

Kendal Snowsports Club

Coach and Instructor Recruitment and Retention Policy



Version 1.3

Version control	3
Introduction to Policy purpose	4
Instructor Development Team (IDT)	4
Recruitment Policy	5
Age	5
Licence Fee	6
Probationary Season	6
First Aid Certificate	6
DBS	6
Safeguarding and Child Protection	6
Continued Personal Development (CPD)	7
Club specific requirements	7
KSC requirements of all Snowsports instructors and coaches	7
Amendments	8
Costs for UKSS Ski Foundation Instructor (L1)	9
Costs for UKCP Level 1 Adult Freestyle coach	10
Costs for UKSS Ski Foundation Snowboard Instructor (L1)	11

Version control

Version	Author	Date	Changes
V0.1	J Bryers/B Eastwood	Jan 2020	New document
V0.2	Review J Cresswell	Feb 20	Minor changes and title Amendment added
V1.1	Issued for review	Aug 21	Committee to review
V1.2	J Bryers	Nov 21	Committee review - Licence Fee and minor changes
V1.3	J Bryers	Nov 21	Amend licence fee

Introduction to Policy purpose

Our Coach and Instructor Recruitment and Retention Policy for coaches and instructors describes our process for attracting, training and developing recognised Home Nation Governing Body (HNGB) Freestyle, Alpine Ski and Snowboard Instructors and coaches. We are committed to all our club policies at every selection stage. We aim for a simple, well understood and discrimination free process.

Snowsport England (SE) is the HNGB for Snowsport in England of which Kendal Snowsports Club (KSC) is affiliated. Like SE we are committed to inspiring participation in Snowsport at every level. Our Membership and Volunteers are crucial in supporting our club, sustaining growth in our sport and identifying and developing talent. Member support directly impacts our ability to grow and offer opportunities for all.

UK Snowsports (UKSS) is the SE awarding body, which KSC adopts fully and therefore is the clubs preferred ski and board progression methods and the use of ski and board instruction terminology.

UKCP is the performance strand for coaching awards under the banner of the HNGBs in the UK. UKCP qualifies performance coaches at all levels up to National coach across the various snow sport disciplines.

KSC also recognises the British Association of Snowsport Instructors (BASI) qualifications as a direct comparison directly equivalent to the SE UKSS Awards.

Instructors who wish to join the KSC instruction team who hold qualifications from other awarding bodies in the International Snowsport Community should seek equivalence with and become a member of SE or BASI. KSC relies on the third-party professional liability insurance provided by SE or BASI to cover instructors working on the KSC slope.

This policy also applies to any non KSC instructors, coaches and trainees working at KSC.

This policy applies to all current and future coaches and instructors including trainees.

Not all SE policy is adopted by KSC. In fact, KSC add additional requirements as required contained within this policy. This policy will define the full and concise requirements regards to coaching or instructing at KSC.

The club is run entirely by Volunteers. Our constitution states “No member of the Club shall be paid to play”.

This policy is approved by the KSC committee.

Instructor Development Team (IDT)

A team of the senior coaches at KSC shall oversee due diligence and duty of care to ensure that all KSC instructors and coaches adhere to this policy and other relevant policies including Health and Safety and Child protection etc.

The IDT will advise all instructor and coaches to ensure that their qualification is current and licensed, and that trainees, instructors and coaches are operating only within the remit of their license.

The IDT will plan and deliver in house training (Continued Personal Development) for the KSC instructor team. The IDT will arrange such outside trainers as needed for the professional and personal development of the team. With agreement of the committee these outside trainers may be paid for their professional services.

The IDT will comprise no more than 6 senior coaches and is selected from amongst those Ski Development Coach (L3) and Alpine Ski Development Coach (L4) coaches who have taken an active interest in instructor training and development.

The IDT will approve and confirm in writing who can coach and instruct at KSC. Email info@kendalsnowsportsclub.co.uk if interested in instructing at Kendal Snowsports Club.

Recruitment Policy

Below are the key stages of this policy; It is expected as a new trainee all stages must be met.

The number of coaches and instructors will be at the discretion of the IDT based on need.

