

“Safe Practice for Marching Coaches”

Workbook
for the
“Safe Practice for Marching Coaches”
Online Resource



“Safe Practice for Marching Coaches”

This workbook has been written to accompany the “Safe Practice for Marching Coaches” on line resource.

Go to www.marching.co.nz/coaching to work your way through the online resource in conjunction with this workbook. You are advised to have the most up to date version of Adobe Reader to complete the workbook.

When completing the workbook;

- You are advised to check your workbook for signposting so that you can complete the questions in the workbook whilst you are working your way through the on-line resource. The signposts are clearly displayed alongside each question in the workbook.
- You will need to allow approximately 60 minutes to complete this workbook.
- For further help and support please contact coach@marching.co.nz.
- It is advisable to regularly save your work. When you have completed your workbook, click the 'Submit Form' button at the top of the page or send for assessment to: Marching New Zealand, PO Box 3197, Richmond, Nelson 7050.

Good Luck

This online coaching workbook has been produced by Julie Price, Advisor Community Sport at Sport Tasman, in association with Marching New Zealand and with the support of funding from Sport New Zealand.

Safe Practice for Marching Coaches

Personal Details

Family Name

First Name(s)

Residential Address

Postal Address
(if different from
residential address)

Email address

Telephone Mobile
 Daytime
 Evening

Personal Honesty Statement

I declare that all the information given in this workbook is as a result of my own individual effort.



Signed (*typed is fine*):

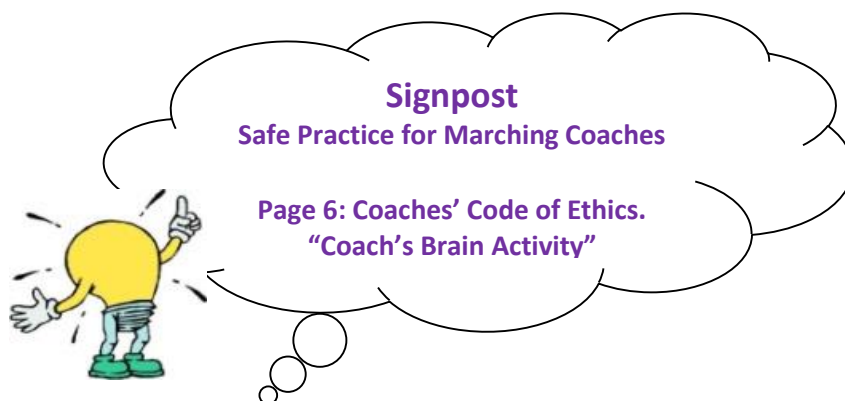
Date:

The following tasks are to be completed for your assessment.

1. Coaches Code of Ethics



- (a) Briefly describe why the coaches' Code of Ethics has been developed.

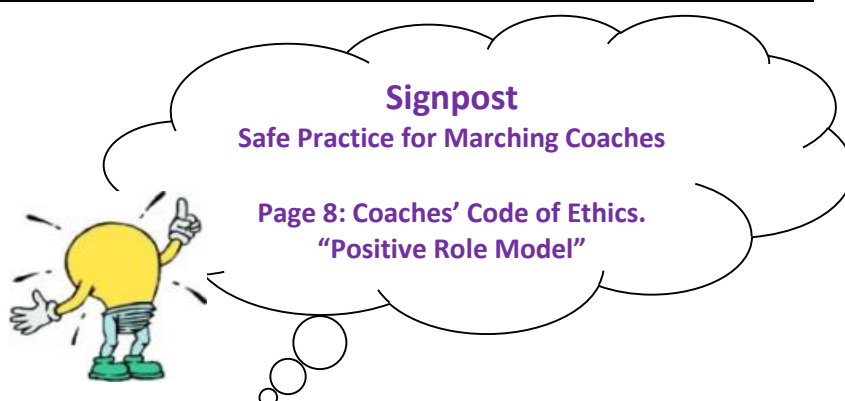


- (b) Give an example to illustrate how the coach can "Respect the rights, dignity and worth of every individual athlete as a human being".



