



CLUB COACHING CONVENOR

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: **Essential**
Hold a current Foundation Certificate
Hold a current Section 1 Theory Pass
Good Organisational Skills
Good People Skills
Ability to organise and run training courses for coaches

Beneficial
Hold a current Level 2 Coaching Accreditation
Prior experience as a Representative Coach
Prior experience as a Coaching Convenor
Prior member of the Coaching Committee

DUTIES AS LISTED IN BY LAWS:

“The Duties of the Coaching Convenor of the Association are:

- (i) Where possible hold a Foundation and Development coaching qualifications.*
- (ii) Convene the meetings of the Coaching Committee.*
- (iii) Convene meetings of the Coaching Coordinators from member clubs.*
- (iv) Arrange lectures and coaching demonstrations and instructions for Club coaches.*
- (vi) Keep a list of qualified coaches and accreditation courses attended by coaches.*

RESPONSIBILITIES RE ABOVE DUTIES:

With respect to the qualification covered under Essential Qualifications if a candidate did not possess these qualifications, it would not stand in the way of an otherwise suitable candidate

Arrange a post-season meeting with committee members to assess the success of what has been achieved in the past year and to get a feel of what areas need improvement for the following year.

Arrange a preseason meeting with the Committee members to decide on what the committee will be doing in the up-and-coming year.

Liaise with coaches and coaching convenors from clubs to ensure that they know what is coming up in the season. Also, to help coaches with coaching questions and problems as and when they arise.

In Liaison with the Coaching Administration if appointed: -

- (i) Arrange coaching and demonstration days during the season.
- (ii) Send out information to all Club Coaching Convenors on a regular basis reminding them of when these events will take place.
- (iii) Arrange for Coaching Accreditation Courses to be held in Ku-Ring-Gai.
- (iv) If the Association do not have the credited members to hold these courses, contact Netball NSW and arrange for presenters to run same.
- (v) Send out information to all Club Coaching Convenors of coaching courses being held in other associations to ensure that as coaches who are unavailable to attend a course within the Association are given the opportunity of attending courses in other associations.
- (vi) Keep an up-to-date list of Association members and their qualifications on file. Send a copy to each Club Coaching Convenor every year to ensure their club records are up to date.
- (vii) After holding one of these courses send a list of attendees to Netball NSW for their records.

Prepare a contact list of Club Representative for your area and ensure copies are supplied to all members of the Coaching Committee.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution

Submit a written report to the Executive and to the Minute Secretary in enough time for the Minute Secretary to forward the report on to the Club Delegates prior to Council Meetings.

If not available endeavour to have copies for delegates, life members and all other interested members attending Council Meetings.

Any other duties as requested by the President or Executive Representative