



Wingham Junior Rugby League Football Club

POSITION DESCRIPTION COACHING COORDINATOR

A Coaching Coordinator is a valued role within the club. Effective engagement and development of volunteer coaches is key in the overall club goal of ensuring ongoing improvement in skill development and continued participation of registered players of Wingham Junior Ruby League Football Club. The coaching coordinator will work closely with the Junior Vice President in recruiting, developing and supporting coaches.

The key objectives the Coaching Coordinator include but is not limited to the following:

1. Building strong connections with volunteer coaches so they feel supported.
2. In conjunction with the Junior Vice President ensure volunteer coaches have the required accreditation to coach and or support further education to higher accreditation if requested.
3. Supporting Coaches development through offering of coaching clinics and or attending team training sessions as required.
4. Identify and report any concerns relating to volunteer coaches to the Junior Vice President in a timely manner to be resolved.
5. Be the first point of contact for parents/players/coaches with concerns relating to coaching or direct to Junior Vice President in unavailable.
6. Liaise with relevant stakeholders such as NSWRL and Group 3 regarding all relevant aspects of coaching.



Responsibilities

Prior to the season

- ☐ Support the promotion of advertising for volunteer coaches as required by the committee.
- ☐ Be the club point of contact for any individual seeking support with an application to coach.
- ☐ Support the committee in selection of volunteer coaches.
- ☐ Participate in a coaches meeting ensuring coaches/managers are provided information about the club expectations for the season.
- ☐ Provide coaches/managers with club handbook, playing jerseys and training equipment.

During the season

- ☐ Actively be available to offer coaching support at training sessions as required.
- ☐ Promote club coaching development clinics or training opportunities.
- ☐ Collaborate with the Junior Vice President and other stakeholders to hold coaching development opportunities that our coaches can benefit from.

Post season

- ☐ Consider the success and difficulties from the season and provide a recommendation for the following season.
- ☐ Seek feedback from volunteer coaches/parents regarding the season and engagement with coaching coordinator.

Essential Skills and requirements

- ☐ Hold a minimum Community Coach accreditation or higher.
- ☐ Not a current coach within Wingham Junior Rugby League Football Club.



- ☐ A sound knowledge of Rugby League rules from minis to International.
- ☐ 3+ years' experience coaching Rugby League.
- ☐ Ability to engage people in a positive and encouraging manner.
- ☐ Respectful and effective communication.

End of year hand over

Updating key documents

Participate in the updating of the coaches/managers handbook ensuring relevant club information.

At the end of each year a key activity of the Coaching Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description and supporting information must be provided to the club secretary prior to the Annual General Meeting each year.

Induction of the incoming Coaching Coordinator

An important responsibility of the outgoing Coaching Coordinator is to train, mentor and support the incoming Coaching Coordinator.

The estimated time commitment required as the Coaching Coordinator is 4 hours per week.