



CGF Women's Coach Internship Programme

Programme Guidelines

1.1 Introduction

The Commonwealth Games Federation (CGF) is committed to promoting coaching and gender equality in Commonwealth Sport. The CGF strongly believes that coaching internship programmes are an essential part of the development of a coach and, through coach development, could benefit athletes from all Commonwealth countries and territories.

To this end, the CGF is initiating a Women's Coach Internship Programme (WCIP) at the Gold Coast 2018 Commonwealth Games (GC2018). The WCIP should be considered a pilot programme which will be evaluated and fine-tuned for future iterations of the Games.

The WCIP is a partnership between the CGF and Griffith University.

The WCIP provides an opportunity for Commonwealth Games Associations (CGAs), in partnership with one or more of their National Sport Organizations (NSOs), to fully integrate a female coach in their 2018 Commonwealth Games coaching team. The CGF has reserved up to 20 quota positions / travel grants for the WCIP.

A CGA, in conjunction with an NSO, will submit a female candidate for consideration. She is expected to be an integral part of its coaching team and will have a substantive role to play, both on and off the field of play. In addition, the female intern coaches will be provided with mentorship support and professional development and networking opportunities in the lead up to, during, and after the Games.

1.2 Objectives

The goals of the WCIP are to

- build coaching capacity in the Commonwealth.
- provide female intern coaches with international multi-sport Games exposure.
- provide female intern coaches with enhanced professional development and learning opportunities to prepare them for future high-performance coaching opportunities.
- connect all participating female intern coaches in an ongoing supportive network.
- provide, through the CGA and NSO, in-country post-Games opportunities to advance their coaching careers.
- Increase the number of high performance female coaches in Commonwealth sport by providing more female coaches with the opportunity to gain the required skills and experience to coach at the national/international level.

1.3 Gold Coast 2018 On-the-Ground Programme

A CGF WCIP coordinator, resident in the village, will be assigned to support the WCIP. This individual will be a single point of contact for all logistics related to the WCIP for selected intern coaches.

The WCIP at GC2018 will consist of the following elements:

- Travel grant, bed and services in the Commonwealth Games Village
- Accreditation appropriate for their coaching position and sport. This accreditation will provide the intern coach with the same access as regularly appointed coaches.
- Access to the ICCE (International Council for Coaching Excellence) Coaches House at Griffith University
- Access to professional development (PD) workshops. Topics are currently being considered. Workshops will be staged either in the Village or at Griffith University which is adjacent to the Village. Two PD workshops are planned for the WCIP.

Games-time Mentor Coach Role:

The CGA/NSO must assign a mentor coach for each intern coach. The mentor is likely a member of the Games' coaching staff for the intern's sport, preferably a respected coach within the sport, who will commit to the necessary time.

The role of the Games-time mentor coach is one of facilitator – creating a safe, open environment in which the mentee is provided opportunities to both learn and contribute. Building trust and rapport with the mentee is a major part of the role of the mentor. The mentor coach should, if possible, accompany the apprentice coach to the professional development workshops.

1.4 Eligibility

Women coaches proposed for the WCIP must meet the following criteria. Proposed interns:

- must be resident in the country
- must have local, regional, or national coaching experience.
- must have completed some form of Coach Certification training.
- must have no prior international single sport or multi-sport event experience as a coach in the sport for which they are applying.
- must be jointly nominated by their CGA and NSO.

Any exceptions to the eligibility requirements must be approved by the CGF's Director of Sport and the Chair of the CGF Sport Committee.

1.5 Selection Criteria

Candidates will be selected based upon applications submitted by CGAs in partnership with an NSO (see accompanying document).

To ensure the WCIP is as successful as possible, the following factors will be considered in evaluating applications put forth by a CGA and NSO:

- The degree of commitment of the CGA and NSO.

- The length of time and experience an applicant has had with the NSO and their sport.
- The role an intern coach will play within the Games coaching team.
- The experience and commitment of the assigned Games-time mentor coach.
- The proposed support and mentorship model for the intern coach at Games-time.
- The support and mentorship model for the intern coach at the community, regional, or national level in country applying the experience gained from the Commonwealth Games.
- The long-term potential of the applicant within her country to further her coaching career.
- Representation from as many CGF regions as possible.

Given the differences in sport systems across the Commonwealth, evaluators will have some degree of flexibility when evaluating individual applications.

Applications will only be approved and accepted into the Programme if the eligibility and selection criteria are met. Any portion of the WCIP allocations not used will go back into the general pool for general re-allocation.

1.6 Roles, Responsibilities, and Expectations

The leadership of the WCIP will come from the CGF, with support from Griffith University and the Australian Institute of Sport (AIS) for the professional development opportunities.

Certain expectations will be placed on the intern coach, the CGA, the NSO, and the Games-time mentor coach. The following is an overview of expected roles and responsibilities for each contributor to the WCIP.

Commonwealth Games Federation

- Develop WCIP guidelines
- Distribute WCIP application / support the application process
- Evaluate applications and select WCIP intern coaches
- Ensure allocation slots are built into sport quota allocations and secure accreditation
- Establish and oversee delivery of Professional Development sessions
- Appoint a CGF WCIP coordinator to support the Programme.
- Promote the WCIP
- Undertake a post-Games evaluation of the WCIP

Intern Coaches

- Be actively involved in your sport's Commonwealth Games preparation activities as guided by the mentor coach.
- Attend WCIP professional development opportunities.
- Contribute to the post-Games evaluation of the WCIP

Games-Time Mentor Coach

- Create a substantive role for the coach intern within the sport's coaching team
- Support the full integration of the intern coach as a team member
- Provide opportunities for the coach intern to both learn and contribute
- Accompany the intern coach to WCIP-sponsored workshops
- Contribute to the post-Games evaluation of the WCIP

Commonwealth Games Associations / National Sport Organizations

- Identify candidates / submit applications
- Identify Games-time coach mentors
- Provide logistical and welfare support to selected intern coaches, including involvement in CGA preparation activities, travel arrangements, and uniform provision
- Promote WCIP (in-country)
- Provide a point of contact within the Team's management team for non-coaching related support of coach interns.
- Contribute to the evaluation of the WCIP

Griffith University / Australian Institute of Sport

- Develop and delivery professional development sessions
- Provide facilities for professional development seminars during the Games, where necessary
- Contribute to the evaluation of the WCIP

1.7 Post-Games Evaluation

At the completion of the 2018 Commonwealth Games, the WCIP will be evaluated against desired outcomes. The post-Games evaluation will involve CGAs/NSOs, Games-time mentor coaches, and intern coaches. Each will be expected to complete a feedback survey in order to provide constructive suggestions for improvements for the future iterations of the WCIP. As well, interviews with some or all participants will be undertaken.

Evaluation results will help fine-tune post Games mentorship, support, and networking aspects of the WCIP as well as the design of future iterations.

1.8 Timelines

The timelines for the application and decision is as follows:

- Applications Due Date: October 6, 2017
- Adjudication and determination of eligibility: October 2017
- Notification of successful candidates: October 31, 2017
- Intern Coach introductory call: December 2017

- Professional Development Programme: January and February 2018
- Gold Coast 2018 Commonwealth Games: April 4 – 15, 2018

The CGF Director of Sport will screen applications against the eligibility and selection criteria. Each application meeting basic expectations will be forwarded to the Sport Committee for review and decision.

Completed application forms are to be submitted to Ann-Louise Morgan, CGF Sport Services Manager: a.morgan@thecgf.com by October 6, 2017.