

Sample Position Descriptions - Officials and Coaches

Note: Not all positions will be relevant to every organisation. Delete those position descriptions which do not relate to your organisation, make amendments where necessary and add position descriptions where required.

Head Coach / Coaching Coordinator

- Develop and implement a coaching program and overall organisation development program
- Keep the Management Committee informed regarding all matters pertaining to coaching and the development of members, teams and assistant coaches
- Encourage assistant coaches within the organisation to recognise their value and importance in regard to the development of members and teams
- Assist with the appointment of assistant coaches to competitive teams
- Assist with the ongoing training of assistant coaches
- Ensure assistant coaches hold appropriate qualifications as required by the organisation, as well as the relevant peak bodies
- Provide appropriate information to the Registrar to ensure records of assistant coaches and coaching qualifications are maintained
- Liaise with Captains and assistant coaches to arrange appropriate training, training locations, days and times
- Have a good working knowledge of the organisation's constitution, rules, policies and procedures
- Have a sound understanding of the rules and regulations of relevant peak bodies
- Be aware of the future directions and plans of the organisation
- Ensure the Codes of Conduct of the organisation and the relevant peak bodies are respected and supported by all assistant coaches, members and officials
- Foster positive club spirit amongst coaches and players and encourage them to participate in a sporting manner
- Set high yet realistic goals for members

Team Coaches

- Help members to develop skills and positive attitudes to physical activity and sport in general
- Maintain a sound knowledge of the rules and skills of the sport and assist the Head Coach where required to organise members so that they gain benefit from involvement
- Be aware of the various Codes of Conduct, rules and regulations and implement and support those Codes at all times
- Appoint a team manager immediately after sign-on
- Encourage members and officials to abide by the rules and regulations of the sport at all times
- Liaise regularly with the Head Coach and keep the Head Coach informed of progress and any issues as they arise
- Be aware of the future directions of the organisation
- Undertake training and updates to achieve and retain appropriate qualifications
- Encourage support and respect for the Codes of Conduct of the organisation and the relevant peak bodies, both on and off the field
- Have a good working knowledge of the organisation's constitution, rules, policies and procedures

Fitness Coaches

- Help members to develop fitness and skills through specific activities
- Maintain a sound knowledge of the rules and skills of the sport and assist the Head Coach and team coaches to improve the performances of members through specific activities
- Liaise regularly with the Head Coach
- Be aware of the future directions of the organisation
- Undertake training and updates to achieve and retain appropriate qualifications

Team Managers

- Represent the team on behalf of organisation management and ensure all team members and parents are kept up to date with organisation requirements and information
- Manage individual teams, making sure that all administrative and operational planning and activities are completed
- Assist with the completion of registration and team lists and keeping everyone informed about competition draws, venues and timings
- Act as a point of liaison between members, the Head Coach, the Registrar and the Management Committee
- Liaise with the Head Coach and relevant team coach regarding training times, dates and venues
- Confirm with the Registrar that all players are correctly registered prior to first game
- Ensure the safekeeping of members' registration cards
- Be responsible for correctly completing the sign on sheet at the official table for each game and ensure that each player signs the sheet as required
- Ensure that all particulars in relation to the game are correctly entered on the score sheet prior to when the referee/umpire signs the score sheet
- Be responsible for all gear given to the team and ensure its prompt return at the end of the season
- Arrange for team jerseys to be washed each week and ensure that they are available for the next game
- Ensure that members are correctly attired
- Ensure that all players and parents know when they are playing each week and the location of grounds
- Maintain a volunteer roster for canteen, raffle and other related tasks
- Represent the team at coaches and managers meetings and other organisation meetings as required
- Ensure the organisation newsletters are distributed to all team members and ensure that parents are kept informed of organisation activities and news
- Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selections
- Liaise with other committee members regularly
- Check weekly scores and tables to ensure they are correct
- Have a sound understanding of the rules and regulations of the organisation and the relevant peak bodies
- Have a good working knowledge of the organisation's constitution and rules
- Be aware of the future directions of the organisation
- Ensure all team members respect and support the Codes of Conduct and rules and regulations of the organisation and relevant peak bodies

Team Trainers

- Work in conjunction with the coach to ensure all players reach and maintain required fitness levels and ensure they have a safe, healthy and enjoyable training and playing environment
- Develop and maintain a sound knowledge of technical skills related to physical performance and achieve and maintain professional accreditation
- Remain informed regarding fitness and training techniques
- Liaise regularly with team coaches
- Control warm up, cool down and stretching drills for all players
- Assist the coach to assess player injuries sustained during training and matches
- Report all injury concerns to the team coach and Sports Medicine Specialist/First Aid Officer
- Work in the treatment of and rehabilitation of injured players
- Ensure all players observe the rules in relation to head injuries
- Ensure that all team first aid equipment is readily available, safe and properly maintained
- Ensure all team equipment is available
- Ensure that all health requirements are being observed for the treatment of players and for the safety of all concerned
- Keep accurate records of player injuries
- Hold appropriate qualifications as stipulated by the organisation and the relevant peak bodies
- Have a good working knowledge of the organisation's constitution and rules
- Be aware of the future directions and plans of the organisation

