

**COACH EDUCATION COORDINATOR
BOWLS WA
DUTY STATEMENT**

POSITION DESCRIPTION

Position: Coach Education Coordinator (CEC)

Overview: Reporting to the Chief Executive Officer via the High Performance and Talent Development Coordinator, the (CEC) will be responsible for the coordination of programs to ensure the continued development of coaches at Club and Advanced levels.

Location: Bowls WA Headquarters

Responsible to: Bowls WA Chief Executive Officer via the High Performance and Talent Development Coordinator

Program Overview: Bowls WA is the governing body for the sport of bowls in Western Australia.

A Board oversees bowls activities within Western Australia for the overall benefit of our membership. Our staff and wide range of highly competent volunteers are committed to providing quality service in bowls programs and events, as well as promotion of bowls. We seek to provide value to affiliated Clubs, and to their registered members.

Key Relationships

Internal: Bowls WA Staff, Board, High Performance Committee, Coaches and Selectors, Talent Development Coordinator and High Performance/ Inclusive Practices Officer

External: Clubs and their members, Bowls Australia, other State and National Sporting Associations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Club Coaches

- In collaboration with the High Performance and Inclusive Practices Officer develop opportunities to increase the base number of Club Coaches and Presenters & Assessors (Coaching) in both metropolitan and country areas
- Coordinate Professional Development opportunities for Coaches at the club level
- Ensure that the training materials and processes are appropriate for the identification and improvement of coaching stocks in WA
- Coordinate with Bowls Australia Education staff the materials available for coaching and ensure they remain fit for purpose
- In consultation with the High Performance and Inclusive Practices Officer ensure coaches reaccreditations are appropriately managed as they become due

Advanced Coaches

- Identify Coaches from the above group who possess the talent and desire to graduate to the Advanced Coaching level
- In collaboration with the Talent Development Coordinator map out a pathway for talented coaches within the High-Performance structure
- Seek reaccreditation of Advanced Coaches as they become due

High Performance (team) Coaches

- In collaboration with the Talent Development Coordinator ensure High Performance (team) Coaches are supplied with the most recent trends, practices and resources in coaching
- Work towards Advanced Coach accreditation for all High Performance (team) Coaches

General Duties

- With the Talent Development Coordinator and High Performance and Inclusive Practices Officer develop and manage an appropriate budget in order to maximize opportunities within agreed programs
- Act as the Coaching representative on the re-vamped High-Performance Committee
- Ensure communication of activities is always maximized with the High Performance and Inclusive Practices Officer
- Ensure appropriate records of activities are maintained and shared with relevant staff members; but particularly the High Performance & Inclusive Practices Officer

Coach Seminar

- With assistance from the relevant BWA staff conduct an annual coaching seminar used in part to identify emerging and talented coaches

Report

- Provide an annual report on activities to the Chief Executive Officer on the anniversary date of appointment

Remuneration

- An honorarium of \$750 per annum payable in two equal moieties on 31st October and 1st June.
- Mileage and accommodation (including out of pocket expenses) incurred on Bowls WA duties will be paid for country visits only - as per the current BWA expenses policy.