

# BLIGH PARK FOOTBALL CLUB



## Position Description: Coaching Coordinator

### **Overview**

The Coaching Coordinator is responsible for:

- Coach and player development and improvement to enable all players within the club to maximize their potential.
- Promoting and facilitating coaches to undertake further formal coaching training/qualifications.
- Build a sense of belonging between the Club and its followers.

### **Responsibilities**

#### **Prior, during and post season**

1. Provide guidance regarding player development and program implementation.
2. Work with the Club to appoint appropriate coaches to all teams.
3. Circulate a coach's code of conduct when appointing a coach.
4. Train and develop team coaches through the delivery of age appropriate sessions where required.
5. Monitor team coaches and help them to plan and implement training sessions.
6. Arrange for expert and specialist coaches to present to Club coaches and to run specialist training clinics.
7. Advise and provide resources for the training priorities and structure for each age group and level as required.
8. Ensure fields are safe and fit to play on.
9. Ensure all equipment is accessible to people setting up fields.
10. Ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on.
11. Organize and implement external skills clinics for players and coaches.
12. Develop and maintain an effective network of communications and act as a mentor and adviser to all team coaches.
13. Create a positive culture based on equal opportunities for all players to enjoy and improve their football.

## ***End of year hand over***

### **Updating key documents**

At the end of each year a key activity of the Coaching Coordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Coaching Coordinator should compile a list of people at the end of each season who have access to any applicable websites and provide this list to the Committee.

Ideally the Coaching Coordinator should review the coaching plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Coaching Coordinator**

An important responsibility of the outgoing Coaching Coordinator is to train, mentor and support the incoming Coaching Coordinator.

## ***Essential Skills and requirements***

- Hold or willing to apply for a current volunteer Working With Children Check.
- Exceptional communication skills - Respectful and effective.
- Ability to meet deadlines and provide timely information.
- Good organisation skills.
- Possess coaching qualifications as per FFA Community Pathway, Senior License (preferred).
- Demonstrated knowledge of the FFA National Curriculum.
- An understanding of player and coach pathways as per FFA curriculum.
- Understanding of the rules and regulations of the MiniRoos formats.
- An understanding of any specific football governing body requirements.
- Foster an attitude of fair play and enjoyment of football amongst all players.
- Passionate about the Club and junior football.

The estimated time commitment required as the Coaching Coordinator is **3-5 hours** per week during peak periods of the season. During other times this would decrease.

*Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.*

*Updated: July 2023*