Program Coordinators

(i) Junior Program Coordinator

The Junior Program Coordinator is responsible for the development of junior programs. This includes completing the following roles, focusing on junior program development and implementation:

- Attend meetings as required
- Attend relevant peak body meetings
- Develop and coordinate junior recruitment programs in collaboration with the Head Coach, Captains and the Management Committee
- Work with the Registrar on the promotion and preparation for sign-on days
- Liaise regularly with the Head Coach and Media Liaison Officer in preparing for, promoting and implementing membership recruitment programs
- Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, Captains and the Management Committee
- Coordinate a junior training schedule, ensuring all teams get equal training time
- Liaise with junior members and teams to provide access to equipment at designated training times
- Coordinate the supervision and construction of new junior members and teams during their initial training sessions in collaboration with assistant coaches
- Liaise with schools to encourage increased participation in the sport and inform schools of events, results and other matters
- Arrange end-of-season procedures, e.g. team photos, trophies, etc.
- Liaise with the committee regarding trophy day presentation and organise trophy day
- Issue team managers with game cards to be filled out on game days and left with Duty Official
- Liaise with relevant peak bodies regarding procedures, draw, game changes, etc.
- Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, managers and the Committee
- Liaise with organisation coaches and team managers as the point of contact between coaches, managers and the committee

(ii) Senior Program Coordinator

The Senior Program Coordinator is responsible for the development of senior programs. This includes completing the same roles as the Junior Program Coordinator, but with a focus on the development and implementation of senior programs.

- Attend meetings as required
- Develop and coordinate junior recruitment programs in collaboration with the Head Coach, Captains and the Management Committee
- Work with the Registrar on the promotion and preparation for sign-on days
- Liaise regularly with the Head Coach and Media Liaison Officer in preparing for, promoting and implementing membership recruitment programs
- Regularly liaise with senior members to ensure that their thoughts and concerns are communicated to coaches, Captains and the Management Committee
- Manage teams through registration
- Organise training times
- Organise uniforms
- Coordinate a senior training schedule, ensuring all teams get equitable training time
- Liaise with senior members and teams to provide access to equipment at designated training times
- Coordinate the supervision and construction of new senior members and teams during their initial training sessions in collaboration with assistant coaches

Events Coordinator

- Organise and manage the organisation's events, addressing all administrative, operational and planning issues
- Address/consider the following issues in planning for and running organisation events:
 - Bookings, permission and approvals from Council and/or private property owners
 - Public liability insurance
 - Other insurance as required (for example Workers Compensation and Professional Indemnity)
 - Rubbish bins and waste management
 - Access to services (water, power, sewerage, telephone)
 - Food and beverage sales, including necessary licensing and permits
 - Toilets and hygiene
 - Power and lighting requirements
 - PA system and audiovisual equipment
 - Car parking, traffic management and access and egress
 - Risk management
 - Staffing and volunteers
 - Security
 - Emergency plans and evacuation procedures
 - First aid
 - Noise minimisation
 - Incident reporting
 - Complaints procedures
 - Site plans and signage
 - Event evaluation and reporting
 - Contingency planning
 - Budgeting
 - Media liaison
- Recruit, supervise and instruct all persons involved with the conduct of events, including marshals, announcers, starters, place judges, first aid personnel and other officials
- Organise venues and equipment as required for events
- Keep the Management Committee informed regarding all matters pertaining to the organisation's running or participation in events
- Liaise regularly with the Management Committee and Equipment / Maintenance Officer
- Liaise with the organisation's Media Liaison Officer and Marketing Officer to ensure that events are appropriately promoted and publicised
- Encourage maximum participation in organisation events
- Have a good working knowledge of the organisation's constitution and rules
- Be aware of the future directions of the organisation

Day Coordinators

- Be responsible for tidying up after events
- Account for equipment following events
- Liaise with the Management Committee regarding access to the facilities
- Have a sound understanding of the operation, rules and regulations of the organisation and event procedures and be able to communicate relevant information to members and visitors when required
- Liaise with the Equipment / Maintenance Officer regarding any equipment or maintenance issues as they arise

Duty Official

- Ensure that the change rooms are available prior to each game and ensure they are left in a presentable manner after use
- Ensure that ice is readily available throughout game days
- Ensure game cards are available prior to each game and collect game cards at the conclusion of each game
- Forward all game cards and game result forms to the relevant peak body as necessary following each game day
- Liaise with Team Managers on game days and follow up on requests where necessary
- Report all incidents occurring during game days in writing and present to the Management Committee
- Keep the organisation committee informed at all times of matters relating to the position of Duty Official
- Be aware of the Codes of Conduct of the organisation and the relevant peak bodies and ensure adherence to these codes at all times
- Have a sound understanding of the rules and regulations of the relevant peak bodies and all game day processes

