

# Newtownabbey Borough Council

## Coaches Manual



Newtownabbey  
BOROUGH COUNCIL



# Coaches manual

**Newtownabbey Borough Council selects the best possible coaches to provide the best possible activities for our users.**

**In order to support coaches in providing an excellent service, this coaching manual has been devised covering the following areas:**

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- **First aid**
- **Checking of area and risk assessments**
- **Ratios**
- **Child protection**
- **Useful contacts**
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- **Up and coming training courses**
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# First Aid

- **All injuries must be dealt with by a qualified first aider and all accidents must be recorded. Any injuries to children must be reported to their parent / guardian, explaining the injury, the treatment received and any further action recommended.**
- **Inside Council leisure facility:**
- **There are qualified first aiders within all Council leisure facilities. In the event of an accident, report it immediately to the nearest member of staff and they will obtain first aid assistance / complete the accident reporting forms.**
- **Outdoor facility:**
- **There may not be a qualified first aider readily available when using outdoor facilities. Therefore, all coaches are required to ensure that they have a qualified first aider in attendance with a fully stocked first aid kit and an accident report book. Where a mobile phone is relied upon to call the emergency services, then the signal quality must be checked before the start of session/complete accident reporting forms.**



# Risk Assessment

- **The Council has a statutory responsibility to assess and manage health and safety risks associated with its activities. Council staff will carry out risk assessments for Council premises, equipment, etc. Coaching co-ordinators will carry out risk assessments for coaching activities.**
- **A risk assessment is simply a careful examination of the coaching activity to identify what could cause harm to people (e.g. students, passers by) and ensure that adequate precautions are taken to prevent this harm. An example has been provided for you in Appendix 1.**

## Pre-activity Checks

- **Coaches are responsible for carrying out a pre-activity check on their requested facility to ensure that it is safe for the activity to take place and that all the precautions identified within the risk assessment are in place. The coach has the right to call off the session if the area is deemed unfit for use. Any defects should be reported to a member of staff as soon as possible.**



# Ratios

## Inside Council leisure facility

The standard recommended ratios stated are:

### On site

0-2 years of age	one staff member to three children
2-3 years of age	one staff member to four children
3-7 years of age	one staff member to eight children
8 years and over	two staff members (preferably one male, one female) for up to 20 children.

There should be one additional staff member for every 10 extra children and/or young people.

- The ratio of staff and volunteers to children with disabilities depends on the needs of the individual child.
- National governing body ratios will also be taken into consideration.

## Outdoor facility

### Off site

0-3 years of age	one staff member to two children
3-7 years of age	one staff member to five children
8 years and over	one staff member to 10 children

- The ratio of staff and volunteers to children with disabilities depends on the needs of the individual child.
- National governing body ratios will also be taken into consideration.



# Child protection

## Inside Council leisure facility

- The coach will adhere to the “Safeguarding Policy” of Newtownabbey Borough Council at all times. The policy is available on the Council’s website and a hard copy of the policy will be available on request. Special consideration will also be given to guidelines set down by the national governing body if applicable.

## Outdoor facility

- The coach will adhere to the “Safeguarding Policy” of Newtownabbey Borough Council at all times. The policy is available on the Council’s website and a hard copy of the policy will be available on request. Special consideration will also be given to guidelines set down by the national governing body if applicable.



