

## Role Descriptions – Coaching Co-ordinator



**fife athletic club**

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### Coaching Co-ordinator

As Coaching Co-ordinator in your club, you will ensure that you set up a vibrant coaching structure, to assist athletes to improve their performances; arrange mentors to support coaches to progress to the level they aspire to; and recruit new coaches.

#### Ideally, you'll need to be:

- Communicative
- As highly qualified as possible—preferably 'Level 2' or above, or new 'athletics coach' qualification
- UK Athletics CRB checked

#### What you will do:

- Set up and manage an appropriate coaching structure
- Identify and address any gaps in the structure
- Hold regular coach sub-committee meetings or fora to discuss coaching issues
- Keep up to date with the new UKA Coach Education Programme
- Advise coaches and potential coaches when and where appropriate coach education courses are taking place
- Liaise with the **scottishathletics** regional development manager to request appropriate courses
- Liaise with your club welfare officer to ensure all coaches are CRB checked and be aware of the new vetting and barring procedures
- Liaise with your club volunteer coordinator to encourage older athletes, parents and other volunteers to take up coaching

#### How much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are actively coaching.

#### What you'll get out of it:

- A sense of teamwork
- The satisfaction of seeing improvement in athletic and coaching performance, at all levels

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**JOB TITLE:** Coaching Co-ordinator

**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:**

- communicative
- as highly qualified as possible—preferably ‘Level 2’ or above or new ‘athletics coach’ qualification
- enthusiastic

### MAIN DUTIES:

- 1) Set up an appropriate coaching structure
- 2) Identify and address any gaps in the structure
- 3) Hold regular coach sub-committee meetings or fora to discuss coaching issues
- 4) Keep up to date with the new UKA Coach Education Programme
- 5) Advise coaches and potential coaches when and where appropriate coach education courses are taking place
- 6) Liaise with the **scottish**athletics regional development manager to request courses
- 7) Promote coach development opportunities to your club coaches
- 8) Liaise with your club welfare officer to ensure all coaches are CRB checked and aware of the new vetting and barring procedures
- 9) Liaise with your club volunteer coordinator to encourage older athletes, parents and other volunteers to take up coaching

### SIGNATURES:

**Coaching Co-ordinator:**

Signed .....Date .....

**President:**

Signed .....Date .....