- (c) Give an example to illustrate how a coach can “Maintain high standards of integrity” when coaching.

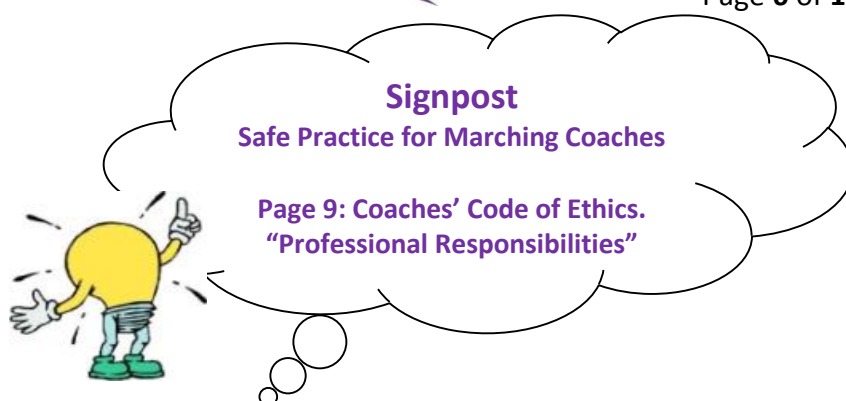
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- (d) Select 4 statements from the list on page 8 of the **Safe Practice for Marching Coaches Online Resource** that best relate to how a coach can be a positive role model.



1	
2	
3	
4	



- (e) Select 3 statements from the list of professional responsibilities on page 9 of the **Safe Practice for Marching Coaches Online Resource** and briefly explain how the coach could demonstrate these when coaching marchers.

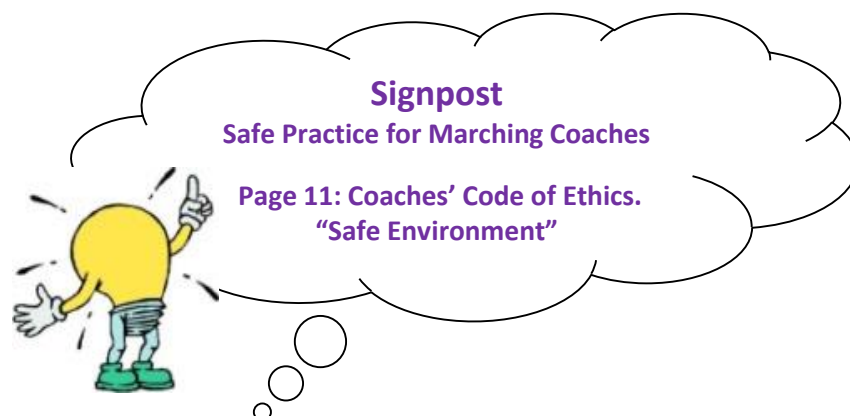
	Selected statement	How the coach could demonstrate this when coaching marchers
1.		
2.		
3.		



Signpost
Safe Practice for Marching Coaches
Page 10: Coaches' Code of Ethics.

- (f) For EACH of the 4 correct statements in the activity on page 10 of the **Safe Practice for Marching Coaches Online Resource**, explain the benefits of each to the marcher.

Selected statement	How the coach could demonstrate this when coaching
1.	
2.	
3.	
4.	



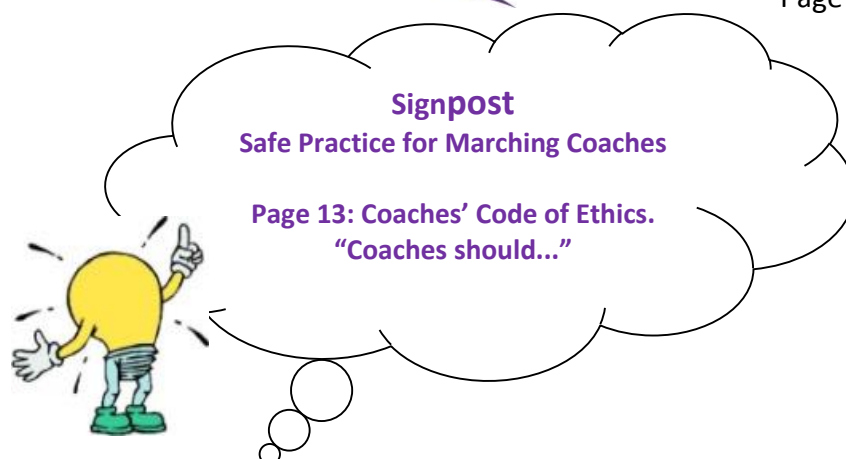
- (g) Select 4 statements from the list on page 11 of the Safe Practice for Marching Coaches Online Resource, that illustrate the coach's role in providing a safe environment for marchers when coaching.

