



Role Description: Coaching Coordinator: HRC Seniors

Role Purpose

The primary role of the Coaching Co-ordinator is to ensure that all 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 required:

- Confident and good at communicating;
- As highly qualified as possible – preferably Uk Athletics 'Level 2' (CiRF) or above.
- UK Athletics DBS checked.

Responsibilities:

- Develop and maintain a coaching team.
- Represent the coaching team at committee meetings.
- Work with the coaching team to:
 1. Produce a rota detailing coaches responsible for each Tuesday session ensuring that a Level 2 coach is present at each session.
 2. Ensuring that every session is clearly communicated in a timely manner to club members via the appropriate channels (Club Facebook page and Club Google Calendar).
 3. 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).
 4. Manage hazards and remove/minimise/isolate hazards by carrying out risk assessments.
 5. 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.
 6. 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.
- Maintain an up-to-date knowledge of coaching rules, regulations, and requirements.
- Identify candidates/club members for 'LiRF' training, 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 CiRF and ultimately Event Group coach.

- Plan for succession of the role by ensuring procedures are well documented .
- Support handover following a new person taking on the role.