



## Coaching Co-ordinator- Job Specification

**Title:** Coaching Co-ordinator

The following are essential requirements to be a successful coaching co-ordinator:

### **Minimum Requirements:**

- To have a genuine interest in the management and support of coaches
- To have a thorough understanding of coaching philosophies and pathways advocated by New Zealand Football

### **Responsibilities:**

The Coaching Co-ordinator is responsible for the management of the club's coaching program and promoting the value of coaching within the club.

### **Duties:**

- In conjunction with Federation football development staff, ensure all club coaches hold appropriate qualifications.
- Ensure there are enough coaches for the club's requirements.
- Develop a budget to assist club coaches to potential attend Federation/ NZF coaching courses.
- Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained.
- Develop an understanding of the role of sports science in coaching.
- Arrange appropriate coach training sessions, locations, dates and times.
- Be available to assist at games if necessary.
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner.
- Enhance feelings of self-confidence and self-esteem within the club coaches.
- Meet regularly with coaches to discuss performance and provide feedback.
- Arrange for, and conduct where appropriate, assessments of the club's coaches.
- Encourage maximum participation from the club's coaches.
- Liaise with other Committee members regularly.
- Have a sound understanding of the club's rules and regulations.
- Constantly highlight the club's support of the NZF National Code of Conduct
- Continually seek out potential coaches and recruit whenever possible.