



ROLE DESCRIPTION – COACHING SECRETARY

Coaching Secretary

As Coaching Secretary in your club, you will ensure that you set up a vibrant coaching structure, to assist athletes to improve their performances; arrange mentors to support coaches to progress to the level they aspire to; and recruit new coaches.

Ideally, you'll need to be:

- * Communicative
- * As highly qualified as possible—preferably 'Level 2' or above, or new 'athletics coach' qualification
- * UK Athletics CRB checked

What you will do:

- * Set up and manage an appropriate coaching structure
- * Identify and address any gaps in the structure
- * Hold regular coach sub-committee meetings or fora to discuss coaching issues
- * Keep up to date with the new UKA Coach Education Programme
- * Advise coaches and potential coaches when and where appropriate coach education courses are taking place
- * Liaise with the **scottishathletics** regional development manager to request appropriate courses
- * Liaise with your club welfare officer to ensure all coaches are CRB checked and be aware of the new vetting and barring procedures
- * Liaise with your club volunteer coordinator to encourage older athletes, parents and other volunteers to take up coaching

How much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are actively coaching.

What you'll get out of it:

- A sense of teamwork
- The satisfaction of seeing improvement in athletic and coaching performance, at all levels

Role Description – Coaching Secretary

JOB TITLE: Coaching Secretary

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- * communicative
- * as highly qualified as possible—preferably 'Level 2' or above or new 'athletics coach' qualification
- * enthusiastic

MAIN DUTIES:

- 1) Set up an appropriate coaching structure
- 2) Identify and address any gaps in the structure
- 3) Hold regular coach sub-committee meetings or fora to discuss coaching issues
- 4) Keep up to date with the new UKA Coach Education Programme
- 5) Advise coaches and potential coaches when and where appropriate coach education courses are taking place
- 6) Liaise with the **scottishathletics** regional development manager to request courses
- 7) Promote coach development opportunities to your club coaches
- 8) Liaise with your club welfare officer to ensure all coaches are CRB checked and aware of the new vetting and barring procedures
- 9) Liaise with your club volunteer coordinator to encourage older athletes, parents and other volunteers to take up coaching

Approved by Pitreavie Management Committee January 2014