

## North Coast Academy of Sport

# POSITION DESCRIPTION

## Hockey Program – HEAD COACH

### Duties of the position

1. In consultation with the other Hockey program staff, Hockey NSW and Academy representative, plan, develop and co-ordinate a quality regional program for talented junior athletes under the principle of the Academy's STEP guidelines
2. Set and monitor daily coaching plans
3. Attend all program activities including tours and inter-Academy sessions
4. Supervise, instruct and evaluate athletes in the program
5. Liaise with specialist consultants and guest coaches as required
6. Manage a small staff team. This includes the supervision and direction of staff at program activities and the annual evaluation of staff
7. Provide reports in writing or verbally on program activities suitable for annual reports, newsletter, academy awards etc.

### Qualifications, Experience and Selection Criteria

#### Highly desirable

- Current HockeyEd Level 2 accreditation or working towards their accreditation
- Minimum of five years coaching experience
- Demonstrated recent experience coaching Hockey teams at representative level will be favourably considered
- Demonstrated Hockey program planning and monitoring skills
- Demonstrated leadership skills including staff leadership skills
- Media, PR and sponsor servicing skills
- An understanding of the application of sports science to talent development programs
- Highly developed communication skills
- Computer skills, including email
- Good organisational skills

### Remuneration

Depending on the satisfactory completion of your duties at the end of the program as determined by the NCAS Executive Director, the Academy shall pay you an honorarium. The amount of honorarium is to help reimburse you for all incidental expenses such as fuel, phone calls, stationery, and similar incidental expenses that you have incurred in the completion of your duties. No further claim for reimbursement of expenses can be made. The amount of the honorarium will be determined by the program management group.

### Professional Development Support

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All coaches and managers are allocated \$200 per year to assist with any professional development expenses you have throughout that year. Please contact the NCAS Office if you have a professional development opportunity to which you would like to allocate these funds.

### **Term**

The duration of this appointment is for one program – 2019-20. Should your performance in the position breach any of NCAS policies, the NCAS Executive Director reserves the right to terminate the appointment immediately. Should the position holder wish to withdraw from the program prior to the end of the term, written notification must be made to the NCAS Executive Director.

### **Communications**

The head coach will be required to communicate effectively with all program staff to ensure the smooth running of the program. The head coach is ultimately accountable to the Program Management Group comprising:

- Hockey NSW Player Pathway Manager
- NCAS Sport Programs Manager
- NCAS Executive Director

The head coach will liaise with the Academy's Executive Director, or their delegate, as required on matters related to the ongoing co-ordination of the program.

The head coach will from time to time be required to represent the Academy for media interviews or special events such as Academy awards, meetings etc.

### **Mandatory Requirements**

All Academy program staff are obliged to satisfy Prohibited Employment Legislation requirements. All Academy program staff are obliged to have;

- A valid NSW Working with Children Check.
- Completed the following Play by the Rules courses;  
<https://www.playbytherules.net.au/>
  - Child Protection
  - Harassment and Discrimination
  - Inclusive Coaching
  - Complaint Handling
- Completed the Sport Integrity Australia – Level 1 Anti-Doping course  
<https://elearning.sportintegrity.gov.au/>