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| **POSITION DESCRIPTION – Club Coaching Coordinator** |
| **Organisation** |  |
| **Job Title** | Coaching Coordinator of *(Club name)* |
| **Position Type** | Voluntary/Paid |
| **Reports to** | Committee members of *(Club name)*President of *(Club name)* |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 15 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** Responsible for the training, development, and management of coaches for *(Club name)*
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| **Knowledge/Skills*** Minimum Development Coach Accreditation
* Understanding of the coaching pathway and accreditation system and procedures
* Understanding of player development and maturation
* Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Computer literacy
* Has an understanding of the relevant Club Policies and Procedures
* Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational skills
* Positive and enthusiastic attitude
* Current Senior First Aid Certificate (desirable)
* PlayHQ competency (desirable)
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| **Typical time commitment*** *Approximately 15 hours per week*
* *Some extra hours during the Winter season (May to September) which would include Saturdays*
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| **Responsibilities and Duties*** Act within the guidelines laid out by the Club and the Club Coach Coordinators position description
* Abide by the “Codes of Conduct”
* Direct, control and coordinate the duties of the Coaching and Selection Committees
* Conduct regular meetings with coaches and report outcomes to the Club Committee
* Disseminate information to club coaches regarding coaching courses and seminars
* Foster growth and raise the standards of the coaches in the club
* Liaise with Association regarding coaching courses/clinics
* Assist and liaise with all club coaches
* To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches.
* Work with the Club to maintain records of coaching services and accreditation
* Ensure all coaches are recognised for their efforts per the club’s Volunteer Guidelines
* Liaise with the Club to formulate a budget anticipating the cost of coaching Accreditations/Recognition

**ESSENTIAL*** At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC
	+ If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required.
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a team dedicated to the growth and development of *(Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Club name)*
* Use your skills in a positive and engaging way.
* Develop a greater understanding of sports management structures.

For further information regarding this position please contact *(Club name and contact details)* |

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| ***NWA-RES-18 Club Coaching Coordinator PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |