



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

REGIONAL DIRECTOR OF COACHING [RDOC]

Preamble

The Regional Director of Coaching (RDOC) is the principle leader of coaching staff within the Hunter Western Hornets Touch Association [Hornets] region.

The development and ongoing support of Coaches is a key strategic priority for the Hornets region. The primary responsibility of the Regional Director of Coaching is to provide advice, recommendations, guidance, leadership, accountability and to achieve positive outcomes for the Hornets permit.

At the operational level, the major function of the RDOC is to facilitate the coordination of coaching recruitment, development and retention, with a key focus on coaching courses and other related coaching requirements for Hornets coaching staff.

The RDOC an appointed member of the Management Committee.

1. Responsible To

- 1.1. The Regional Director of Coaching is responsible to the TECHNICAL DIRECTOR.

2. Direct Reports

- 2.1. NTL Coaches
- 2.2. NTL Assistant Coaches
- 2.3. NTL Team Managers
- 2.4. Junior Regional Coaches
- 2.5. Junior Regional Assistant Coaches
- 2.6. Junior Regional Team Managers

3. Knowledge and Skills Required

- 3.1. Strong Communication skills
- 3.2. Good networking and interpersonal skills
- 3.3. Able to meet strict deadlines
- 3.4. Respectful and effective communication
- 3.5. Possess maturity, self-confidence and tact and the ability to deal effectively with Referees, Players and Officials at all levels
- 3.6. Capacity to exercise mature judgement and participate in impartial assessment of Coaches and Assistant Coaches
- 3.7. Undertake courses, reading lecturers etc. so as to be able to educate and assess Coaches with a high degree of credibility

- 3.8. Must possess a knowledge of the standards and behaviour expected of a NSWTA Official and or Representative, and an acceptance of these standards.
- 3.9. Possess a Foundation Course Presenters qualification (minimum)
- 3.10. Must hold a Talent (Level 2) touch football coaching qualification (minimum)
- 3.11. Must hold a valid NSW Working With Children Check (WWCC)

4. General

- 4.1. Liaise with NSWTA STATE DIRECTOR OF COACHING and NSWTA staff, as required
- 4.2. With the FINANCE DIRECTOR, prepare a suitable budget for use within the Region
- 4.3. Foster the development of Coaches in the Region by the development of Affiliate Director of Coaching and Affiliate Coaches
- 4.4. Conduct and/or coordinate Foundation and Talent coaching courses
- 4.5. Encourage and assist Affiliate coaches to seek a pathway in higher Regional level Coaching
- 4.6. To provide recommendations & proactively seek applicants for all Regional Coaching Staff roles
- 4.7. To assess Hornets Coaches performances pre, during and post National Touch League and Junior Regional Championships via a 360 degree review and feedback process (with a high priority on T-League Coaches)
- 4.8. To prepare and recommend policy on selection of Regional Coaches
- 4.9. To monitor the re-accreditation programs of all Hornets Coaches and Assistant Coaches
- 4.10. To nominate and assist in the approval process for any Regional Coaches awards
- 4.11. Attend meetings/seminars as required at regional and state level
- 4.12. With the NSWTA STATE DIRECTOR OF COACHING, identify prospective candidates to be considered for relevant state and national appointments.
- 4.13. To keep fully aware the changes in both the direction and trends and rule changes (incl tournament variations), and communicate with the coaching arm

5. Meetings

- 5.1. With the ASSISTANT REGIONAL DIRECTOR, place any necessary coaching related items on the Management Committee agenda in advance of the meeting
- 5.2. Report to the Annual General Meeting on the coaching situation of the organisation
- 5.3. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 5.4. Entitled to one vote only at a Management Committee Meeting of the Club.
- 5.5. Where Management Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- 5.6. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

6. Promotion

- 6.1. Promote the organisation in the community as opportunities arise

7. Fundraising

- 7.1. Participate enthusiastically in any fundraising approved by the Board

8. Legal & Ethical

- 8.1. Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation

- 8.2. Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.3. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
- 8.4. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Management Committee on that issue
- 8.5. If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
- 8.6. At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

9. Term of Appointment

- 9.1. The Regional Director of Coaching is appointed for a 2 Year term. (**Odd Years**, i.e. 2019, 2021 etc)

10. Time commitment required

- 10.1. The estimated time commitment required is 1 hour per week

11. Honorarium:

- 11.1. Yes. Pro rata based, paid at AGM's. (Refer to Honorarium Policy)

12. Position Review

- 12.1. This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.