

## JOB DESCRIPTION – ASSISTANT COACH

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Procedure number: HRPRO027

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**Application forms to be submitted by the due date advertised (September of each year)**

### JOB DESCRIPTIONS FOR COACHES

#### Purpose

To plan, deliver and monitor a co-ordinated programme of high quality, professional Coaching activities, which are progressive and reflective of the needs of Tamworth Thunderbolt Representative Squad. The coaching programme should link to the school based competition co-ordinated by TBA with the provision and aim to provide increased opportunities to retain players and coaches in our sport. To deliver assistance to school staff and organise competitive opportunities within the partnership and to tutor/ mentor upcoming coaches.

TBA Coaches help players participating in basketball to work towards achieving their full potential. They may support sportspeople, sports teams, community teams or school groups, working with them closely to improve performance. They may also have a role in encouraging underrepresented groups or young people to participate in sporting activities.

Many coaches combine coaching with other, often full-time, jobs. TBA coaches work part time and unpaid, offering their coaching services on a purely voluntary basis.

### ASSISTANT COACH – Job Description

#### Responsible to

- ◆ Reports to the team Coach

#### Responsible for

- ◆ Coaching Assistants/volunteers – equipment and resources
- ◆ Participants
- ◆ Trainee Coach

#### Performance Management

- ◆ Assist with player evaluation and the player selection process
- ◆ Assist with planning, organising and conducting practices

- ◆ Assist with pre-game preparation
- ◆ Assist with the operation of the team during the games
- ◆ Assist with scouting and evaluation of opponents
- ◆ Assist with the supervision of players off and on the court
- ◆ Assist with the formulation of the game plan
- ◆ Submit a year end (player critique) report to the head coach containing player observations
- ◆ Report to the head coach
- ◆ Working with children and youth check. WWCC volunteer check to be completed and cleared before commencement of position as per legislation

### **Qualifications**

- ◆ Be a holder of a current National Coaching Accreditation (minimum level 0) and working towards a level 1 accreditation.
- ◆ Have a minimum two (2) years
- ◆ Strong basketball background in playing, coaching, evaluating
- ◆ Strong interest and commitment to child/athlete development
- ◆ Ability to work with fellow coaching personnel
- ◆ Ability to communicate on and off-the court requirements to players and parents
- ◆ Available to meet time requirements

### **Desirable**

- ◆ Level 0 Referee certificate
- ◆ Be able to carry out tasks as set down by the coach of the team without supervision

## **THE ROLE OF COACHES**

### **Pre-Representative Season**

1. Work out training dates and times with Manager and ensure that parents are fully informed. Dates to be confirmed by Administrator.
2. Work with the Manager to ensure that administrative requirements are met and information regarding your team is available for publishing on the web.
3. Ensure that you work through the Code of Conduct with all players so that it is fully understood.
4. Attend and conduct structured training with the aid of assistant and trainee coaches where provided.
5. Attend any Representative meetings or other meetings relevant to your team both pre and post tournament.
6. Conduct any team meetings on game strategies
7. Include the assistant and trainee coach in team decisions and coaching strategies to assist in their development

### **Travelling Away Games**

1. Coaches are required to stay with the team at the nominated accommodation to assist the Manager in providing adequate supervision and ensure the safety of players
2. Ensure that the competition draw has been received to aid with the planning of game strategies.

3. Select, with the aid of the assistant and trainee coaches, where applicable, the team for each game
4. Provide constructive feedback to the team and individuals after each game
5. Ensure the team and its players are continually preparing for each game in a safe and professional manner
6. Ensure that all players wear the recommended safety equipment for training, warm ups and during the game (mouthguard)
7. Confirm that the team and its players observe the Code of Conduct of TBA, Basketball NSW and Basketball Australia
8. Assist Managers wherever possible with the safety and wellbeing of all squad members

## **Accident, Injury and Illness**

A number of players may have medical conditions which the Team Manager will be aware of in the case of an incident e.g. Asthma Medication / Asthma management, Allergies etc. The coaches will need to be aware of these conditions and should check with the Manager.

## **PLAYER ASSESSMENTS**

### **Written Reports**

An important task of many officials is to complete a report after the competition. Written and oral communications provide messages, instructions, information and feedback to a wide range of people in the sporting environment.

TBA has specific templates to be distributed to Coaches (included in induction package) prior to the competition for completion by the end of the Season and returned to the Administrator for filing. The accuracy, timeliness and legibility of completed reports are paramount if receivers of the report are to make any sense of it.

Player files have been created to assist the following coach with past behaviour issues and or application etc. This will give a clear understanding as to where the player is at with their development.

### **Support for the Team Manager**

It is the Coaches role to support the Team Manager in their duties to ensure the safety and wellbeing of the players.

## **COACHES CONDUCT AND ETHICS**

The Team Coach, Team Manager and Trip Coordinator reserve the right to investigate and discipline players according to TBA Code of Conduct and also BNSW Code of Conducts. The Coach and the Manager in consultation with the Trip Coordinator and the parents may also determine other appropriate action for minor instances.

Major instances, the Director of Events and Director of Coaching are to be contacted immediately and discuss appropriate course of action. If no decision can be met, contact the President immediately.

## APPLICATIONS

All coaches, new or returning, are required to complete an application form annually.

**Initial contact:** The Association Director of Coaching and or Coach Manager should be available for all prospective coaches to contact. These personnel will be responsible for the distribution and collection of coaching applications.

**The Application Form:** Application forms are available from TBA website under policies, procedures & forms or you can request a copy from the Administrator via email or during office hours. Make sure that applications include all the information as needed.

***Please note that if no coaches nominations have been received nor any coaches and managers assigned to a team, then there will be no team selected for that age group. All positions are required to be filled before a team can be nominated to any Tournament, Carnival or BNSW sanctioned event.***

## FORMS

The following forms are available to assist all coaches.

- ❖ Coach Application Form
- ❖ Coaches – Fair Play Pledge
- ❖ Coaching Self-Assessment Form
- ❖ Coaching Evaluation Form
- ❖ Check list – Coaches
- ❖ Coaches Fair Play Pledge
- ❖ Media Release

### Policies

- ❖ Code of Conduct – Coaches
- ❖ Code of Conduct – Managers
- ❖ Code of Conduct – Players
- ❖ Code of Conduct – Spectators
- ❖ Code of Conduct – General
- ❖ Zero Tolerance
- ❖ Articles of Association & Constitution

### Procedures

- ❖ Selection Criteria – Coaches
- ❖ Selection Criteria – Managers
- ❖ Selection Criteria – Players
- ❖ Positional Proficiencies - Player

See TBA website under Policies, Procedures & Forms for copies of the above forms or contact the Administrator to request a hard copy.



