



WEST PYMBLE NETBALL CLUB

ABN 70 747 724 640

Position Title: Coaching Convenor

Date: 14th November 2014

Key responsibilities of the position

- Recruit Coaches for all teams from 9 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.
- Coordinate training court times with coaches and communicate directly with the KNA court liaison officer
- 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
- Collate list of "Coaches and Managers" for distribution
- 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

Who do you report to/liase with

- KNA coaches administrator/convenor
- West Pymble Netball Club Committee members
- All West Pymble Netball Club coaches
- Players and parents when required

Additional comments

The Coaching Convenor is responsible for providing support and guidance to all coaches throughout the season. This person is responsible for allocating coaches to teams once they have been determined. The coaching convenor plays an active role throughout the season providing support and guidance to all coaches and liaising with the KNA Coaching Administrator. This role supports coaches in their capacity by organising coaching clinics and providing support where possible.