

CROQUET ASSOCIATION QUEENSLAND Inc.

POSITION DESCRIPTION

STATE DIRECTOR OF COACHING (SDC)

General Expectations

This position is appointed by the Management Committee (MC) and is responsible to the MC. This Special Duty Officer must be a CAQ registered player and will be the Queensland representative to the ACA Coaching Committee. The SDC will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will 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. He or she will be Chair of the Queensland coaching committee made up of Regional representatives and will conduct sub-committee business politely and with consideration for others, without ill feeling, improper bias or personal animosity.

Duties to Management Committee

- Acting as the contact point for all coaching matters within the CAQ administration
- Training and appointing specific presenters and assessors to conduct authorised coach training courses in accordance with ACA standards
- Managing the qualification of coaches and maintaining a register of qualified coaches for each code, including re-registration as and when appropriate
- Maintaining the CAQ database for coaches
- Keeping within the budget allocated by MC to the SDC.
- Supplying written reports to the management committee every 3 months to include activities completed and costs involved
- Supplying a written annual report prior to the January meeting in preparation for the AGM
- Providing input into the organisation's Strategic Plan regarding coaching
- Liaising with NCD and other State Coaching Directors as required
- Ensuring that CAQ Code Directors are consulted in any major coaching initiatives involving their particular code

- Assisting the Coordinators of Development Squads as required
- maintaining the currency of information in the Coaching Notes on the CAQ website
- maintaining stocks and accounting for coaching resources such as coaching manuals and badges

Duties to ACA

- Supplying a written report on the State's coaching activities to the National Directors of coaching annually
- Sale of ACA coaching materials
- Forwarding a current list of Coaches to the ACA National Director of Coaching twice a year

Duties to member clubs

- Maintaining contact with Member Clubs, offering and responding to requests for advice and assistance in regard to coaching
- Ensuring regions have access to coaching classes and examinations