

Position Description –Coach Co-ordinator

Status	Holds a position within the Operations functional area
Key Objective	<ul style="list-style-type: none"> ○ To assist BHC in facilitating the ongoing training development of our coaches and in developing a skilled coaching team
Responsibilities	<ul style="list-style-type: none"> • Encourage all BHC coaches to obtain an appropriate level of qualification/experience; • Ensure BHC coaches have access to information on how they can obtain/up-skill/improve their coaching qualifications/experience; • Ensure coaches are aware they're to liaise with VP Operations, equipment officer etc to ensure appropriate access to turf/field/equipment needs; • Ensure that any relevant communication from IHA's regional Coaching Director and hockey Queensland's head coach is received by coaches; • Be the point of contact for BHC's coaches who require additional training or further resources from BHC; • Develop a positive working relationship with: <ul style="list-style-type: none"> ○ All BHC coaches (contact list available from BHC Secretary) ○ IHA Regional Coaching Director (RCD): Neil Shearer Ph: 0413 211 138 or (07) 3288 6985; and ○ Hockey Qld Coach Manager: Barry Vohland Ph: 0409 702 225 or 07 4760 7514. • Liaise regularly with the above and ensure BHC coaches have access to the services provided by IHA RCD and HQ Coach Manager; • Have a sound understanding of modern coaching / teaching principles or the ability to source and facilitate BHC coach access to this information; • Be proactive in making contact with all BHC coaches and developing a positive working relationship with coaches • Consult with coaches and identify areas where assistance is required; • Put recommendations to BHC's Management Committee for organising specialist external sessions, consistent with BHC's Strategic Development Plans; • Assist with arranging coaching sessions in the areas identified (as approved by management committee) • Facilitate organising the IHA RCD to attend at least one training session with each of our newer coaches and encourage maximum participation of our coaches. <i>NOTE: This can be a special session. Liaise with BHC's VP Operations if additional turf time is require.</i> • Have a sound understanding of BHC's values, vision and strategic development objectives, promote consistency with these values and foster a positive spirit of club participation amongst our coaching team • Highlight BHC's support of IHA and HQs codes of conduct, bylaws and rules etc. • Source, develop and distribute useful training tools for coaches, consistent with regional and state coaching materials and as sanctioned by the BHC Management Committee. Areas of interest may include: <ul style="list-style-type: none"> ○ hockey specific striker, defender, goalie drills and training techniques;

	<ul style="list-style-type: none"> ○ team tactics, team building, team ethos; ○ role of sports science and psychology in coaching; ○ the importance of, and appropriate techniques for adequate fitness, diet and stretching ○ first aid ○ other ... <ul style="list-style-type: none"> ● Liaise with / provide regular feedback to BHC's management committee (via monthly written reporting using the BHC Management Committee monthly reporting template) ● Assist with developing the coming year budget for coach training ● Assist with ensuring there are sufficient coaches for the club teams and in identifying (mid season) coaching needs for the following year ● Assist with identifying coaches appropriate to working within local schools – work with IHA RCD to promote this? 				
Key Skills / Experience	<ul style="list-style-type: none"> ● Reliable, positive person with good interpersonal skills ● Good communicator, organiser and facilitator. ● Enthusiastic, self motivated and has a demonstrated ability to “start” and “finish” things ● Passionate about assisting our coaches and creating opportunities for improving the quality of coaching within BHC environment ● Ability to think laterally and strategically and to identify and coordinate opportunities for upskilling and refreshing needs of coaches ● Knowledge of coaching and coach education systems, or ability to source this information ● A good standard of oral and written communication skills ● Ability to use Word and email systems 				
Accountability	<ul style="list-style-type: none"> ● BHC Management committee 				
Relationships	<ul style="list-style-type: none"> ● Team coaches and Coordinators ● IHA Regional Coaching Director ● Hockey Queensland Coach Manager ● BHC Management Committee ● Vice President (Operations) 				
Relevant Policies, Procedures & Programs	<ul style="list-style-type: none"> ● Be aware of the content of, and abide by, these policies / Procedures <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><i>Hockey Aus codes of conduct</i></td> <td style="width: 50%; text-align: center;"><i>BHC's Strategic Plan 2010-2012</i></td> </tr> <tr> <td style="text-align: center;"><i>Aus Sports Commission codes of sporting behaviour</i></td> <td></td> </tr> </table>	<i>Hockey Aus codes of conduct</i>	<i>BHC's Strategic Plan 2010-2012</i>	<i>Aus Sports Commission codes of sporting behaviour</i>	
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Terms	<ul style="list-style-type: none"> ● Must be available for one year ● Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 				
Resources	<ul style="list-style-type: none"> ● Out of pocket administration and phone expenses, as approved by the committee at season commencement ● Hockey Queensland coaching and development resources (www.hockeyqld.com.au) 				

	<ul style="list-style-type: none">• IHA RCD
Training	<ul style="list-style-type: none">• BHC Induction
Tips	<ul style="list-style-type: none">• Be well versed in the rules & procedures of BHC• Be pro-active in communications• Act promptly on communicating identified needs to the Management Committee for action• Maintain confidentiality on relevant matters• Be Proactive with using facilities available from IHA RCD, "Hockey Australia coach development Clubhouse team kits and other coaching materials• Hockey Australia's HockeyED program

Tasks

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	<ul style="list-style-type: none"> •
Jan	<ul style="list-style-type: none"> • Assist with ensuring adequate budget for upcoming coaching training opportunities (as identified during previous year).
Feb	<ul style="list-style-type: none"> • Liaise with coaches to develop draft senior turf training schedule •
March	<ul style="list-style-type: none"> • Ensure coaches are aware of, and have been introduced to, RCD.
Apr - July	<ul style="list-style-type: none"> • Weekly communication /coordination responsibilities with Coaches (as indicated on page 1) • Keep an eye on IHA sporting pulse website for announcements • Assist with identifying future year coaching requirements • Discuss intentions of current coaches and Assist with identifying suitable coaches for the following season (highly desirable to line up A grade and Reserve grade coaches before the end of the season – so the messages can be communicated to players).
Aug	<ul style="list-style-type: none"> •
Sep	<ul style="list-style-type: none"> • Prepare annual report and include recommendations for following year
Oct	<ul style="list-style-type: none"> •
Nov	<ul style="list-style-type: none"> • Handover to incoming Coaching Coordinator

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly prepare reports for Management Committee meetings and attend special meetings, as requested, and perform the organisation functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____