



Clubmark Resource: Coaching Job Descriptions (Lead and Assistant Coaches)

What is this?

- This is a template job description for lead and assistant coaches that can be adapted to suit the needs of your club

Why is it important?

- Youth coaches hold key positions in relation to the development and retention of young players. It is crucial that they understand their roles and responsibilities fully to ensure that children enjoy their experience of the club and the sport.
- This document provides a job description outlining the roles and responsibilities of coaches within clubs.
- It will also allow your club to consider what exactly it is that you want from your lead and assistant coaches.

How can it be used?

- This is a guide only – adapt and change it based on the roles and responsibilities of your coaches.
- Give the relevant job description to your existing and incoming lead and assistant coaches.
- Job descriptions can be made available during advertisement of positions in the club.
- Circulate the job description to other people in the club so that they are aware of the roles and the responsibilities of the coaches.



LEAD COACH (YOUTH SECTION) – JOB DESCRIPTION

Background

Cork Harlequins is a vibrant club made up of 250+ adults and 350+ children. The youth section forms a vital part of the club in terms of ensuring the club's future and the importance of providing a quality hockey experience to young players.

What is my role?

As a lead coach within the youth section, your role is to oversee and manage the coaching of all players within your designated group ensuring a quality coaching experience is delivered each week and at matches. This approach puts the needs of the player at the forefront.

What are the duties of the Lead Coach?

- To work with the club's Youth Coordinator of your section in order to ensure the smooth running of your group from a coaching perspective
- To take full responsibility for your group's coaching sessions at **insert time, days and venue of sessions.**
- To guide, support and manage any assistant coaches working with your group including parents and/or Youth Leaders.
- To uphold the principles of the Code of Ethics at all times.
- To ensure that your group are coached in-line with Hooked for Life. This includes providing guidance on technical, tactical, physical, mental and health considerations.
- To ensure that the correct game formats are being played with your group according to Hooked for Life.
- To ensure that winning is in perspective for all players and that the emphasis of coaching is placed on fun and an enjoyment of hockey.
- To maintain high ethical standards in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
- To work with and include assistant coaches in the preparation and running of each session.
- To offer the club feedback on the organisation and degree of success of youth coaching and competitions for your group.
- To assist in the selection of teams and to travel to competitions.
- To inform the Youth Coordinator in advance of any sessions that cannot be attended.
- **To inform the Youth Coordinator of any fundraising ideas or trips/travel ideas so that these can be brought to the Management committee for approval or decline.**

How much time will I need to give to the role?

Attendance at training sessions **(insert times, days and venue)** each week is required. You will also be



expected to liaise with other coaches during the week, usually by email, to ensure that they are fully prepared in advance of each session. This will usually take another 2 hours each week.

Who will I be responsible to?

You will report to the Youth Coordinator/Coaching Coordinator of the club.

What support is available?

There is support available from the Youth Coordinator who provides a link to the Club Committee. This will include an induction as well as guidance on the aims of club's youth section for the season ahead. Ongoing Continuous Professional Development opportunities will also be provided to you for free.

What else can you tell me about the role?

Coaching is incredibly important in terms of children having an enjoyment of hockey as well as keeping them engaged. This role is a way of impacting both of those elements. In order to do so, it is expected if at all possible, that you are a minimum Hockey Ireland Fundamentals Course.



ASSISTANT COACH (YOUTH SECTION) – JOB DESCRIPTION

Background

Cork Harlequins is a vibrant club made up of 250+ adults and 350+ children. The youth section of our club is a vital part of the club in terms of ensuring the future of the club as well as the importance of providing a quality hockey experience to young players.

What is my role?

As Assistant Coach of the Youth Section, your role is to provide support to the lead coach of the group you are working with at training sessions and at matches.

What are the duties of the Assistant Coach?

- To assist with the club's youth coaching sessions at **(insert times, days and venue)**.
- To liaise with and support the lead coach of the group you are assigned to work with.
- To uphold the principles of the Code of Ethics at all times.
- To ensure that winning is in perspective for all players and that the emphasis of coaching is placed on fun and an enjoyment of hockey.
- To develop and maintain high ethical standards in coaching, commit to develop your coaching knowledge and skills and assist in the preparation of coaching sessions in advance.
- To undertake training appropriate to this role e.g. Code of Ethics Awareness Course, Hockey Ireland Introductory Course, Hockey Ireland Stepping Stones courses.
- To offer the club feedback on the organisation and degree of success of youth coaching and competitions.
- To travel to competitions with the team(s) if necessary.
- To inform the Lead Coach in advance of any sessions that cannot be attended.
- To inform the lead Coach of any fundraising ideas and trips/travel ideas you may have.

How much time will I need to give to the role?

Attendance at training sessions **(insert times, days and venue)** each week is required. You will also be expected to liaise with the Lead Coach during the week, usually by email, to ensure that you are fully prepared in advance of each session.

Who will I be responsible to?

You will report to the Lead Coach of your group.

What support is available?

There is support available from the Lead Coach which includes an induction as well as guidance on technical, tactical, physical, mental and health considerations for your team each season. Ongoing Continuous Professional Development opportunities will also be provided to you for free.



What else can you tell me about the role?

Coaching is incredibly important in terms of children having an enjoyment of hockey as well as keeping them engaged. This role is a way of impacting both of those elements. In order to do so, it is expected if at all possible that you are a minimum Hockey Ireland Fundamentals Course.