

## Role & Responsibilities of the Coaching Coordinator

**Role:** Coaching Coordinator

**Responsible to:** Club committee through the chairperson

**Role purpose:** To organise a programme of coaching and provide support to club coaches.

**Commitment:** 1 – 2 hours per week plus relevant committee meetings

### **Main Tasks:**

- To ensure there is a comprehensive and equitable programme of canoeing activity that supports the stated aims and objectives of the club
- To promote high quality coaching and actively encourage and support the clubs coaching team in their continued coach education and professional development
- To arrange, as appropriate, mentoring support for new and existing coaches within the club
- To promote and identify with club funding and support for coach development - aiming to ensure financial and practical support for coaches to advance their coaching skills, knowledge and qualifications, in order to meet the needs and aspirations of the club
- To make appropriate representations on coaching matters to the British Canoeing Coaching Team via the Local Coaching Representative
- To contribute to the management of any British Canoeing employed coaches appointed to the club
- Ensure that all club policies and procedures related to coaching and coaching sessions are reviewed annually
- Organise systems for the Club Coaching Team to discuss relevant coaching matters as appropriate
- Ensure coaches renew membership to British Canoeing to maintain their update status
- Ensure all coaches fulfil the British Canoeing Coach Update requirements
- To produce a workforce program for the coaching requirements of the club and communicate this to the CSP, LCO and PDO

### **Skills required?**

- Organised and knowledgeable about coaching qualifications and methods
- Basic administration and organisation skills
- Good communication and enthusiastic
- Committed to providing safe, ethical, effective and paddler focused activity

### **Resources to assist in role:**

- BC Coach Policies and Procedures