Someone wishing to offer their time to become a licensed coach or instructor at KSC should contact the IDT in the first instance. Anyone already qualified must also contact the IDT so they can determine opportunities if any, check qualifications and license before agreeing to a position in the instructing team.

All current and future coaches and instructors including trainees must hold a valid KSC Membership.

Qualifications

All costs for external HNGB training and assessment at all levels are funded solely by the individual. Candidates should ensure that the total costs are understood before embarking on a training program. It may take up to 2 years before some ongoing costs are met by the club. See current cost tables later in this policy.

Instructors and coaches must hold or gain, as a minimum, a valid UKSS Ski Foundation Instructor (L1) qualification or equivalent such as those by BASI.

Age

Meet minimum age of at least 16 years of age to become a member the Kendal Snowsports Club Instructor team. In some cases, training can be attended at the age of 15 but qualifications cannot be licensed by the awarding body until 16 years of age. 16 and 17 year old qualified instructors will be

allowed to second a lead instructor. It's not expected they will lead a lesson of paying participants unless supervised by a L2 qualified instructor.

Licence Fee

Kendal Snowsports Club requires each instructor or coach to hold a valid affiliated licence to SE or BASI. This covers the instructor or coach to Public Liability & Professional Indemnity Insurance cover.

Those instructors or coaches who are on a rota for the full season, give or take a few weeks holiday, then Kendal Snowsports Club will pay 100% of the licence fee due in late October each year. (See also Probationary Season).

If instructors or coaches are only available to instruct or coach for a reduced period of time within the official open season and the offer is not equivalent to the value of the licence fee, the instructor or coach may be asked to contribute towards the fee. The committees decision is final.

Probationary Season

Once a coach or instructor has been awarded their first UKSS or UKCP Alpine or freestyle qualification they will then operate for **one full season** (September to April) giving coaching or instruction at their appropriate level of ability and qualification. This is known as their probationary season. All costs including their probationary season licence are payable by the individual.

The Probationary season also applies to instructors joining the club with pre-existing qualification.

First Aid Certificate

Hold a valid first aid Certificate suitable for your award.

DBS

Hold a valid Enhanced Disclosure and Barring Service (DBS) certificate carried out by SE or other awarding body. This is a free service to all unpaid volunteers. KSC has two SE approved document checkers listed on their web site.

Safeguarding and Child Protection

All instructors and coaches must have attended a safeguarding course approved by HNGB. In the case of SE this is an initial **UK Coaching** Safeguarding and Protecting Children face to face course. Followed by a 3-yearly refresher on one of the following;

1. Above face to face course

2. A choice of A, B or C below, an online Safeguarding and Protecting Children in Sport e-learning course;
 - A. The Digital Kids
 - B. Positive Parents
 - C. Deaf and Disabled children
3. UK Coaching Child Protection in Sport e-learning course
4. Child Protection in Sport & Active Leisure e-learning course

Coaches and Instructors will then need to complete a safeguarding course every 3 years thereafter.

Continued Personal Development (CPD)

It is expected all coaches and instructors maintain current thinking by attending internal or external training and courses related to Snowsports. It is expected that instructors and coaches should be seeking to gain their next qualification or to become the best that they can be at their existing level.

Typically, a UKSS Ski Foundation Instructor (L1) after a season or two should be looking to take their UKSS Ski Instructor (L1). Or a UKCP L1 Freestyle coach looking to qualify as a UKSS Ski Foundation Instructor (L1) or Ski Foundation Snowboard Instructor (L1). Or a UKCP Freestyle Coach Level 1 looking to work towards their UKCP Park & Pipe Level 2.

Club specific requirements

UKSS awarding body is wholly adopted by KSC. However, KSC add additional requirements as contained within this policy and listed below.

