

REGIONAL COACHING DIRECTOR

Ipswich Hockey Association Inc



The following is the application package for the above position. Please ensure your written application as per the application package is forwarded to Mr.L.Ekert, Secretary, Ipswich Hockey Association Inc C/o 250 Fernvale Rd Ipswich 4305 by no later than 5p.m. on Monday the 11th August 2008. Late applications will not be accepted under any circumstances.

Your written application should address your qualifications and experience in relation to the Selection Criteria contained within these documents. Your written application should be no more than 5 pages in length.

GENERAL INFORMATION

- The Ipswich Hockey Association Inc. was established in 1931 and operates its 2 artificial and 6 grass fields from 65 Briggs Road Raceview. Further general information in relation to Ipswich Hockey is enclosed herein.
- Situation of Position – Ipswich Region.
- Contract Term – initially 4 years.
- Remuneration – to be confirmed with successful candidate.
- Prerequisites for the job – refer to attached Position Description and Work Profile.
- Please supply 3 referees names and contact phone numbers– include at least one professional and one personal referee.
- Following receipt of all applications a short list of applicants will be drawn up by the selection panel of those applicants to be interviewed. Applicants will be interviewed at the Briggs Road complex.
- The Regional Coaching Director will be an employee of Hockey Queensland Inc. Hockey Queensland Inc. is an equal opportunity employer

SCHEDULE 2

DUTY STATEMENT

Ipswich Hockey Regional Coaching Director



Duty Statement

- Developing Coaches – Club and representative and Teachers
- Supervising/Developing – Representative Coaching Programmes
- Coaching Elite Players – Group and one on one with Satellite Coaches
- Planning and conducting training sessions
- Establish school children coaching sessions
- Liaise with Club/Exec to establish school team competition and Hook in2 Hockey programmes.
- Plan and conduct junior players coaching camps
- Maintain personal development eg upgrade coaching levels, take first aid or sports medicine accreditation etc
- Attend intercity matches, local and State Titles when practical
- Keep data on talent identification and liaise with HQ Coaching Manager
- Prepare yearly planning calendar and budgets
- Attend Seminars as planned with Hockey Queensland
- Maintain reasonable records of activity and expenditure
- Submit monthly reports to Hockey Queensland and local association
- Liaise with media as required or as necessary
- Review progress and duty statement at least once a year in conjunction with HQ and local association
- Other duties as required

POSITION DESCRIPTION

Ipswich Hockey Regional Coaching Director



Organisation Environment and Reporting Relationships

Hockey Queensland Inc and its regional associations exist to provide the opportunity for members of the community to play hockey within a club structure.

Associations throughout Queensland, run by volunteers, aim to provide quality experiences for their members in all areas of the sport ie: administration, coaching, umpiring and playing.

The Regional Coaching Director reports to the Hockey Queensland Coach Manager and representative of the local association.

Purpose of Position

Improve the standard of hockey coaches and players within a specified region/association.

Encourage coaches and players to seek selection for identified positions in the Association, Hockey Queensland and Hockey Australia Teams and squads.

Establish and maintain links between other employed coaches to encourage a sharing of knowledge and ideas to raise the standards of coaches and players throughout Queensland.

Increase the number and quality of active coaches in the region.

Major Duties

1. Coach development

Conduct and from time to time update a needs analysis of coaches and establish plans and programs to address these needs.

Establish and maintain a computer-based database of coaches within the Association.

Manage and organise the development and education of all coaches within the Ipswich Region. Maintain links with representative and club coaches to encourage a sharing of knowledge and ideas.

Establish networks with other Regional Coaching Directors.

2. Player Development

Continue the process of introducing new players to the game of hockey in the Region by attending schools in the area to conduct multiple teaching sessions as part of the school's physical education program.

Oversee the planning and operation of the Hook into Hockey program in Ipswich.

Identify talented players, conduct a needs analysis of these players and establish plans and programs to address these needs. Conduct training sessions with these players based on established plans and programs.

Oversee, and in conjunction with representative team coaches and managers, have input into preparation of Ipswich representative teams attending State titles and other championships to ensure the best outcome for Ipswich representative teams at Championships. Act as coach of a representative team from time to time.

Evaluate all development programs and the annual plan and produce reports on their effectiveness.

3. Other

Undertake appropriate personal and professional development relevant to the position.



Delegations

As assigned by Hockey Queensland Inc and Ipswich Hockey.

Additional Factors

Refer to the work profile attached for further information on the specific vacancy and requirements when addressing each of the selection criteria.

Prepared to work flexible hours (including early morning, nights and weekends) and to travel as required (e.g. to State Championships and seminars etc).

PERFORMANCE REVIEW

Ipswich Hockey Regional Coaching Director



TO BE HELD IN REGION OF EMPLOYMENT

Together with the HQ Coach Manager and a representative(s) from the local association the RCD will be reviewed and measured on various key performance issues. It is therefore important that all parties develop a template that addresses the following indicators:

- Coach Education
- Recreational and Retention
- Player Development
- Local Representation Coaching
- Preferred Development
- Administration
- Local Association team results
- Resource Library for members of the local association

SCHEDULE 2

DETAILED JOB DESCRIPTION & SELECTION CRITERIA

Ipswich Hockey Regional Coaching Director



The Regional Coaching Director in the Ipswich Region is primarily responsible for:-

- Increasing the number of coaches in the Ipswich Region.
- Development and education of coaches. This includes reviewing coach's techniques, identifying coach's weaknesses and assisting coaches in problem areas.
- Identification and development of talented players and advancement of the elite player program.
- Visiting schools in the region to conduct introductory coaching clinics with the aim of increasing the number of players in the region.
- Assistance with preparation of Ipswich representative teams in order to advance the ranking of IHA at State level.

Additional characteristics of the position:-

- Flexible working hours including weekend work, early morning, and late evening times as required.
- Close liaison with volunteers and paid employees is required.
- Qualifications particularly an Associate Diploma in Sport Administration / Coaching or another appropriate Degree qualification would be highly regarded.
- Possession of a current 'A' class driver's licence is necessary.
- Ipswich Hockey will carry out an annual evaluation and quarterly reviews with the Regional Coaching Director to ensure targets are being met and assignments completed. Key performance indicators will be set for the Regional Coaching Director to ensure the role is fully understood.

Ipswich Hockey Association Inc. (IHA) is responsible for providing a suitable working environment, resources and administrative support within the agreed budget to enable the successful implementation of coach education and talented player development programs.

The Regional Coaching Director is responsible for producing monthly reports which must be submitted to IHA's management committee meetings with a copy to the Coaching and Development Manager of Hockey Queensland. An executive group of IHA comprising the President, the Secretary and the Treasurer is responsible for the Development / Coaching Portfolio. The President provides direct line management for the Regional Coaching Director.

SELECTION CRITERIA

- SC1 Hold a minimum of a level 2 Coaching Accreditation (NCAS).
- SC2 Possess suitable computer literacy particularly in Microsoft Word, Excel and in use of the internet, and the ability to undergo further training if required.
- SC3 Proven hockey coaching experience at various levels including juniors.
Experience in attending schools to introduce prospective players to the game of hockey.
Proven track record of assisting potential elite hockey players in succeeding at Queensland and Australian representative level.
- SC4 Exhibit high levels interpersonal and communication skills, with a demonstrated ability to clearly and concisely convey information, both orally and in writing, to a variety of audiences. Includes experience of interaction with all members of an association.
- SC5 Proven ability to identify needs and plan, implement, evaluate and improve programs with the aim of increasing the standard of coaches and players.