

COACHING COORDINATOR JOB DESCRIPTION

Responsibilities:

The Coaching Coordinator is responsible for the management of the FVHA coaching program and promoting the value of coaching within the Association and its members.

The Coaching Coordinator should be a member of the Management Committee, Programs Committee and/or active with the association's board.

Duties:

- In conjunction with league/region/state, the Coaching coordinator is to ensure all association coaches hold appropriate qualifications.
- Ensure there are enough coaches for the Association's requirements.
- Provide all relevant information to the Association Board to ensure records of association, coaches and coaching qualifications are maintained.
- Develop an understanding of the role of sports science in coaching.
- Arrange appropriate coach training sessions, locations, dates and times.
- Be available to assist at games if necessary.
- Foster a positive spirit amongst all coaches and encourage them to participate in a positive manner.
- Enhance feelings of self-confidence and self-esteem within the association's coaches.
- Meet regularly with coaches to discuss performance and provide feedback.
- Arrange for, and conduct where appropriate, assessments of the association's coaches.
- Encourage maximum participation from the association's coaches.
- Liaise with other Committee members and the association's board regularly.
- Have a sound understanding of the association's rules, regulations and code of conduct.
- Constantly highlight the association's support of USA Hockey's Code of Conduct and the SafeSport Code.
- Continually seek out potential coaches and recruit whenever possible.
- Attendance at Coaches and Managers meeting and General Committee meetings.

Notes:

Ideally the Coaching Coordinator does not coach of any individual team