

APPENDIX 9a:

Role Description: Lead Coach

i. Job Title

Lead/Head Coach (*Sport*)

ii. Role responsible to

Club's Management Committee

iii. Job Purpose

To lead (sport) coaching sessions for all Club members, and to develop and enhance the (sport) opportunities available for all individuals within the Club. Qualification level should permit the delivery of unsupervised coaching sessions.

iv. Responsibilities and Duties

- To take full responsibility for the Club's coaching sessions at **NAME OF VENUE** on **DAY(S)** from **START TIME** to **END TIME**
- To provide high level coaching to (*sport*) players/participants
- To maintain high ethical standards in coaching by following the Club Coaches Code of Conduct
- To prepare all coaching sessions in advance and to work with and include assistant coaches in the preparation and running of each session
- To ensure that safety standards are maintained throughout each training session, and ensure all (*sport*) participants adhere to the Club Participants Code of Conduct
- To ensure that the sessions strictly comply with guidelines relating to Safe Guarding and Protecting Children and Vulnerable Adults, and that good coaching practice (as advocated through the Clubs Protection of Child and Vulnerable Adult Policy) is employed throughout all sessions
- To report any concerns concerning Child Protection or the Protection of Vulnerable Adults in accordance with Club/DSW procedure
- To assist in the development of other coaches (whether paid or voluntary) working within the Club
- To ensure that an attendance register is maintained and completed at each training session
- To attend Club meetings and report on team/individual progress
- To offer the Club feedback on the organisation and degree of success of relevant coaching and competitions
- To assist in the selection of teams
- To travel to competitions with the team(s)
- To ensure all coaching qualifications are kept up to date and undertake appropriate continued coach education
- To ensure that they are appropriately insured for the activities they are delivering/leading

v. Personal Specification

Essential:

- Qualified within (sport) to Level 3 (or equivalent) or above
- A commitment to developing as a coach
- An understanding of the (sport) Club structure at local and national level
- A knowledge and understanding of the development of (sport)
- Excellent planning, organisational and communications skills
- Prepared to complete a CRB Disclosure
- Responsible, reliable and trustworthy

Desirable:

- Basic IT skills
- Prepared to go on appropriate and relevant coach education courses