



# Weightlifting Ireland Tutors Charter

Within This document, all Weightlifting Ireland (WI) tutors will find

- The role of the Weightlifting Ireland Tutor
- Expectations required of the Tutor
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- The role of the Weightlifting Ireland Tutoring Team.
- How WI Tutor are appointed.
- How the Coaching Director is appointed.
- How to become a Weightlifting Ireland Tutor.

## Weightlifting Ireland Tutors

Weightlifting Ireland Tutors are experienced, active tutors, who have been trained and authorised in line with the Coaching Ireland Development Program to run Weightlifting Irelands coaching and development programs throughout Ireland.

The role of the Weightlifting Ireland Tutor is;

- To run Weightlifting Ireland Coaching Courses
- To develop Weightlifting Ireland course and education programmes
- To provide input to the development of Weightlifting Ireland courses and courses to facilitate education for external stakeholders
- To be an ambassador for Weightlifting Ireland and its Coaching Program



## Weightlifting Ireland expectations of the Tutor

To run Weightlifting Ireland coaching courses:

- Tutors should be active in the running of at least one full coaching course each year as well as moderate on one other course.

When running Weightlifting Ireland coaching courses, and to maintain those standards required by Weightlifting Ireland. Tutors must:

- Adhere to the appropriate syllabi / outcomes published by Weightlifting Ireland for the running of that course.
- Treat all participants on coaching courses with care, dignity and respect.

The proper and efficient administration of Coaching Courses, according to Weightlifting Ireland guidelines.

Where appropriate, to run attendee Pre-entry assessments, for which Tutors must make themselves available.

To participate in the development of Weightlifting Ireland Coach Education programmes.

- Tutors are expected to attend at least half of the working group meetings and participate fully in the achievement of those targets set by the group.
- Tutors may be required to attend meetings by the Coaching Director.

To maintain their status as a qualified Weightlifting Ireland Tutor and a level of personal proficiency in their sport appropriate to their role as Tutor.

To be an ambassador for the Weightlifting Ireland and Weightlifting Ireland coach education program whether it be as an Athlete, Coach, Administrator or any of the Tutor positions outlined within this document.



## Tutors expectations from Weightlifting Ireland

Weightlifting Ireland should provide Tutors with clear guidelines defining their role and identifying what Weightlifting Ireland expects from them.

Weightlifting Ireland should make available appropriate training to allow Tutors to deliver Coach Education programmes to the standards laid down by Weightlifting Ireland.

Weightlifting Ireland should provide support for the delivery of Coach Education programmes including;

- The publication of course dates
- Ensuring agreed support material and guidelines are available to the Tutor and Course Director.
- The prompt and accurate processing of course administration including the certification of candidates.
- Support of Coaching Courses by Weightlifting Ireland or external professional staff where required.

Support for the development of the Coach Education programmes including;

- The facilitation of meeting venues.
- The provision of agreed administrative or other support.

Clear and defined channels of communication with Weightlifting Ireland.

Appropriate reimbursement for services rendered on behalf of the association, subject to the completion of all required documentation.



## Tutors Working Groups

Weightlifting Ireland has established a coaching team consisting of all active Tutors. The function of the coaching team is to facilitate;

- The effective delivery of Weightlifting Ireland Coach Education programmes.
- The development the Weightlifting Ireland Coach Education programmes.
- Communication within the group of Tutors, and with the Board of Directors, EWF and development programs, in order to ensure that there are common objectives set, and outcomes achieved from all Coaching Courses.

A programme of objectives and associated timeframe for the team will be agreed each year, with either quarterly or 6 monthly reviews. Tutors are expected to participate fully in this programme.

Each tutor should make its recommendations known to Weightlifting Ireland through the Coaching Director. Weightlifting Ireland will implement the group's recommendations unless it feels that to do so would not be in the interests of the Weightlifting Ireland or its members. If Weightlifting Ireland does not implement a recommendation it will indicate this fact and its reasons for not doing so to the group in writing.

### *Conduct of Coaching Team meetings*

- Coaching Team meetings are chaired by the Coaching Director or, in their absence, by another tutor nominated by them.
- Notice of meetings and the agenda will be circulated to all members of the group prior to the meeting, by the Chairperson, by e-mail.
- Those unable to attend a meeting must, where possible, inform the Chairperson at least seven days before the meeting. People submitting apologies may make submissions for consideration through the Chairperson.
- If the Chairperson feels that there are an insufficient number of people attending the meeting they may cancel or postpone the meeting.
- Once the chairperson has decided to run a meeting, all decisions at that meeting will be taken as those of the group.



## Appointment of Weightlifting Ireland Tutors

Weightlifting Ireland Tutors are appointed by the Board of Directors of Weightlifting Ireland.

The Coaching Director shall make recommendations based on observation of assistance at coaching courses, in agreement with a technical panel of 2 other senior tutors.

To become eligible for appointment as an assistant Tutor, a candidate must;

- Have completed all of the required training and prerequisites detailed in these notes.
- Satisfy the technical panel that they will make a real contribution to Weightlifting Ireland Coach Education programmes as defined in this document.
- Assist at no less than 2 full courses and one further course within the 12 month period prior to selection,  
or have a unanimous agreement of the technical panel, and have assisted at 1 full course and 2 further courses within the previous 12 months

Prior to providing a recommendation for appointment, the Coaching Panel will evaluate each tutors participation against the criteria indicated in this document. Where this is unsatisfactory, they will inform the candidate of the reasons they are not to be put forward for tutor education.

