

## PROCEDURE OUFC- PD 016

### Senior Women’s Coach

#### 1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Senior Women’s Coach of OUFC.

#### 2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Grading Forms
- Nomination Forms
- Players Caution Records
- Coaching Manuals
- Manager Manuals
- Performance Feedback Review

Documents may be printed or in the form of computer data.

#### 3 REFERENCES

Club Constitution  
OUFC 001 Membership  
OUFC 002 Executive Committee  
OUFC 003 Football Committee  
OUFC 004 General Operations  
PD 005 Director of Football  
PD 016 Senior Women’s Coach  
PD 017 Women’s Coordinator  
PD 018 Men’s Coordinator  
PD 019 Junior Competition Coordinator  
PD 020 Junior Non - Competition Coordinator

#### 4 RESPONSIBILITY

Senior Women’s Coach	<ul style="list-style-type: none"><li>- Responsibility for the coaching operations of the Senior Women’s Teams</li><li>- Accountable to the Director of Football (DOF)</li><li>- Support the Committee in encouraging the Club members to adhere to and follow the Constitution and Policy and Procedures.</li></ul>
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- In conjunction with the Football Committee facilitate periodic junior / senior coaching nights

## **5 DEFINITIONS**

Club: - Ourimbah United Football club

Committee: - The elected members of the managing body of the OUFC

## **6 ACTION / METHOD**

### **Personnel and Technical Skill Requirements**

- 1) Demonstrate an excellent understanding of the Game of Football and a strategic understanding of the direction Football is going.
  - Holder of a FFA Senior Coaching Licence.
  - If holder of a Youth Licence willing to complete Senior Licence within season of appointment.
- 2) Strong communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club.
- 3) Maintain resources and records to professional industry standards.
- 4) Promote and encourage professionalism in sports management and in the Game of Football, within the Committee and the Club as a whole.
- 5) Actively encourage all members of the Club to observe the Code of Conduct.
- 6) The duties of Senior Women’s Coach shall include but not limited to;
  - \* Responsible for selection of Premier League squad.
  - \* Mentor coaches from the Girl’s and Women’s teams.
  - \* Organise pre season training, general training sessions and trial games.
  - \* Advise Equipment Officer and DOF of training requirements.
  - \* Attend regular Football Committee meetings throughout the year.
  - \* Promotes the Football Committee to fulfil its charter relating to the fair playing of Football.
  - \* Works with the DOF in the process of grading, team placement and coaching allocation of all playing members of OUFC.
  - \* Works with the DOF in setting the criteria, interview and selection process of coaches and managers.
  - \* Undertake any other relevant duties as requested by the Football Committee.

- 7) Where possible, attend all official functions and major events of the Club.
- 8) The Senior Women’s Coach shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

## 7 ACCOUNTABILITIES

The Senior Women’s Coach is accountable to the DOF and the members for the actioning of their duties and their professional conduct.



### Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

### External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

### Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original