



Role Description: Manager / Coach

The role of the Coach is to be responsible for the selection, preparation, coaching and performance of the team. It is also to ensure programmes are in place for individual players so that they are prepared to their best ability to perform to the highest standard they can. Organise competition logistics.

Managers / Coaches can identify assistants and delegate duties and responsibilities accordingly.

Responsible to:	<ul style="list-style-type: none"> • Committee 	Responsible for:	<ul style="list-style-type: none"> • Team • Assistant Coach
Main Duties		Skills Required	
<ul style="list-style-type: none"> • Be familiar with and follow ALL club rules and policies. • In accordance with the <i>Player Recruitment Policy</i> - manage annual team trials and squad selection. • To register all squad members in accordance with The Club Constitution, Rules & Policies. • To be responsible for generating team training plans and schedules. • To be responsible for each coaching session. • To keep training attendance registers. • To monitor, evaluate and feedback on player and team performances on a regular basis. • To complete a formal evaluation of all squad members at minimum twice a season and provide verbal (or written) feedback to players and parent / guardians – evaluations to contribute to training plans and development activities • To contribute to coach development within the club. • To attend competitions with team and/or players. • On competition days - selection of the starting team and management of starting team and substitutes. • Report results in accordance with competition rules. • To maintain high ethical standards in coaching. • Ensure that knowledge, skills and qualifications are kept up to date for all team coaches and volunteers. • Encourage players to conduct themselves in a professional manner and represent the club with pride • Ensure that players / athletes / spectators and volunteers do not bring the sport into disrepute • Arrange fixtures with opposition Managers as per 		<ul style="list-style-type: none"> • Hold an appropriate coach qualification. • Good knowledge and understanding of the sport and competition rules. • Great organisational skills. • Confident, with good leadership and motivational skills. • Patient and calm manner • Ability to communicate with groups of individuals and to delegate. • Ability to report on progress to Committee. • Hold a current license, insurance, CRB and knowledge of child protection. 	



<p>competition rules.</p> <ul style="list-style-type: none"> • Arrange for a match referee and officials as necessary. • Perform referees (or assistant referee) as necessary. • Attend committee meetings as appropriate. 	
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The Commitment we are looking for

Attendance at 75% of training sessions (set weekly at minimum) throughout the pre-season and during the season.

Attendance at 80% of competition matches.

The ‘term of office’ is indefinite, commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period and achievement of qualifications and successful CRB check. The appointment will be reviewed following the Annual Review. Any change of status (including termination) to be confirmed by The Committee. Additional ad-hoc reviews will be considered in accordance with the “Complaints Policy”.

Our Commitment to you

We will provide suitable support mechanisms, assistance and guidance (mentoring, if requested).

We will provide suitable training equipment and facilities and match kit, equipment and facilities.

We will provide access to appropriate training courses to assist in both your development and that of the team you are managing / coaching.

We pay your expenses in accordance with our expense policy

Other Resources Available

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	www.sportscoachuk.org	Skills Active	www.skillsactive.com
Child Protection Unit	www.thecpsu.org.uk	CRB	www.crb.gov.uk
Club Mark	www.clubmark.org.uk		