The Weightlifting Ireland Coaching Director may remove the status of Tutor where a Tutor has acted against the interests of Weightlifting Ireland, its coaching programs or the guidelines included in this document. This is subject to appeal to an independent advisory panel.

Weightlifting Ireland may choose not to appoint all eligible candidates, dependent upon financial requirements. Where no candidates are put forward, Weightlifting Ireland will detail this information in writing to the coaching panel.



## The Coaching Director

*The role of the Coaching Director is;*

- To chair the meetings of the coaching team.
- Co-ordinate and manage the work programme for the coaching team.
- To facilitate communication between the Tutors and Weightlifting Ireland.
- Provide support and expertise on coach education to Weightlifting Ireland.
- To identify, develop, support and mentor potential and actual Tutors.

### *Appointment of the Coaching Director*

The Coaching Director is an appointment made by the Weightlifting Ireland from candidates duly elected at the AGM. When making an appointment Weightlifting Ireland shall appoint a candidate based on constitutional requirements for the post.

The candidate must also be a CIDP tutor in order to facilitate the requirements placed upon them by the role.

The Coaching panel will make recommendations for the AGM in the end of year report, informing the membership of any candidates who

- i. have expressed interest in the position
- ii. meet the minimum constitutional requirements
- iii. fulfil all secondary qualification requirements in order to successfully fulfil the role



## Becoming a Weightlifting Ireland Tutor

To become eligible for appointment as a Tutor a candidate must;

- Have completed all required training and prerequisites detailed below.
- Satisfy Weightlifting Ireland that they will make a real contribution to Weightlifting Ireland Coach Education programmes as defined in this document.

The number of Tutors is limited by Weightlifting Ireland to ensure that tutors remain active. Where the Weightlifting Ireland perceives the need for additional tutors it will communicate this to the coaching panel, or receive that same recommendation from the coaching panel. Factors other than a candidate's ability may be considered when appointing new tutors. These may include;

- Their geographic location
- The balance of the tutors appointed regard to appropriate needs analysis of a specific demographic / skill base.
- A candidate's availability to run Tutor courses and actively participate in the activities of a Tutor.

Candidates are inducted onto the training programme by the Weightlifting Ireland Coaching Director, in consultation with the Coaching Panel.

Completion of the tutor programme detailed here does not automatically lead to appointment as an assistant Tutor.

All assistant tutors must be assessed by Coaching Ireland and fulfil 6 months mentorship in order to be recommended to a full Tutor position.



*Tutor qualifications required by Tutors*

Position	Qualifications & Competency	Requirement
<b>Assistant Tutor</b>	L1 Coach License Prerequisite experience detailed above L2 Coach	Essential Desirable
<b>Tutor in Training</b>	L2 Coach CIDP Tutor Course	Essential Underway
<b>Tutor</b>	CIDP Tutor Course – Completed CIDP Assessment 6 month Mentoring Period	Essential Essential Essential
<b>Senior Tutor</b>	3 Years experience as within WI Tutoring	Essential
<b>Coaching Director</b>	Experience of Coach Education Programs Experienced Senior Tutor	Essential - 2 Years Essential - 2 Years



*Candidates with the appropriate qualifications will need to;*

<b>All Positions</b>	<p>Have completed all previous requirements before advancing to the next tutoring level.</p> <p>Complete an agreed period of mentorship and show competencies relevant to the next position before advancement will be considered</p>
<b>Assistant Tutor</b>	<p>For application as “Assistant Tutor” Submit a declaration of interest to the WI coaching Panel upon completing all essential criteria for the role</p>
<b>Tutor in Training</b>	<p>Support the Course Supervisor in running 2 full coaching course of an appropriate level, as well as 1 further course agreed with the Weightlifting Ireland Coaching Director.</p> <p>At the end of this course the Course Supervisor will submit a report on the candidate to the Weightlifting Ireland Coaching Director.</p>
<b>Tutor</b>	<p>Run a full coaching course of an appropriate level with support from Senior Tutors. At the end of this course the Senior Tutor will submit a report on the candidate to the Weightlifting Ireland Coaching Director.</p> <p>Once a successful initial report has been submitted acknowledging the candidate meets all requisite standards. The tutors will continue to run coaching courses under the guidance of Senior Tutors, with periodic performance reviews and KPI’s and further mentoring and recommendations.</p>
<b>Senior Tutor</b>	<p>To be appointed as a Senior Tutor, all previous requirements must be fulfilled, as well as demonstrating the competencies of a Senior Tutor. The candidate will be proposed at a Coaching Panel Review meeting wherein considerations of nominations for the position will be considered.</p> <p>All candidates will be interviewed at the meeting, with final written confirmation of the panel’s decision.</p> <p>If the panel chooses not to advance the tutor, the final written decision shall include reasons as to why the candidate was unsuccessful on that occasion.</p> <p>These areas for improvement will be subject to a 6 month and 12 month review process.</p>
<b>Coaching Director</b>	<p>The coaching Director will be elected at an AGM from candidates put forward by the coaching team.</p> <p>As well as the minimum experience outlined above, the panel will make recommendations based on competencies and work completed to date. The nomination will be from a position of Senior Tutor, and include any and all candidates who meet the minimum standard, with impartial review given to candidates in the end of year coaching report.</p> <p>These recommendations shall be made available to the members who shall vote for representatives at the AGM</p>