



Tuggeranong Archery Club

Role Description

Coach Coordinator

Role Statement

The role of the coach Coordinator is to represent, support and coordinate the club's accredited coaches. The coaching coordinator is also responsible for recruiting and advising members who express interest in becoming an accredited coach.

Desirable Attributes:

The Coach Coordinator should:

- be an accredited coach who is enthusiastic about being a coach and developing the standard of coaching within the club.
- be a person who can develop good relationships.
- have a flexible approach to how the club coaches operate within the club coaching framework.
- be someone who is regularly in attendance at the club.
- be a regular email user with competent communication skills.

Specific duties include but are not limited to:

- Liaise with the Archery ACT Coach Coordinator to advise club coaches of coaching course and seminars.
- Maintain the list of club coaches and their accreditation status in conjunction with the Archery ACT Coach Coordinator.
- Organise meetings of the club coaches when required.
- Provide a point of contact and support for prospective coaches.
- Be the contact point for Group Booking enquiries and liaise with club coaches to identify the coaches who will run each Group Booking session.
- Attend Committee meetings when required.