



POSITION DESCRIPTION

Position Title:	C&D Coordinator	Category:	Committee Member
Job Description			
<p>The Coaching & Development Coordinator is typically one of the most experienced coaches in the Club, acting as the key coaching contact person with the Junior Rugby League and focusses on the development of all club coaches.</p>			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Strong football and people coaching skills• Role model of Coaching• Well-developed communication skills• Organisational and accurate record keeping skills• A good working knowledge of the club			
Objectives			
<ul style="list-style-type: none">• To recruit, coordinate, educate and evaluate all coaches at training and on match days			
Responsibilities			
<ul style="list-style-type: none">• Assist with the development of all coaches and players• Oversee training drills and skills• Identifies potential coaching candidates and assists in their accreditation• Check and ensure all coaches have the appropriate accreditation• Ensure that all coaches and trainers are registered and have the required District Club registration cards.• Ensure all coaches, trainers and team managers have a current Working with Children check completed• Offer assistance for training skills, drills and accreditation• Arrange education nights for coaches and team age groups as required• Recommend new training equipment where required• Liaise with all coaches, providing regular feedback on training and match days• Chair and minute regular coach meetings• Maintain, review and develop coaching policies and procedures for continuous improvement in the level of coaching across the club• Facilitate the annual Mini Bulls Recruitment Coaching Clinic• Facilitate the annual Bulls Academy• Promote the Code of Conduct and endorse good sportsmanship• Assist the Club Board with details and direction if any player/coach disciplinary action is required• Chair and minute Coaches and Development meetings			

Hills District JRLFC & TA Inc.

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<ul style="list-style-type: none">• Hold yearly interviews for coaching positions and make documented recommendations to the Club Board for coaching positions in the following season• Actively recruit the correct level of coaching for relevant age groups and divisions			
Additional Notes			
Reviewed By:	Rick Palin	Date:	24 November, 2016
Approved By:	Glenn Starr/Michael Gremmo	Date:	07 December, 2016
Last Updated By:	Rick Palin	Date/Time:	24/11/2016 5:00PM
Office Bearer:	Daniel Pollard	Term:	BOM 2016 Season
Signature:		Date:	