# Useful contacts

**Dean Holmes**  
Sport and Play Development Officer  
028 9034 0065 [dholmes@newtownabbey.gov.uk](mailto:dholmes@newtownabbey.gov.uk)

**Jenni Coulter**  
Assistant Sport and Play Development Officer  
028 9034 0037  
[jcoulter@newtownabbey.gov.uk](mailto:jcoulter@newtownabbey.gov.uk)

**Steven Livingstone**  
Irish Football Association Grassroots Development Officer  
028 9034 0201  
[slivingstone@newtownabbey.gov.uk](mailto:slivingstone@newtownabbey.gov.uk)  
[slivingstone@irishfa.com](mailto:slivingstone@irishfa.com)

**Stephen Bartley**  
Operations Manager  
Valley Leisure Centre  
028 9086 1211

**Bernard Clarkson**  
Arts Venue Manager  
Ballyearl Arts and Leisure Centre  
028 9084 8287

**Neil McGowan**  
Operations Manager  
Sixmile Leisure Centre  
028 9334 1818

**Rosemary Bell/ Jane Agnew**  
Pitch booking Newtownabbey Borough Council  
028 9034 0061/40138

**General Newtownabbey Borough Council**  
028 9034 0000  
[info@newtownabbey.gov.uk](mailto:info@newtownabbey.gov.uk)



  
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# Other occurrences and questions

## Question or occurrence

## Probable answer

### **What happens if I am ill or can't attend the session?**

Contact the head coach or co-ordinator as soon as possible in order to allow a suitable replacement to be found.

### **What happens if I am late?**

Contact the head coach or co-ordinator as soon as possible in order to allow a suitable replacement to be found.

### **What happens if the weather becomes inclement?**

As a coach your duty of care is to the children under your care.

If the weather conditions are acceptable and the children are wearing clothing suitable for the condition the sessions can continue until the point at which it is deemed unacceptable and another alternative activity is found or the session is postponed.

If this takes place the children are still under the duty of care of the coach until such times as they are collected by a parent or guardian. The coach must therefore remain until all children are accounted for.

### **What happens if there is civil unrest?**

As a coach your duty of care is to the children under your care.

If the conditions are deemed unacceptable the session is postponed.

If this takes place the children are still under the duty of care of the coach until such times as they are collected by a parent or guardian. The coach must therefore remain until all children are accounted for.

### **What happens if a child misbehaves?**

You as a coach are there to provide a session for all children in attendance.

If a child's behaviour prevents this the "three strike rule" will be implemented.

If after this the child is still acting in a manner which interrupts the session the child may be prevented from further participation. If this is the only outcome both the parent and head coach or co-ordinator are informed of the decision and the process which has culminated in this action. The prevention will be viewed as initially temporary but may become permanent dependant on further behaviour.



# Up and coming Training Courses

Course	Venue	Date and time		Price
Safeguarding Children and Young People	Mossley Pavilion	8 Sept	7-10pm	£10
		15 Sept	7-10pm	£10
Designated officer training	Mossley Pavilion	22 Sept	7-10pm	£15
Equity in your sport	Mossley Pavilion	29 Sept	7-10pm	£10
Basic first Aid-Sports injuries	Mossley Pavilion	6/13 Oct	7-10pm	£25
		20/27 Oct	7-10pm	£25
Including people with a disability in your club	Mossley Pavilion	3 Nov	6.30-10pm	£25
Talent iD workshop	Mossley Pavilion	TBC		



# Appendix



**Sample Coaching Risk Assessment Form**

<b>Activity / Area</b>	Football coaching	<b>Assessment by</b>	J Bloggs			
<b>Location</b>	Valley pitches	<b>Assessment date</b>	11 June 2010			
<b>Description of activity</b>	8 week football coaching class for 6 – 12 year olds.					
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>How will you put the assessment into action</b>		
				<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done?</b>
Uneven playing surface, wet grass, long grass etc.	Children could slip, trip or fall during class	Competent coach Instructions to parents / children on appropriate footwear Pre-activity safety check of playing surface	Check footwear before class commences Postpone or relocate class if surface not suitable	Coach		
Contact with other players, football during class	Children could be struck or tripped up by other players / football	Competent coach Parents / children advised that it is a contact sport Classes divided by child's size, ability etc 'Acceptable' behaviour procedures in place	None	N/A	N/A	N/A
Dog fouling Glass	Children could be injured	Pitch inspection prior to session	None			



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