



## Coaching Co-ordinator

### Responsibilities

The Coaching Co-ordinator is responsible for the management of the Club's coaching program and promoting the value of coaching within the Club.

### Duties

- Ensure there is enough coaches for the Clubs requirements
- Keep accurate Club Database of all coach's details and accreditation information
- Ensure all coaches are appropriately accredited and that their accreditation is both age appropriate and current
- Ensure all Coaches support the general coaching philosophy of the club  
*See appendix 2 Developing a coaching philosophy*
- Ensure all coaches promote the club's values in a positive and encouraging manner at all times
- Place new coaches into a mentoring relationship or arrange for them to be assessed
- Provide opportunities for continuing education of coaches
  - Coach updates – internal (delivered by club members) and external (delivered by NRL Game Development)
- Ensure the Club has a current coach appointment policy and that it is adhered to
  - Have a nomination process
  - Interview and vet prospective coaches
  - Only approve coaches that align with the club's values
  - Set up a meeting with successful applicants and educate thoroughly the [NRL Code of Conduct](#), [NRL National Safe Play code](#) & [QRL Positive Environment Program \(PEP\)](#)
  - Ensure all coaches and team staff sign [Code of Conduct Agreements](#).
- Provide adequate information for coaches to efficiently organise their team and meet any requirements that the club may have of them
- If possible, develop a budget for assisting the Club's coaches to become accredited
- Arrange appropriate coach training sessions, locations, dates, and times
- Meet regularly with coaches to discuss performance and provide feedback
- Have thorough understanding of the [NRL Player Development Framework](#)
- Liaise with the Committee regularly
- Have a good understanding of the club's rules and regulations
- Constantly highlight the Club's support of the [NRL Code of Conduct](#), [NRL National Safe Play code](#) & [QRL Positive Environment Program \(PEP\)](#)
- Continually seek out potential coaches and recruit whenever possible

### Notes

For information on coaching updates, resources and courses visit:

The home of Coach Education: [Play NRL](#)

The NRL MyLeague App: [MyLeague](#)

[Coaching Co-ordinator Induction](#)