Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | www.aveleyfootballclub.com.au
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

COACHING COORDINATOR JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To provide administrative and educative support to club coaches in accordance with the clubs values.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly committee meetings, provide input to relevant topics and present a Coaches report when required.
- Oversee all football related matters across the club.
- Attend club social events – family nights, presentation days and fundraisers.
- Act as the primary contact for all coaching enquiries and continually seek out potential coaches for recruitment.
- Provide leadership to coaches, players, support staff and volunteers.
- Attend district coaching seminars and training courses and provide necessary and up to date information on current coaching trends, practices and courses to enhance coach development.
- Maintain accurate records of, and ensure coaches attain relevant certifications/ accreditations/ Working with children checks.
- Mentor and develop club coaches to ensure players receive the best practice approach to training, skill development and match day environment.
- Ensure coaches adhere to equal game time and rotation of player positions throughout the season.
- Promote a positive coaching and playing culture.
- Assume the role of Advocate at all Tribunal hearings to support the interests of the club or any of its players or officials.
- Possess level 1 coaching accreditation certification.
- Maintain confidentiality about club and committee matters.

Accountability

- The Coaching Coordinator is accountable to the President and general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	**Drafted**
12 SEP 2018	**Adopted by Committee**
12 SEP 2019	**For Review**