**Club Coaching and games personnel and associated roles**

Club Coaching Administrator

* Coordinates coaching committee meetings and administers these
* Regular coaching report for executive committee
* In conjunction with club secretary attend relevant county board meetings specific to underage activity
* Assist club secretary with fixtures for underage activity
* Coordination of Pitch / Facility usage in conjunction with Club coaching officer
* In conjunction with club registrar provide list of registered players to the Head coaches of the various age groups
* Assist Head coaches in arranging challenge games
* Assist Club PRO with promotional material and match reports
* Assist Club Children’s Officer

Equipment Coordinator

* Audit of all coaching equipment in club
* Appropriate storage of equipment that coaches can access
* Attend Coaching committee meetings and communicate with Head coaches to monitor equipment
* Responsibility for ordering equipment as approved by coaching committee and club treasurer

Head Coach

* To draft up to date list of players at the respective age group
* Implement effective communication system to inform parents/players of practice and games
* Knowledge of Long Term Player Pathway and what is appropriate for the age group of their team
* Plan and implement yearly programme of age appropriate coaching sessions and games for their team. Involve assistant coaches and get approved by Club coaching officer.
* Represent age group at club coaching meetings and keep constant eye on fixtures and fixture changes
* Communicate effectively with club coaching officer, club coaching administrator, other head coaches, children’s officer, equipment coordinator, assistant coaches, parents and players
* Delegate responsibility of coaching and other duties to assistant coaches and parent helpers
* Monitor coaching sessions to ensure they are Fun and challenging and that players have an environment to develop and progress
* Coordinates transport for players to get to games as required
* Attend coach education opportunities as outlined by Club coaching officer

Assistant Coach

* To provide assistance to head coach at coaching sessions and games
* Role in planning coaching sessions and content with Head Coach
* Active role in delivering coaching at each session as agreed with Head Coach
* Attend coach education opportunities as outlined by Club Coaching officer
* Assist Head coach in coordinating transport and communicating with parents/players
* Compiling statistics and producing match reports for Head coach and Club PRO

Parent Helper

* To provide supervisory assistance at coaching sessions
* Assist Head Coach with administrative duties
* Assist with skills testing and recording of results
* Supply or organise transport
* Umpiring or side-line duties at youth games
* Possible future role in coaching at the club and attainment of Foundation coaching award