



## Role Description for Coaching Coordinator

Responsible for:	Coordinating and managing coaching at Oakley Bowling Club
Responsible to:	The Club Committee
Remuneration	Nil; Voluntary

### Duties:

1. Coordinate and manage the coaching activities at Oakley Bowling Club
2. Liaise with the Club Committee and keep them informed of coaching activities.
3. Abide by the Coaches' Code of Conduct.
4. Promote sound ethics and abide by the Club's policies on Safeguarding and Child Protection, and Equity and Fair Play.
5. Follow the Club's Health & Safety Policy and procedures for recording accidents.
6. Undertake appropriate planning, recording and delivery of coaching sessions.
7. Ensure planning and delivery of coaching sessions in accordance with Bowls England guidelines as appropriate to the ability of the participants.
8. Provide support and advice to coaches as requested.
9. Identify volunteers and recruit coaches. Assist with their training.
10. Involve helpers and make them aware of the value of their input.
11. Be fully briefed about special needs of participants and advise as/when necessary.
12. Ensure that coaches' qualifications are kept up to date.
13. Ensure that equipment is in good working order prior to activities.
14. Ensure that there is an accessible, properly stocked first aid kit at the venue and a telephone nearby.

## Role Description for Club Coach

Responsible for:	Assisting with coaching at Oakley Bowling Club
Responsible to:	The Coaching Coordinator
Remuneration	Nil; Voluntary

### Duties:

1. Be a member of the coaching team, reporting to the Coaching Coordinator.
2. Assist with coaching activities at Oakley Bowling Club.
3. Abide by the Coaches' Code of Practice.
4. Promote sound ethics and abide by the Club's policies on Child Protection, Fair Play and Equal Opportunities.
5. Follow the Club's Health & Safety Policy and procedures for recording accidents.
6. Undertake appropriate planning, recording and delivery of coaching sessions.
7. Provide Support and advice to coaches and helpers as requested.
8. Help identify volunteers and recruit coaches. Assist with their training.
9. Involve helpers and make them aware of the value of their input.
10. Be fully briefed about special needs of participants.
11. Ensure that equipment is in good working order prior to activities.
12. Ensure that there is an accessible, properly stocked first aid kit at the venue and a telephone nearby.