1.
2.
3.
4.



- (h) Refer to each of the 3 statements listed below and explain why it is important that a coach avoids behaving in this way when coaching.

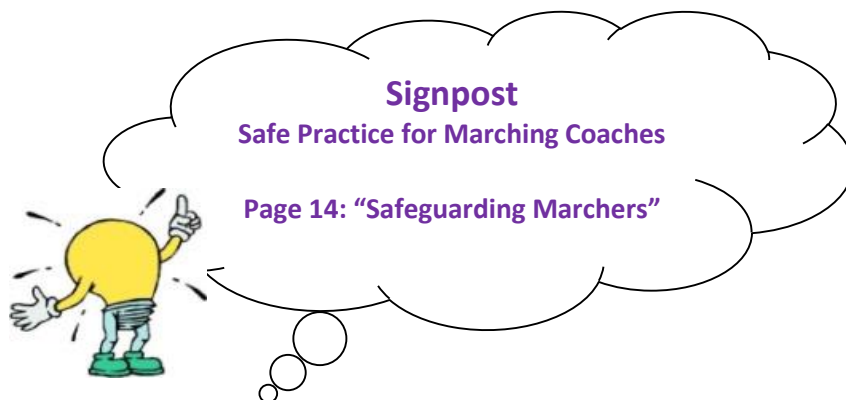
Selected statement	Why a coach should avoid behaving in this way towards a marcher
Refrain from any form of verbal, physical or emotional abuse towards your athletes	
Refrain from any form of sexual or racial harassment, whether verbal or physical	
Do not harass, abuse or discriminate against athletes on the basis of their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, disability or distinguishing characteristics	



- (i) Refer to each of the 3 statements listed below and explain why each is important in the coaching environment.

Selected statement	Why it is important
Coaches should be treated with respect and openness.	
Coaches should have access to self-improvement opportunities.	
Coaches should be matched with a level of coaching appropriate to their ability.	

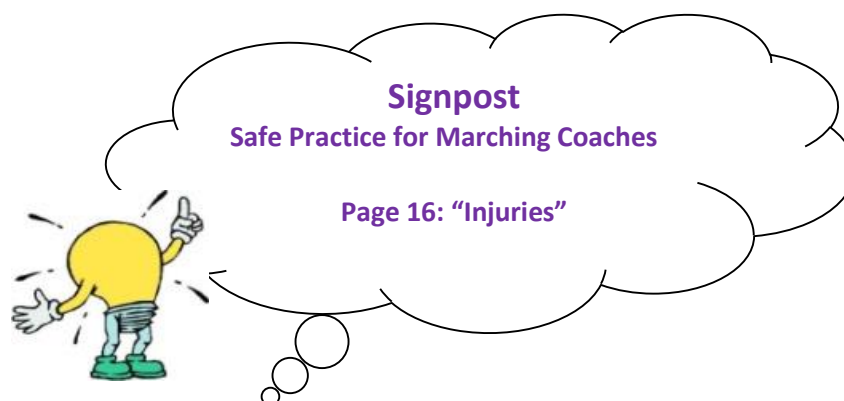
2. Safeguarding Marchers



- (a) Refer to each of the 4 statements listed below and explain why a coach should ensure that they complete each of the tasks identified.

