

# MEDWAY & MAIDSTONE A.C.

## ROLE DESCRIPTION FOR COACHING SECRETARY

The Role of the Coaching Secretary within the Club is to:-

- Co-ordinate and represent coaches who train Club members

The Coaching Secretary is expected to:-

- Publicise coaching courses and encourage the Club's coaches and potential coaches to attend
- Endeavour to raise the standard of coaching within the Club (e.g. coach education)
- Maintain an up-to-date record of coaches in the Club, including current coaching status
- Estimate future coaching course costs when requested
- Report to the Management Committee on the organisation and success of coaching
- Prepare for and attend Management Committee meetings

The Coaching Secretary is expected to take responsibility for:-

- Checking coaches are appropriately qualified and that they update their licence as and when required by the Sport's Governing Body
- The implementation of the coaching aspects of the Club's development plan