



# Royal Queensland Yacht Squadron

COACHING POLICY

November

2025

# Coaching Policy

## Revision History

Version	Date	Author	Changes
1.3	09/07/2020	James Tapp	
1.4	10/07/2020	James Tapp	
1.5	15/02/2021	James Tapp	
2.1	15/04/2023	Mark Dingley	Updated reporting structure
2.2	30/08/2024	Mark Dingley	Amended to reflect current operations and policies
3.0	01/11/2025	Mark Dingley	Update to Contract Coaching Terms and Conditions

- *Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.*

## Approvals

Name	Role	Signature	Date	Version

## Distribution

Name	Role	Date	Version

# Royal Queensland Yacht Squadron

## RQYS Coaching Policy

### Introduction

This policy recognises the importance of quality coaching in developing and retaining sailors at the Royal Queensland Yacht Squadron (RQYS)

This Policy applies to all coaches, both internal and external.

This Policy provides guidelines and protocols to ensure that all RQYS sailors are properly and safely coached and that the highest standards of ethical behaviour and coaching are adhered to.

This Policy covers Coaches at RQYS in either of four categories:

- Contract Coaches engaged by RQYS in a contract arrangement, when not engaged as an employee.
- External coaches who conduct coaching for a fee.
- External coaches who are engaged by an organisation or association.
- Volunteer Coaches.

### Policy

1. Contract and External Coaches must be approved by the Sailing Manager or the Chief Executive Officer. The terms of their coaching role will be limited to events as agreed to with the Sailing Manager for instance at, Open regattas.
2. For External Coaches that are not Contract or RQYS coaches and engaged in a commercial coaching arrangement, refer item #13 FEES.
3. Unless otherwise approved by the Sailing Management or Chief Executive Officer, all Coaches must:
  - a. Hold a current Blue Card or equivalent.
  - b. Hold a current and relevant Boat Licence.
  - c. Hold a current Australian Sailing 'fit for purpose' coaching qualification, acceptable to both Australian Sailing and RQYS. Equivalent qualifications or experience may be accepted and then only at the sole discretion of the Sailing Management, Chief Executive Officer or duly designated Person.
  - d. Provide evidence of current comprehensive insurance relating specifically to the conduct of sail coaching with a Public Liability cover of at least \$10M.
4. Coaching vessels / trailers may be parked on the RQYS premises, however only with the prior permission of the Marina Management.
5. Coaches shall acknowledge and accept that they occupy a privileged, unique, and trusted position in relation to children, young people, adults, members, and visitors. Coaches are required to demonstrate and uphold the highest levels of trust, integrity, and ethical conduct at all times, and must possess a proven history of, and continue to exhibit, behaviour that reflects the highest ethical and moral standards, as determined to be satisfactory by the RQYS Sailing Management
6. Contract and External coaches may enter and operate on RQYS premises in organised training, development activities and regattas, as required to fulfill their obligations, at the discretion of the Sailing Management or Chief Executive Officer.
7. Contract and External coaches must inform the Sailing Manager of their requested coaching scope of operations and intentions prior to coaching and progressively during their coaching.
8. The Sailing Manager, in consultation with the Sailing Committee, may request references to determine the suitability of the coach and the coach's proposed coaching arrangements.
9. The Sailing Manager, in consultation with the Sailing Committee, reserves the right to refuse access on site for reasons that will be disclosed at the time. An example would be a conflict with other coaching

being delivered or an event which may inhibit the conduct of coaching in a safe environment on site at RQYS or on the water as part of any RQYS coaching engagement, camp, event, or regatta.

10. Australian Sailing enjoys a special relationship with RQYS. RQYS will consult and negotiate on all matters relating to access, coaching and training on the RQYS site with Australian Sailing.
11. When associations or organisations undertake coaching on site at RQYS they agree to provide a list of employees whom they take full responsibility for operating in accordance the above policy.
12. RQYS requires external coaches to indemnify RQYS and or their employees against any claim for injury or death due to negligence caused by the coach and associated activity. Refer to attached assumption of risk waiver form.

**Fees:**

13. External Coaches will be required to pay a prescribed admin and access fee of \$25.00 per day of Coaching. This fee, if applicable, will be payable at the RQYS Sailing Office.
14. Coaching vessels parked on the RQYS premises outside of the scheduled Coaching period will incur a storage fee, payable at the Marina Office.

**Access:**

15. RQYS at is absolute discretion, through the Sailing Committee or Chief executive Officer, has the right to determine who or what business may or may not be permitted to access or carry on a business, coach or use the facilities of the club.

**Class (ILCA, Optimist etc)**

--

**Period**

From		To	
------	--	----	--

**Coaching Participants**

	Name	AS number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

**Declaration:**

By signing this document, I/we confirm to have read and understood the Policy and agree to abide its terms and conditions.

Name: \_\_\_\_\_

Australian Sailing Reference: \_\_\_\_\_

Organisation or Association: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**OFFICE USE**

<b><u>ITEM</u></b>	<b><u>Dated</u></b>	<b><u>Details</u></b>
Blue Card or Equivalent		
Boat Licence		
Coaching Qualification		
Insurance Documentation		
Manager Name		
Date of Approval		

