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| **POSITION TITLE** | **Head Coach** |
| **LOCATION** | Gym West | **REPORTS TO** | Program Coordinator/Management Committee |
| **STATUS** | Casual |  |  |
| **PD PREPARED BY** | Policy Coordinator | **EFFECTIVE** | (Date) |

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| **ABOUT GYM WEST** |
| Henley and Grange Youth Clubs Inc (Gym West, GW) is a not-for-profit community gymnastics club established in 1974. Gym West is a well-respected, long established successful club managed by a volunteer Management Committee and supported by volunteers, Parents/Carers, local and state governments. The club provides a variety of gymnastic programs and is affiliated with Gymnastics Australia.**Vision**Gymnastics is recognised as the foundation for movement, enriching and energising for life.**Mission**To promote successful participation in gymnastics for all, by adopting a rigorous approach, totally directed towards the achievement of excellence.**Values*** Respect our people
	+ Listen and act to enhance member experiences
	+ Strive to learn and understand our people
	+ Create environments where opinions are heard and valued
* Excellent in Delivery
	+ Inspire and implement innovative thinking and behaviour
	+ Keep things simple, safe and fun
	+ Anticipate change and use evidence to determine our future
* Act as one
	+ Seek shared alignment around decisions and accountability
	+ Work together to proactively identify opportunities and solve our problems
	+ Build trust, strengthen relationships and communicate openly
* Lead with integrity
	+ Act in the best interest of gymnastics with commitment to our vision
	+ Operate collectively with transparency
	+ Demonstrate and promote honesty and respect
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| **PRIMARY PURPOSE OF THE ROLE** |
| To provide effective leadership and ensure safe and technically correct gymnastics programs are delivered by coaches and received by athletes in accordance with the club’s Objects to assist them achieve their personal best. |

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| **RECRUITMENT AND SELECTION FOR THIS POSITION** |
| **Personal Qualities** | * Be aged 18 years at the time of application
* Enjoys a strong commitment to the sport of gymnastics
* Highest levels of integrity, honesty and goodwill
* Have excellent listening, communication and problem solving skills
* High level of attention to detail
* Pleasant, kind, patient demeanour
* Well-developed organisational skills and initiative
* Be an enthusiastic, positive role model for the club
* Able to maintain discretion and high levels of confidentiality about a range of sensitive issues
* Able to work to deadlines
* Able to work effectively both unsupervised and part of a team
* Demonstrates a best practice approach
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| **Skills and Knowledge** | * Sound knowledge of gymnastic programs in Australia
* Sound working knowledge of the technical aspects of a range of recreational and competitive gymnastics programs
* Working understanding of human resource management practices issues including Child Safety, WHS, Bullying, Harassment and Discrimination
* Basic Microsoft Office Word and Excel skills
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| **Experience** | * Proven experience in the effective management of a range of non-competitive and competitive gymnastics programs
* Demonstrated ability to lead, develop and motivate staff
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| **Qualifications** | **Required*** Current Gymnastics Australia Technical Member with Advanced Coaching Accreditation or above or in progress
* Current First Aid Certificate Provide First Aid (HLTAID003)
* A current DHS Vulnerable Person Related Employment Screening – Cleared certificate
* Completed Gymnastics Australia’s Child Safe Online Course
* Meets all requirements of the Member Protection Policy and Child Safe Policy

**Desired*** Current Gymnastics Australia High Performance Coaching Accreditation
* Current Gymnastics Australia Course Presenters Qualifications
* Qualifications in Sports Administration or equivalent
* Judging qualifications in the relevant gym sport
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| **KEY ROLE RESPONSIBILITIES** |
| **Culture and Leadership*** Actively promote the vision, mission and values of GW
* Respectful of and acts on committee decisions
* Actively contributes to club improvement initiatives
* Thorough knowledge of Constitution, Member Protection Policy, Child Safe Policy and other GW policies

**Program Management*** Plan, prepare and deliver to Coaches in a timely manner weekly sessions, term and yearly plans that are safe, challenging and appropriate for the activity level
* Effectively manage and coordinate program schedules and activities
* Ensure appropriate arrangement of classes and class sizes, ensuring both are consistent with skill activity levels
* Ensure all coaching staff are appropriately qualified for the roles undertaken
* Manage coach roster to maintain GA Coach: Athlete ratios
* Advise MC of any needs or changes required in coach cover
* Ensure classes and programs are supported by timely, stimulating and appropriate documentation such as skills progression charts, certificates
* Coordinate and deliver where required timely and effective internal training activities that address program needs
* Conduct effective and timely coach’s meetings, seeking input and feedback from MC and coaches
* Ensure equipment is checked regularly and complies with club equipment safety requirements
* Initiate and encourage improvements to Club programs and program management
* Maintain session administration including completing roll books, distribute invoices and other notices
* Ensure equipment is set up and set down correctly for sessions and maintain a clean and tidy work area

