



## **Role Description: Coaching Coordinator: HRC Juniors**

### **Role purpose**

The primary role of the Junior Coaching Co-ordinator is to ensure that all Junior Club training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics.

The coaching coordinator is also responsible for overseeing the implementation of the Health and Safety Policy and associated risk assessments.

### **Skills and requirements**

- Confident and good at communicating;
- A knowledge of junior athletics competitions (quadkids; sportshall athletics and cross country competitions) is advisable.
- A minimum qualification of UK Athletics 'Athletics Coach' (please note, the CiRF pathway does not provide satisfactory accreditation to coach junior athletes under the age of 12).
- UK Athletics DBS checked.
- Completion of UKA Safeguarding requirements.

### **Key responsibilities**

- Develop and maintain a coaching team.
- Represent the coaching team at committee meetings.
- Work with the coaching team to:
  - a) Periodically ascertain coaches' availability for forthcoming Wednesday training sessions ensuring that a Level 2 coach is present at each session.
  - b) Produce a detailed plan for each training session the week before it is due to take place. The plan should detail activities to be coached including any appropriate warm up/cool down; coaches allocated to each activity; any safety points and the associated timings for each activity.
  - c) Ensure that every session plan is clearly communicated in a timely manner to the junior club's coaching team via the appropriate channels.
  - d) Ensure that every coached session meets Club and UKA guidelines in terms of content and adherence to the health & safety policy (ie coaching is taking place within a safe and appropriate environment; coach:athlete ratios are maintained).

- e) Manage hazards and remove/minimise/isolate hazards by carrying out risk assessments.
  - f) Ensure all club members and other involved parties are aware of the Health and Safety policy and how to adhere to the health and safety/emergency procedures.
  - g) Share with the committee via the appropriate incident reporting channels (first aid or welfare) any accidents or incidents which occur during training sessions. Where necessary incidents should also be reported to England Athletics.
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- Maintain an up-to-date knowledge of coaching rules, regulations, and requirements and communicate any such information to the coaching team where necessary.
  - Work with the Club's welfare officer to ensure that all coaches in the coaching team have current DBS certification and valid coaching licenses.
  - Work with the Club's secretary to remind coaches to renew licenses and DBS certification before the renewal date for each arrives.
  - Organise periodic (suggested twice per year) coach team meetings to discuss training sessions; forthcoming competition schedules and to ensure all coaches are updated with any coaching related updates.
  - Identify parents/carers/ex-junior athletes/club members who may wish to pursue the 'Assistant Coach' qualification , and encourage such individuals to undertake the necessary training to join the coaching team. Similarly, encourage coaches already on the team to progress their qualifications through to 'Athletics Coach' and ultimately Event Group coach.
  - Order kit for coaches as necessary.
  - Plan for succession of the role by ensuring procedures are well documented .
  - Support handover following a new person taking on the role.