



## **Position Details**

**Position title: Coaching and Manager Coordinator**

**Date of review: September 2018**

## **Position objective**

The Coaching and Manager Coordinator is responsible for the management of the Clubs coaches and promoting the value of coaching within the Club. The Coaching and Manager Coordinator is responsible for ensuring each team has a well-informed Team Manager.

## **Responsible To**

The Coaching Coordinator is directly responsible to the President and the members of the Club.

## **Responsibilities and Duties**

- In conjunction with Canberra Region ensure all coaches hold appropriate qualifications
- Ensure there are enough coaches / managers for the clubs requirements
- Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained
- Communicate regularly with the clubs coaches / managers to discuss performance and provide feedback
- Arrange appropriate coach training sessions, locations, dates and times
- Coordinate joint training sessions in age groups throughout the season
- Arrange for, and conduct where appropriate, assessments of the clubs coaches
- Provide new Team Managers an information folder
- Ensure Team Managers are aware of their responsibilities eg completion of score sheets, arranging parents for ground set up, canteen duties and ground pack up.

## **Knowledge and Skills Required**

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Has good leadership skills
- Has good motivational and communication skills
- Is able to evaluate coach performance and provide positive advice
- Maintains or improves his/her current accreditation level
- Has a sound understanding of modern coaching and teaching principles
- Is well organised
- Sound computer skills
- Knowledge of Microsoft Office programs