**Staff Management*** Ensure all coaches deliver safe, quality and stimulating programs tailored to individual skills and aspirations
* Monitor progress of coaches and provide positive, constructive feedback
* Ensure all coaching staff are aware of industry and club coaching practices, policies and protocols
* Ensure all coaching staff are familiar with club safety and injury management practices and reporting requirements
* Anticipate future coaching requirements and assist MC with recruitment of coaching staff
* Promptly and effectively manage and resolve staffing issues as they are brought to your attention
* Mentor and supervise staff in training

**Coaching*** Coach within the limitations of current accreditation
* Assist where needed with set up and set down of gymnasium
* Maintain discipline of athletes to ensure a safe working environment for athletes and coaches
* Monitor progress of gymnasts and provide progress information to gymnasts and parents/carers

**Communication & Liaison*** Build positive relationships and effectively communicate with all stakeholders
* Submit timely and accurate written program reports to the MC as requested
* Submit timely and accurate Head Coach reports to the MC as requested
* Attend and actively participate in management meetings when required

**Competitions and Events*** Support coaches with organising and preparing athletes for internal and external competitions and events as required
* Ensure accurate entries are received by the service provider in a timely manner
* Oversee the technical components of competitions and events
* Organise regular internal events as required
* Attend competitions and events as required

**Safety*** Active steps are taken or reported on to improve own, gymnast, equipment and floor safety
* Minimal serious gymnast injuries (ie requiring immediate medical attention)
* Ensure Accident, Incident, Injury Report Forms are completed accurately and in a timely manner, follow up where necessary

**Professional Development*** Ensure professional qualifications and industry knowledge are up-to-date
* Attend internal and external safety, skills and development training as requested from time to time
* Attend annual GSA Congress events

**Additional Duties – GfA Only****Administration*** Roll Book - ensure attendance records are well maintained and completed for every session
* Advise Administration Officer of any changes, resignations or transfers from sessions
* Book in gymnasts to fill sessions and include Membership Form and Facility Information
* Respond to all telephone and email enquiries relating to GfA within three – five business days
* Administer Wait List to record enquiries, bookings and track updates. Update on Excel program as require and keep MC informed of status of wait list
* Communicate regularly with families, usually twice per term in the form of a Newsletter/Bulletin, providing a copy to the MC
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| **KEY RELATIONSHIPS** |
| **Internal**Management CommitteeOther Head CoachesCoachesAthletes | **External**Parents/Carers, VisitorsCommunity bodies, ie Council, SchoolsIndustry governing bodies, ie GSA |

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| **KEY PERFORMANCE INDICATORS** |
| **Culture and Leadership*** Displays a positive, supportive outlook and makes appropriate changes to accommodate MC decisions
* High level of compliance with Constitution, Member Protection Policy, Child Safe Policy and all other policies and procedures

**Program Management*** Coaching programs are well received and adopted by Coaches who correctly instruct athletes, evidenced by their advancing skill progression
* Classes and class sizes are safe and appropriate
* Sufficient number of appropriately accredited coaches for safety and instruction
* MC are able to make contingency staffing arrangements when necessary
* Internal training activities and coaching meetings are organised and well attended
* Minimal equipment issues and MC are well informed of same
* Sessions are well organised, well prepared, attendance records documented and coaches and athletes are fully engaged in stimulating, progressive learning

**Staff Management*** Grievances and disputes are effectively managed resulting in low levels of escalation to MC and external bodies
* Positive feedback is received from key stakeholders
* Timely and accurate program reports are submitted to the MC when requested
* Strong attendance and active participation in club meetings and club events

**Coaching*** Coaching programs are well understood and implemented correctly by Coaches
* Lesson plans are appropriate, documented and submitted on time
* Positive feedback is received from stakeholders at competitions and events (where relevant)
* High level of athlete retention
* High level of athlete attendance and appropriate behaviour at training, competitions and events
* High level of attendance and active participation in club meetings, training, competitions and club events
* High level of compliance to current club and industry policies, practices and guidelines

**Communication and Liaison*** Build positive relationships with all involved
* Effectively communicate relevant information to gymnasts and their parents/carers in a timely manner
* Effectively communicate with other Head Coach and club personnel

**Competitions and Events*** Positive feedback is received from staff and athletes at competitions and events

**Safety*** Active steps are taken and issues reported on to improve own, others and club equipment and property
* Safety checks are conducted and documented on equipment monthly
* Minimal gymnast or coach’s injuries (ie requiring immediate medical attention)
* Accident, Incident, Injury Report Forms completed accurately and in a timely manner

**Professional Development*** Ensures professional qualifications and industry knowledge are up-to-date
* Attends internal and external safety, skills and development training as requested from time to time
* Uses initiative to ensure professional qualifications and industry knowledge are up-to-date

**Additional Duties*** Administrative duties are completed in a timely manner, accurate and easy to follow
* Email and telephone enquiries have been responded to within three – five business days
* Administer Wait List is kept up-to-date and MC is informed of status of wait list
* People wait listed are satisfied with communication
* All staff are aware of industry and club coaching practices, policies and protocols (including WHS)
* Parents/Carers are satisfied with progression of gymnasts
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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Next Review Date \_\_\_\_\_\_\_\_\_\_\_\_\_