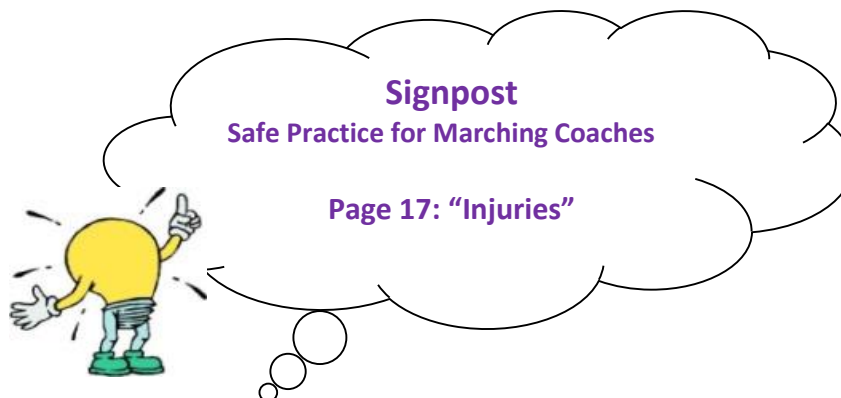
Selected statement	Why it is important
Record the medical history and any injuries that your marchers may have	
Ensure that the facilities and equipment used are safe and appropriate	
Check the ground and weather conditions	
Know where the team first aid kit is and how to get help in the event of an emergency	

3. Injuries



(a) Explain what each of the stages of **RICED** means in the treatment of injuries.

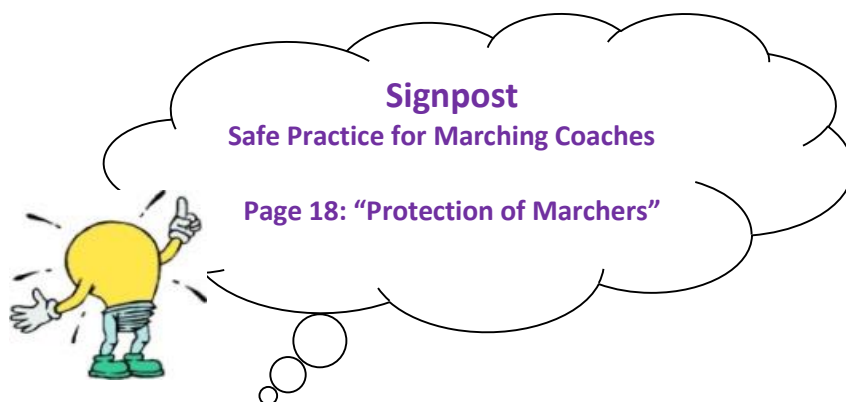
Stage	Explanation
R	
I	
C	
E	
D	



- (b) Identify 5 key things that should be included in an action plan in case of emergency at your coaching venue.

1	
2	
3	
4	
5	

4. Protection of Marchers & Coaches



- (a) Refer to the 3 statements identified below that illustrate positive behaviour by the coach and explain why it is important for a coach to behave in this way.

Positive behaviour by a Coach	Why it is important that a Coach does this
Obtain written parental consent to act on behalf of the parents/caregivers, e.g. first aid.	
Always give enthusiastic and constructive feedback, rather than negative criticism.	
Try to recognise the developmental needs and capacity of the marcher ahead of your ambitions.	



- (b) Refer to each of the 4 statements listed below that illustrate negative behaviour by the coach and explain why it is important for a coach to avoid behaving in this way.

Negative behaviour by a Coach	Why it is important that a Coach DOES NOT behave in this way
Allow marchers to use inappropriate language unchallenged.	
Reduce a marcher to tears as a form of control.	
Make sexually suggestive comments, even in fun.	
Spend unnecessary time alone with children or marchers of the opposite sex.	



5. Safe Practice for Marching Coaches : Self Reflection & Next Steps

(a) What have I learnt from completing the **Safe Practice for Marching Coaches** module?

(b) What do I need to do right now to provide a safe environment for my marchers and myself?

(c) What do I need to do next to develop further as a coach?

