



# BUNDABERG TOUCH ASSOCIATION

## COACHING COORDINATOR ROLE DESCRIPTION

The position is essential in further increasing association development in touch football and improving the standard of conduct and performance by coaches and players.

The following attributes and duties are recommended for this role:

### Essential Attributes

- A desire to support and develop coaches at grass-roots level
- Capacity to provide leadership and encouragement to a team of coaches
- Sound administrative and time management skills
- Sound computer skills, including ability to use excel, email and the internet
- Mature, confidence and tactful communicator
- Ability to maintain a positive customer relationship (i.e. with players/officials/ administration)
- Working with children blue card

### Desirable Attributes

- TFA Coach Accreditation – Foundation, Talent or Elite Coach
- TFA Facilitator
- Experience in volunteer management roles.

### Key Responsibilities

- Develop a coaching development/succession plan for coaching and player skill development at the association
- To assist the association in interviewing, assessing and selecting coaches
- Develop a club coaching handbook including the philosophy and the policies of the association
- Conduct coaching meetings/workshops/camps to cover areas of support, development and evaluation
- Conflict resolution – Parent, player and coach arbitrator
- Volunteer recruitment
- Ensure all coaches have access and complete Coach Accreditation requirements
- Maintain accurate records of accreditation status of coaches
- Evaluate coaching performance at training/representative events using coach education evaluation tools