

## **Coaching Co-ordinator**

### **Job Description**

The coaching co-ordinators role will be one that includes:

- Communication flow with and between coaches, including arranging regular coaches meetings;
- Acting as an information link between England Athletics and coaches;
- Managing our coaching provision by identifying those interested in helping and arranging courses for them in line with Club policy;
- Co-ordinating and ensuring maintenance of coaching licences for existing coaches (in conjunction with Welfare Officer on CRB);
- Keeping up-to-date records of coaches (and notify Membership Secretary for England Athletics registration);
- Point of contact for coaching workshops, courses etc;
- Arranging for guest coaches to come to the Club to develop our athletes (and Coaches);
- Proposing any necessary changes and developments relating to coaching.

September 2011