First Aid Officer

- Maintain first aid kits, ensuring that all supplies and equipment are readily available and within expiry dates
- Develop and maintain first aid skills, qualifications and accreditation in accordance with the requirements of the organisation and relevant peak bodies
- Ensure health and safety policies and procedures are implemented within the organisation
- Liaise with the Management Committee and other Coordinators and Officers within the organisation as necessary
- Be available for events on a roster basis
- Encourage all members, volunteers and officials to report any medical problems and injuries and to understand the importance of personal hygiene in relation to contact with blood and bodily fluids
- Maintain a sound knowledge of the organisation's policies regarding safety and first aid
- Explain to members, volunteers and officials the importance of safety, hygiene and first aid and where to go and who to contact in the event of an emergency or first aid incident
- Keep accurate records of all injuries and incidents and report to the Management Committee as soon as possible
- Keep the Management Committee informed of first aid matters at all times

Safety and Risk Assessment Officer

- Coordinate the development, implementation and regular review of the organisation's Risk Management Plan
- Liaise with the Volunteer Coordinator to ensure that volunteers, members and visitors receive appropriate training and instruction in risk management and safety
- Liaise regularly with the Equipment / Maintenance Officer and report any issues requiring attention to the Management Committee as soon as possible
- Keep the Management Committee informed at all times regarding safety and risk management issues
- Attend meetings of the organisation as required
- Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
- Be aware of the future directions and plans of the organisation

Safety Officer

- Be responsible for the organisation's safety equipment
- Liaise regularly with the Equipment / Maintenance Officer and the Management Committee regarding the condition of safety equipment and its storage
- Keep the Equipment / Maintenance Officer and the Management Committee informed regarding any requirements to upgrade or improve the safety equipment and its safe use
- Alert the Equipment / Maintenance Officer and the Management Committee to any areas of concern regarding equipment and maintenance and the actions required to remedy concerns
- Liaise with the Volunteer Coordinator to ensure that there are sufficient trained and accredited volunteers to operate safety equipment
- Check safety equipment before and after use
- Ensure that the safety equipment is only operated by people with the appropriate training
- Attend meetings of the organisation as required
- Have a good working knowledge of the constitution, rules, policies and procedures of the organisation

Equipment Office / Maintenance Officer / Gear Coordinator

- Be responsible for the safekeeping, distribution and maintenance of organisation equipment
- Be responsible for the safekeeping, distribution and sale of merchandise, uniforms and other gear
- Liaise with the Secretary and Treasurer when new items of clothing or equipment are required and place orders as needed
- Perform stock takes of uniforms and other organisation equipment as required
- Be available as required for the sale of merchandise, equipment and uniforms
- In conjunction with the Secretary arrange merchandise requirements
- Encourage players and organisation officials to respect the organisation's gear and equipment at all times
- Keep the Management Committee informed of all relevant matters
- Attend meetings of the organisation as required
- Be aware of the future directions and plans of the organisation

Ground Coordinator

- Ensure that the rules and regulations in respect to the organisation's playing fields are respected and observed
- Oversee the implementation of any rules and regulations stipulated by Council and the relevant peak bodies
- Have a sound understanding of the various requirements in relation to ground management
- At the commencement of the season, order line marking and other equipment as required and approved by the committee
- Mark out the playing fields at the commencement of the season
- Ensure ground maintenance equipment is in good working order
- Ensure dressing rooms, canteen, referee room and toilets are in a clean and tidy condition and suitable for use
- Ensure ambulance access is free and maintained at all times
- Ensure field safety equipment is in good order
- Ensure that field lines are clearly marked and maintained in good order for all games
- Ensure playing surfaces are in good order at all times
- Organise irrigation of the playing fields and surrounds
- Keep the Management Committee informed about the overall condition of the fields to ensure continued availability and maintenance
- Alert the Management Committee to any areas of concern regarding the grounds or facilities and the actions required to remedy concerns
- Maintain a good understanding of risk management and implement risk management strategies in consultation with the Management Committee
- Liaise with local Council whenever necessary
- Ensure all equipment and documentation is available on game days

Umpires / Referees

- Maintain a high level of knowledge of the rules of the game
- Be aware of the various Codes of Conduct, rules and regulations and implement and support those Codes at all times
- Encourage members and officials to abide by the rules and regulations of the game at all times
- Be aware of the future directions of the organisation
- Encourage support and respect for the Codes of Conduct of the club and affiliated associations, both on and off playing grounds
- Have a good working knowledge of the constitution, rules, policies and procedures
- Attend meetings of the organisation as required
- Maintain qualifications as required

Scorers

- Maintain a sound understanding and knowledge of the rules of the game
- Maintain scorer qualifications as required
- Keep score during games as required on a roster basis
- Encourage support and respect for the Codes of Conduct of the organisation and affiliated associations, both on and off playing grounds
- Attend scorers meetings and training as required