



Poloc Cricket Club Coaching Coordinator Job Description

Responsible to
General Committee

Skills/qualities required

- Knowledge and understanding of the sport.
- Commitment and enthusiasm.
- Communication and motivation.
- Leadership skills.
- Ability to plan and organise.
- Flexibility of approach and delivery.
- Ensure all participants are treated equally.
- Promote fairplay and sportsmanship.
- Support and listen to all participants.

Main duties

- Plan and deliver coaching sessions appropriate to the ability of participants.
- Ensure coaching assistants assist the Head Coach to co-ordinate coaching for the junior section.
- Provide support and advice to the coaching assistants and helpers within the wider coaching team and ensure that all coaching staff qualifications are kept up to date.
- Brief helpers and coaching assistants on the aims of the session and the purpose of each activity.
- Be aware of any special needs of the participants.
- Ensure there are regular, appropriate, participation opportunities for members and ensure regular communication with the General Committee to keep them informed of all club coaching activities (i.e. juniors, seniors, schools, community, etc).
- Make participants aware of their progress.
- Provide information on development opportunities within the sport, and liaise with NGB to access area, regional and national structure for talented performers.
- Be aware of and follow the procedures for recording accidents.
- Be aware of the club's Health & Safety Policy, Risk Assessments and Emergency Operating Procedures.
- Ensure that there is an accessible, well-stocked first aid kit at the venue and know where the nearest phone is.
- Ensure that the equipment is correct and is kept in good working order.
- Be prepared to delegate organisational jobs which do not need your coaching skills, e.g. keeping the register, equipment and venue hire.
- Assist with the recruitment of additional volunteers.
- Abide by and promote sound ethics and club policy; child and vulnerable adult protection, club code of conduct and equal opportunities to all members.

Time commitment

Estimated at twelve hours per week, on average, in the outdoor playing season (mid-April to early September), and four hours per week, on average, at other times of the year.