KSC requirements of all Snowsports instructors and coaches

- Be a current member of Kendal Snowsports Club.
- Register on till as 'On duty' or 'In Training' to track attendance.
- Attend two Sundays for slope supervision or six Thursdays as defined by the Duty Manager Software rota. Or be on a freestyle supervision rota.
- Annually attend at least 6hrs training - In house training offered by KSC or attend SE Conference. Other external CPD can be considered by the IDT.
- Always deliver lessons in a professional manner and with a lesson plan.
- Only instruct within the range of their qualification.
- Wear a Kendal Snowsports Club approved uniform/jacket when instructing or supervising open skiing. Don't wear one when not.
- Have a valid license to instruct or coach by completing all refreshers for their qualifications before the due date.
- Listed under KSC on the SE database.
- Annual Till Training.
- Annual Ski and Snowboard Equipment training.
- Annual Slope Supervision training.
- Attend registration day (Early September each year) or agreed catchup session.
- Optional: Attend 2 tubing sessions as an assistant.

Amendments

Any amendments or specific items not covered within this policy can be brought to the current committee for consideration. The change required must be detailed in a letter to the Club Secretary and placed on the next available agenda for approval. Any agreed amendment or item does not automatically become policy unless written into a new version and passed by the committee.

Costs for UKSS Ski Foundation Instructor (L1)

The table below shows approximate costs to become a UKSS Ski Foundation Instructor (L1). Prices correct as January 2020 as per HNGB web site.

Activity	Costs payable	Kendal Snowsports Club discount	Total payable
Current annual membership of Kendal Snowsports Club (After 1st years membership)	35		35
Club training and assigned a Kendal Snowsports Club mentor (By agreement only)	Free		
Ski Foundation Instructor (L1) - Course fee includes annual membership with SSE (First year)	250	20	230
Kendal Snowsports Club 20 hours supervised instruction with assigned mentor	Free (if applicable)		
Be registered with Snowsport England (Snowsport England membership runs from 1st November - 31st October each year - this is the probationary season)	70		70
Hold an appropriate first aid certificate (Club usually runs a 3 hr course annually)	Free		
Have completed a Criminal Record check now known as a DBS check	Free		
Have attended a safeguarding children (Face to face) course (£16.99 for e-learning refreshers 3 yearly)	40		40
Total costs	395		375

Costs for UKCP Level 1 Adult Freestyle coach

The table below shows approximate costs to become a UKCP Level 1 Adult Freestyle includes SE 2020 Membership. Prices correct as January 2020 as per NGB web site.

Activity	Costs payable	Kendal Snowsports Club discount	Total payable
Current annual membership of Kendal Snowsports Club (After 1st years membership)	35		35
Club training and assigned a Kendal Snowsports Club mentor (By agreement only)	Free		
Level 1 Training - Course fee includes annual membership with SSE (First year)	199	20	179
Kendal Snowsports Club 20 hours supervised instruction with assigned mentor	Free		
Be registered with Snowsport England (Snowsport England membership runs from 1st November - 31st October each year - this is the probationary season)	70		70
Hold an appropriate first aid certificate (Club usually runs a 3 hr course annually)	Free		
Have completed a Criminal Record check now known as a DBS check	Free		
Have attended a safeguarding children (Face to face) course (£16.99 for e-learning refreshers 3 yearly)	40		40
Total costs	344		324

Costs for UKSS Ski Foundation Snowboard Instructor (L1)

The table below shows approximate costs to become a UKSS Ski Foundation Snowboard Instructor (L1) Training - includes SE membership - see course description for full details. Prices correct as January 2020 as per NGB web site.

Activity	Costs payable	Kendal Snowsports Club discount	Total payable
Current annual membership of Kendal Snowsports Club (After 1st years membership)	35		35
Club training and assigned a Kendal Snowsports Club mentor (By agreement only)	Free		
Level 1 Training - Course fee includes annual membership with SSE (First year)	199	20	230
Kendal Snowsports Club 20 hours supervised instruction with assigned mentor	Free (if applicable)		
Be registered with Snowsport England (Snowsport England membership runs from 1st November - 31st October each year - this is the probationary season)	70		70
Hold an appropriate first aid certificate (Club usually runs a 3 hr course annually)	Free		
Have completed a Criminal Record check now known as a DBS check	Free		
Have attended a safeguarding children (Face to face) course (£16.99 for e-learning refreshers 3 yearly)	40		40
Total costs	344		324

< End >