

# **Coaching Co-Ordinator Pakenham Bowls Club**

The Coaching Co-Ordinator is responsible for overseeing a club coaching program which allows members of all skill levels the opportunity to improve their bowling capability and better achieve their potential.

## **Responsibilities:**

- To chair meetings of the club coaching committee. (The club coaching committee shall comprise all qualified coaches and instructors).
- The club coaching committee shall be responsible for establishing and maintaining a club coaching program including:
  - Winter and early season training sessions
  - Developing a club program suitable for the various skill levels and experience of club members.
  - Organise and co-ordinate the club coaching team to service the needs of new and existing members and teams.
- Liaise with the Centre Director of Coaching regarding new coach and refresher training programs and encourage new coach attendance and development pathway
- Seek executive approval for expenditure
- Communicate to members (including via website) on the coaching opportunities and resources available
- In consultation with the Membership Co-Ordinator, organize coaching support as appropriate for youth bowls, organised casual bowls events and other various recruitment initiatives
- Arrange the purchase of and manage and maintain the club's coaching resources (bowls/cameras/computers/mats/flapjacks/discs etc.) and recommend funding applications as necessary

## **Knowledge Management.**

- Qualified coach.
- Approved methods of coaching.

## **Succession planning.**

A key responsibility of the Coaching Co-Ordinator is to ensure that at the end of their term a new Coaching Co-Ordinator can be easily recruited.

## **Requirements.**

The Coaching Co-Ordinator is expected to:

- Act in the best interest of the members always.
- Attend all Committee meetings.
- Undertake the role in good faith and honesty.

If at any stage the Coaching Co-Ordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Chair of the conflict who will immediately inform all other committee members.

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

Updating key documents.

- At the end of each year a key activity of the Coaching Co-Ordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Coaching Co-Ordinator.

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