

Coaching Coordinator

Club Coaching Coordinator Job Description and TORs

Responsible to: Club committee through the chairperson

Role purpose: To organise a programme of coaching and provide support to club coaches.

Commitment: 1 – 2 hours per week plus relevant committee meetings

Main Tasks:

- To ensure there is a comprehensive and equitable programme of canoeing activity that
- supports the stated aims and objectives of the club
- To promote high quality coaching and actively encourage and support the clubs coaching
- team in their continued coach education and professional development
- To provide, as appropriate, mentoring support for new and existing coaches within the
- club
- To represent the coaching needs of the club in financial matters - aiming to provide
- financial and practical support for coaches to advance their coaching skills, knowledge
- and qualifications, in order to meet the needs and aspirations of the club
- To make appropriate representations on coaching matters to the Canoe England Coaching
- Team via the Local Coaching Organiser
- To contribute to the management of any Canoe England employed coaches appointed to
- the club
- Ensure that all club policies and procedures related to coaching and coaching sessions are
- reviewed annually
- Organise systems for the Club Coaching Team to discuss relevant coaching matters as
- appropriate
- Ensure coaches renew membership to Canoe England to maintain their update status
- Ensure all coaches fulfil the Canoe England Coach Update requirements
- To produce a workforce program for the coaching requirements of the club and
- communicate this to the CSP, LCO and PDO

Skills required:

- Organised and knowledgeable about coaching qualifications and methods

- Basic administration and organisation skills
- Good communication and enthusiastic
- Committed to providing safe, ethical, effective and paddler focused activity

Resources to assist in role:

- BCU Coach Policies and Procedures
- Sports coach UK 'Develop your Coaching' workshops: 'Analyse your Coaching'; 'Coaching Children & Young People'; 'Coaching Disabled Performers'; 'Coaching Methods and Communication'; 'Equity in your Coaching'; 'Injury prevention and Management';
- 'Observation, Analysis and Video'; 'Planning and Periodisation'; 'A Guide to Mentoring
- Sports Coaches; 'Responsible Sports Coach'