

Job Title:	Coaching Convenor
Reports to:	Vice President
Date of Effect:	1 February 2020

Mission	To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community.
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Primary Job Purpose	Responsible for all coaches and ongoing leadership and guidance of coaches.
Job Responsibilities	<ul style="list-style-type: none"> • Recruit Coaches for all teams from Net Set Go years through to Cadets at the beginning of the season • Conduct coaches and managers meeting prior to the season commencing. Use this forum to inform all coaches and managers of relevant information necessary for coaching and managing i.e. player contact lists, codes of conduct, coaches' roles and responsibilities, managers' roles and responsibilities, child protection forms, coaching and training resources etc. • Communicate and Liase with Wahroonga bookings coordinator to arrange training time and court bookings. • Organise for all new coaches to complete the mandatory online Beginning Coaching General Principles online course and submit certificate via email • Update and manage the coaches accreditation register for the club • Advise coaches of location of coaching resources available • Liase with Treasurer to ensure accredited junior coaches are paid. • Offer support, encouragement and advice to coaches throughout the season • Provide guidance and assistance to coaches over the season • Coordinate and/or communicate available training seasons for coaches with all new and/or existing Coaches to help further develop Coaching skills. These are generally run by KNA coaches • Communicate regularly with the KNA Coaches administrator and forward all relevant information to coaches • Ensure all coaches hand in a coaches report for their team at the end of the season • Attend meetings as determined by Club Executive • Submit Coaching Convenor reports at committee meetings and the AGM • Take nominations from managers for Senior and Junior Coach of the Year Awards • Take nominations for awards to Committee meeting for voting and approval.
Volunteer Management	<ul style="list-style-type: none"> • Operational Roles in the Club: <ul style="list-style-type: none"> ○ Coaching Convenor ○ Umpires Convenor ○ NSG Co-ordinator.
Budget Management	NIL



**WAHROONGA
NETBALL**

JOB HOLDER CAPABILITIES

Skills and Experience

- People Mgmt
- Verabla nd Wirrten Communication
- Integrity

