



ROLE DESCRIPTION DIVING NEW ZEALAND TEAM COACH

BACKGROUND

1. Each time a team of divers travels to a competition event, the Board of Diving New Zealand (DNZ) may appoint one or more Team Coaches to coach one or more athletes leading up to and during an event. All appointed Team Coaches will take responsibility for the technical aspects of their respective divers' training and competition throughout the appointed tour
2. All Team Coaches will work collaboratively with the Team Manager and with one another to enable athletes to optimise their performance
3. Where a Team Manager has not been appointed to travel with the Team, appointed Team Coaches will have additional duties as specified in this document

PURPOSE

4. The purpose of this document is to specify the duties and responsibilities of Team Coaches where a Team Manager has been appointed and also where a Team Manager has not been appointed

A. Where a Team Manager HAS been appointed

Reporting Line

5. Team Coaches will report to the Team Manager

Key Responsibilities and Duties

6. Team Coaches are responsible for all technical matters relating to athlete training and competition. More specifically, Team Coaches are responsible for:
 - co-ordinating and directing athlete training sessions
 - monitoring and assessing athlete performance
 - providing feedback to athletes on technical matters
 - conducting individual athlete interviews to provide feedback
 - assisting the Team Manager with the daily schedule during competition
 - in conjunction with the Team Manager, applying and enforcing any rules necessary for the effective management of the Team and its individual members, in accordance with any applicable DNZ policies, and
 - undertaking such other duties as may be allocated by the Team Manager to facilitate the effective and efficient functioning of the Team
7. Team Coaches will also play a part in the pre-planning of the tour in co-operation with DNZ administrative support

B. Where a Team Manager has NOT been appointed

Reporting Line

8. Where a Team Manager has not been appointed, all appointed Team Coaches will report to the Board of DNZ via the Chair or other designated person

Additional Responsibilities and Duties

9. Where a Team Manager has not been appointed, Team Coaches are responsible for the following duties and responsibilities, in addition to those specified in paragraphs 5 and 6 above

Responsibility for health, safety and well-being of Team members

10. Where a Team Manager is not appointed, Team Coaches will be responsible for ensuring the health, safety and well-being of all Team members

Act as the lead representative of DNZ

11. Where a Team Manager is not appointed, a Team Coach may be authorised by DNZ to act as the lead representative of DNZ at the event and for the duration of the tour. Where so authorised, that Team Coach will:

- attend all meetings as required and disseminate information back to Team members as appropriate
- act as the point of contact between the event organisers and officials, and the Team members
- act as spokesperson for the Team, and interact with officials and media as required
- attend event functions, as appropriate

Post tour

12. As soon as practicable after the conclusion of the tour, Team Coaches will:
- provide to the DNZ administrative support a financial reconciliation (including all receipts) accounting for all expenditure, as may be required by DNZ
 - provide a written report to the DNZ Board, including (but not limited to) matters such as event achievements, feedback on the event, any issues or concerns arising during the tour, and recommendations as to how improvements (if any) might be achieved

CONDUCT

13. Team Coaches must at all times abide by the DNZ Team Coach Code of Conduct, and operate within the boundaries of their role as specified in this document and otherwise as may be designated by DNZ
14. Team Coaches must take all reasonable steps to ensure the safe and appropriate conduct of all Team members as covered in the [DNZ Code of Conduct](#)

RELEVANT SKILLS

15. Relevant skills include:
- Coaching skills
 - Planning and organising skills
 - Decision making and problem solving skills
 - Ability to build effective relationships
 - Good communication skills
 - Ability to work with others, and to show fairness and integrity in all actions and decisions
 - Working knowledge and understanding of the sport of diving, including the rules of the competition

RELEVANT EXPERIENCE

16. Relevant experience includes:
- Coaching experience
 - Experience in co-ordinating and working with children and young adults
 - Experience in international competition as an athlete or coach is desirable

REMUNERATION

The Team Coach role is a voluntary role, and a Team Coach receives no payment from DNZ. The usual arrangement is for Team members to cover the costs of the Team

Coaches, if and as budgeted. Budgeted expenses incurred by a Team Coach in the performance of the role, may be claimed by that Team Coach post-tour

I, [Full Name] CONFIRM that I have read and understand the requirements of being a Team Coach when appointed by DNZ and AGREE that I will abide by these requirements and the DNZ Team Coach Code of Conduct for the specified events for which I am appointed as a Team Coach by DNZ

..... Signature
[Full Name]

..... Date

CODE OF CONDUCT DIVING NEW ZEALAND TEAM COACH

Background

Coaches are expected to exhibit role model appropriate behaviours at all times

Purpose

The purpose of this document is to set out the expected standards of conduct for Coaches appointed by DNZ as a Team Coach

1. Do not tolerate acts of aggression.
2. Respect the rights and dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability
 - Refrain from any discriminatory practices on the basis of age, gender, religion, ethnic origin, sexual orientation, political beliefs, socio-economic status or athletic ability
3. Endeavour to ensure the diver's time spent with you is a positive experience and be a positive role model for the divers
 - Encourage divers to respect one another and expect respect for their worth as individuals regardless of their level of performance
4. Respect the talent, developmental stage and goals of each individual diver in order to help the diver reach their full potential
 - Cooperate fully with other specialists (for example doctors and physiotherapists)
 - Encourage and facilitate divers' independence and responsibility for their own behaviour, performance, decisions and actions
5. Be fair, considerate and honest with divers
 - Provide feedback to divers and other participants in a manner sensitive to their needs. Avoid overly negative feedback
6. Be professional in your appearance and manner and accept responsibility for your actions
 - Display high standards in language, manner, punctuality, preparation and presentation

- Display control, respect, dignity and professionalism to all involved with diving (including opponents, coaches, officials, administrators, the media, parents and spectators) and encourage divers to demonstrate the same qualities
7. Operate within the roles and spirit of the sport
- Know and abide by the rules, regulations and standards governing diving and sport generally and the organisations and individuals administering those bylaws. Encourage divers to do likewise
 - Actively discourage the use of performance enhancing drugs, and illegal substances
 - Actively discourage the use of alcohol and tobacco
 - Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules
 - Refrain from any form of personal abuse towards your divers including any verbal, physical and emotional abuse
8. Refrain from any form of sexual harassment towards your divers
- This includes explicit, implicit, verbal and non-verbal sexual harassment
 - Refrain from initiating a relationship with a diver and also discourage, in a sensitive manner, an attempt by a diver to initiate a sexual relationship with you.
 - Ensure physical contact with divers is appropriate to the situation and necessary for the diver's skill development
 - Avoid situations with your divers that could be construed as compromising

With the kind permission of Diving Australia, this Code of Conduct has been adapted from the Diving Australia - Coach Code of Behaviour

DOCUMENT MANAGEMENT AND CONTROL

Approved by Board of Diving New Zealand

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