

## **Coaching Co-ordinator**

(In the absence of a Head Coach who would normally assume this role)

**Purpose:** To coordinate all coaching matters related to the Club

### **Main Functions and Duties**

- Set up a coaching structure for the Club based on the size of the Club and the focus of the Club
- Identify any gaps in the structure
- Resolve any gaps by encouraging coach development within the Club
- Hold regular Coach sub-committee meetings to discuss coaching issues
- Advise coaches and potential coaches when and where appropriate coach education courses are taking place
- Liaise with East District Regional Development Manager to request courses in our area
- Promote coach development opportunities to Club coaches
- Liaise with Club Wellbeing and Protection Officer to ensure all coaches and poolside helpers are PVG checked
- Liaise with older athletes, parents and other volunteers to encourage them to take up coaching
- Develop links with neighbouring Clubs in sharing good practice

### **Skills and Attributes**

- Confident and good at communication
- Reliable and trustworthy
- Team player
- Enthusiastic

### **Requirements**

- PVG Scheme membership
- Preferably Level 2 coach or above
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

### **Training and support**

- Scottish Swimming CPD

### **Time Commitment**

- On-going throughout the year