

Role Description: Coaching Co-ordinator

The Coaching Coordinator plays a key role in making sure there is a clear, defined and comprehensive coaching structure within the club. They will maintain an up-to-date knowledge of coaching rules, regulations and requirements and hold an up-to-date list of all club coaches. They will be the first point of contact for new athletes and athletes progressing through the athlete pathway. The Coaching Co-ordinator will act as the main point of contact for all queries relating to coaching.

Typical responsibilities:

- To ensure there is a clearly defined coaching structure and to identify any gaps in coaching provision across the club and work with the coaching team to fill those gaps through further training or recruitment.
- To promote high quality coaching and actively encourage and support the clubs coaching team in their continued coach education and professional development.
- To coordinate, as appropriate, mentoring support for new and existing coaches within the club.
- To represent the coaching needs of the club to the committee, aiming to provide support for coaches to meet the needs and aspirations of the club.
- Ensure that all club coaches are aware of and adhering to the club's code of conduct and club policies and procedures and communicate changes to the coaches.
- To ensure the coaching structure and athlete pathway is clearly defined on the club's website and communicated to club members as appropriate.
- To be the single point of contact for new athletes guiding them to the most appropriate coaching group and support that athlete as appropriate.
- Recognise and nominate coaches for coach awards.
- Maintain a register with details of active coaches and coach assistants using Loveadmin.
- Escalate any coach or coach related concerns to the appropriate member of the committee.