(d) Marching New Zealand support and promote the adoption of the Sport New Zealand Code of Ethics and require ALL coaches to sign the Coaches' Code of Ethics Agreement Form. This form, which is enclosed overleaf, can be;

- E-signed by typing your full name,
or
- Printed, signed and posted to **Marching New Zealand, PO Box 3197, Richmond, Nelson 7050**, along with your workbook.

(e) To complete your Level One accreditation you must ensure that you have completed;

- The "March into Coaching" on line module and workbook.
- The "Safe Practice for Marching Coaches" on line module and workbook.
- A signed copy of the Coaches' Code of Ethics Agreement Form, enclosed overleaf.

Please also ensure you have submitted each of the above to Marching New Zealand.

In addition you are encouraged to contact the Director of Coaching, coach@marching.co.nz to receive further advice and guidance regarding coaching the technical aspects of marching through the Marching New Zealand workshop seminar programme.

Coaches' Code of Ethics

1 RESPECT THE RIGHTS, DIGNITY AND WORTH OF EVERY INDIVIDUAL ATHLETE AS A HUMAN BEING

- Treat everyone equally regardless of sex, disability, ethnic origin or religion.
- Respect the talent, development stage and goals of each athlete in order to reach their full potential.

3 BE A POSITIVE ROLE MODEL FOR THE SPORT AND ATHLETES AND ACT IN A WAY THAT PROJECTS A POSITIVE IMAGE OF COACHING

- All athletes are deserving of equal attention and opportunities.
- Ensure the athlete's time spent with you is a positive experience.
- Be fair, considerate and honest with athletes.
- Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

5 MAKE A COMMITMENT TO PROVIDING A QUALITY SERVICE TO YOUR ATHLETES

- Seek continual improvement through ongoing coach education, and other personal and professional development opportunities.
- Provide athletes with planned and structured training programmes appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Maintain appropriate records.

2 MAINTAIN HIGH STANDARDS OF INTEGRITY

- Operate within the rules of the sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Advocate a sporting environment free of drugs and other performance-enhancing substances within the guidelines of the New Zealand Sports Drug Agency and the World Anti-Doping Code.
- Do not disclose any confidential information relating to athletes without their written prior consent.

4 PROFESSIONAL RESPONSIBILITIES

- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
- Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.
- You should not only refrain from initiating a sexual relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches and athletes.

6

PROVIDE A SAFE ENVIRONMENT FOR TRAINING AND COMPETITION

- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Ensure equipment and facilities meet safety standards.
- Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- Show concern and caution toward sick and injured athletes.
- Allow further participation in training and competition only when appropriate.
- Encourage athletes to seek medical advice when required.
- Provide a modified training programme where appropriate.
- Maintain the same interest and support toward sick and injured athletes as you would to healthy athletes.

7

PROTECT YOUR ATHLETES FROM ANY FORM OF PERSONAL ABUSE

- Refrain from any form of verbal, physical or emotional abuse towards your athletes.
- Refrain from any form of sexual or racial harassment, whether verbal or physical.
- Do not harass, abuse or discriminate against athletes on the basis of their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, disability or distinguishing characteristics.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Be alert to any forms of abuse directed towards athletes from other sources while in your care.

Coaches should:


- Be treated with **respect** and **openness**
- Have access to **self-improvement** opportunities
- Be matched with a level of coaching **appropriate** to their ability

Coaches' Code of Ethics Agreement Form

I,
(Full Name)


of
(Address)

Sport (and discipline if applicable)

Level/Qualification


I agree to the following terms:

1. I agree to abide by the Coaches' Code of Ethics above.
2. I acknowledge that the National Sport Organisation (NSO) training provider responsible for qualification of coaches in the sport listed above, may take disciplinary action against me if I breach the Code of Ethics. I understand that the NSO is required to implement a complaints handling procedure in accordance with the principles of natural justice in the event of an allegation against me.
3. I acknowledge that disciplinary action against me for a proven or established breach may include de-registration of my qualification, depending on the seriousness of the breach.

Signature


If under 18, parent/guardian

Date



Please save your work on your computer and then click the 'Submit Form' button at the top of the page.

Thank you and good luck with your future coaching.