



TEA TREE GULLY CITY SOCCER CLUB

POSITION DESCRIPTION –

COACH COORDINATOR

Version 1.0, January 2022

The role of the Coach Coordinator is to be responsible for overseeing all Coach compliance requirements including registration with the relevant association, supporting and developing coaches, weekly communication with referees association and liaison with other clubs with re-schedules and/or make up game scheduling.

The Coach Coordinator is expected to have good planning and organisation skills and should be able to communicate with a wide range of people. One of the main duties of the Coach Coordinator is to plan and communicate the season training pitch allocation and times and communicate season fixtures when available.

RESPONSIBILITIES

The Coach Coordinator is responsible for all coaches and assistant coaches including:

- Manage all aspects of the coaches training and development needs
- Ensure all coaches are registered as per relevant association guidelines
- Supervise team coaches
- Coordinate game reschedules
- Liaise with Equipment Officer for all equipment requirements
- Liaise with relevant association for all coaching requirements
- Development and update of Coach and Team Manager handbooks ensuring alignment with Member handbook
- Assist Coaches/Parents with resolution of issues that may arise
- Assist other committee members as required by the Committee
- Perform other duties as required by the Committee

REQUIREMENTS

The Coach Coordinator is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the Coach Coordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

DESIRABLE ATTRIBUTES

The Coach Coordinator should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential



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ADMINISTRATION

This document is administered by the Tea Tree Gully City Soccer Club Committee and will be reviewed every two years and updated where applicable.

Version History

Version	Date	Description	Next Review Date
1.0	6 June 2022	Adopted and endorsed by Committee	June 2024