links with other agencies within the region .....	5
5.2 Identify ongoing and emerging issues with the region .....	6
5.3 Work as part of the National Coaching Scheme .....	6
<b>6. Finance .....</b>	<b>6</b>
<b>7. Succession Planning .....</b>	<b>6</b>

## 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](mailto: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. Coordinate and manage a team of volunteers

It is the Regional Coach's responsibility to identify and appoint members of their team.

Appointments require ratification by BSAC HQ and part of this process ensures compliance with the BSAC Protection of Vulnerable People policy and Disclosure and Barring Service (DBS) checks.

The Regional Coach will maintain contact details for all members of their team and ensure that these can be kept updated on the HQ database.

Team members may fulfil a variety of roles as shown in the Regional Organisation diagram. Regional Coaches should be aware of potential overload of team members with the allocation of too many roles at one time.

### 2.1 Team Roles

Essential roles in all regions will include:

- Event Boss / Lead Instructor (Boss)
- Skill Development Course Organiser (SDCO)
- ITS Local organiser (LO) (even if shared with other regions)
- Regional Team Members
- Other Roles should be used / developed to spread the workload

### 2.2 Team Support Activities

Regional Coaches should:

- hold regular team meetings to identify and communicate the regional strategy
- Provide training for team members on appointment to their role. This is typically guidance and advice rather than formal training.
- Ensure training is provided where appropriate for specific roles (e.g. SDCO, ITS LO etc.)
- Identify, facilitate and support ongoing development of team members

### **3. Branches and Centres**

#### **3.1 Maintain relationships with the region's branches and centres**

The Regional Team should act as an integral link between BSAC HQ and branches by:

- Developing and maintaining channels of communication with all branches and centres
- Promoting BSAC initiatives to the branches by cascading the current initiatives supplied via the regional bulletin/social media posts.
- Promoting regional objectives to branches
- Acknowledging and responding to all requests from branches
- Highlighting any major or serious concerns immediately to HQ
- Maintaining simple records detailing all contact via templates provided or the web
- Ensuring the production of reports for the Coaching Coordinator on request on the state of the region.
- Proactively visiting centres in the region (BSAC and other agencies) to discuss mutually supportive services to divers.
- Supporting the BSAC initiative to increase the number of BSAC centres by advising on the advantages of being part of BSAC.

#### **3.2 Identify key areas of support for branches and members**

Through the branch and member contact above, ensure that where possible support is available to branches and individuals through:

- Supporting a regionally organised national programme of ITS events, including promotion on relevant websites /social media.
- Developing and promoting regional instructor development programmes (e.g. TIE/PIE preparation sessions)
- Offering a regional programme of SDCs tailored to the needs of the region
- Organising diver training days to meet specific demand (e.g. Dive Leader Theory, Practical sessions)
- Providing specialist training for new initiatives (e.g. Welfare of the Vulnerable) and Branch Development Workshops.

- Providing support to branches to run their own events (focus on developing instructors to run in-branch events)
- Promoting and supporting the running of multi-branch events
- Identifying and promoting specific projects within the region to address regional shortfalls (e.g. below national average number of Advanced Instructors)
- Actioning requests from HQ to visit and prepare reports on proposed new branches.
- Organising and ensuring support for such new branches is provided
- Identifying branches where links to a local Centre might alleviate their challenges in training new divers

### **3.3 Act as a point of contact and support following serious incidents**

The Regional Coach needs to be aware of incidents that occur in their region or involve members of their branches outside of the region. They should:

- Identify any incidents that occur and notify HQ
- Investigate any specific matters as requested by HQ
- Provide support and assistance to branches and members following serious incidents
- Assist as appropriate in completing Incident Reports, chairing meetings or providing support.

## **4. Training**

### **4.1 Provide diver training**

The regional team should:

- Identify training requirements within the region and
- Agree and implement strategies within the team to meet those requirements

Training may be provided in the form of:

- Regional ITS events
- Regional Instructor prep events
- Regional SDCs
- Regional Training Day events (DTP)
- Branch run SDCs
- Centre run courses

The Regional Coach should develop training capabilities across the region through:

- Ad Hoc Instructor development, coordinating with relevant NDC officers as necessary.

- Developing branch instructors on regional events
- Providing instructors for branch run SDCs

## **4.2 Plan and implement a regional programme of events (PoE)**

A list of proposed events needs to be agreed for inclusion in the subsequent year's BSAC Programme of Events.

### **4.2.1 ITS PoE**

ITS events are organised nationally with local liaison through the ITS Local Organisers.

Because the ITS is organised nationally it may be necessary to rationalise events to ensure that sufficient staff are available and there are no clashes with neighbouring regions. Consequently ITS event dates should be seen as a priority when conducting regional planning and only when these dates are confirmed should SDC dates be firmed up.

### **4.2.2 SDC and DTP PoE**

A national programme of SDC and DTP events will be proposed by BSAC HQ alongside the ITS programme. The Regional Coach has the opportunity to review and refine the programme and confirm venues and numbers of delegates. Once planned the coach should ensure that any planned dates are monitored and amended as required during the course of the year, and additional events are planned to meet emerging demand.

Note: Regional Coaches should ensure that in planning event dates neighbouring regions are consulted to minimise clashes. This is especially important where the respective regions use the same venue.

### **4.2.3 Regional Conferences / Inter-Branch Meetings / Special Interest Webinars**

Organise where appropriate (and where necessary in conjunction with a specific organiser)

## **5. Liaise with HQ / NDO / Council on all aspects of the role**

The Regional Coach should:

- Maintain contact with HQ to updates details of team members
- Ensure the production of reports for the Coaching Coordinator on request on the state of the region
- Maintain records of all communications and progress on specific projects
- Highlight any specific issues arising in the region
- Receive specific instructions on new projects from HQ and liaise on their communication and implementation
- Attend bi-monthly coaching team calls and the annual coaches meeting

### **5.1 Maintain links with other agencies within the region**

The Regional Coach should:

- Identify appropriate other agencies both diving and non-diving
- Ensure formal initial contact is made where appropriate
- Serve as first point of contact on regional issues

## 5.2 Identify ongoing and emerging issues with the region

The Regional coach should report any trends which are identified in the region to HQ/ NDO. Where appropriate, a working group may be appointed to address such specific issues (e.g. Access problems such as HMS Hood, major projects such as HMS Scylla).

## 5.3 Work as part of the National Coaching Scheme

In order to develop a consistent approach nationally, Regional Coaches are expected to:

- Attend Annual Regional Coaches' meeting(s)
- Attend an Induction Programme at HQ/online shortly before or after appointment where specific training will be given
- Maintain contact with the Coaching Coordinator to discuss the direction of the region.
- Attend regular online meetings with the Coaching Coordinator and other Regional Coaches
- Communicate regularly with other Regional Coaches to share, support and develop ideas and to collaborate on specific projects
- Attend the BSAC Conference (where possible)

## 6. Finance

- Use BSAC guidelines for claiming expenses
- Bring to the attention of BSAC HQ any anomalies with the expense guidelines; suggested updates are also welcome particularly where the document is becoming dated.

## 7. Succession Planning

- Contribute to the selection of the successor in line with current process.
- Meet with successor to brief on the region's current method of operation
- Explain (as necessary) the documentation provided by HQ
- Join the induction meeting of the new coach (if feasible – e.g. if done by a teleconference)
- Agreed a support period with the new coach (e.g. 3 months) to work closely with them in order to help with a smooth transition.