

# **CHILTERN HARRIERS A.C.**

## **COACHING SECRETARY JOB DESCRIPTION**

- 1. Keep a list of Current Qualified Coaches incl. contact details, qualifications, licence no., licence expiry date, DBS Disclosure date of issue, First Aid Certificate Date, Code of Conduct, Club Membership.**
- 2. Ensure prospective new Coaching Assistants, Leaders in Running Fitness and Athletics Leaders etc. know where to access course information, dates of courses and answer any questions related to the course etc. Also explain the Club's rules for operating as a coach and how to be reimbursed for the course fee when required.**
- 3. Ensure qualified Coaches, Coach Assistants, Leaders in Running Fitness and Athletics Leaders wishing to advance their qualification, know where to access course information, dates of courses and answer any questions related to the course etc. Also how to be reimbursed for the course fee when required.**
- 4. Arrange, chair and produce minutes for two Coaches meetings per year, usually held in May and November on a Wednesday evening between 7 and 9pm at Hervines Pavilion, Amersham.**
- 5. Attend the Club's Management Committee meetings, usually held 6 times per year on a Monday evening between 7.30 and 9.30pm at the White Hill Centre, Chesham.**
- 6. Occasionally meet with training groups and coaches at training venues to discuss any matters of interest.**
- 7. Send/forward to Coaching List any coaching information relating to workshops, seminars, conferences, courses and other matters coming from UKA, EA, SEAA and other Clubs etc. Some information is sent direct to coaches from the Governing Body.**
- 8. Check and approve all coaching expenses under £100 incurred by coaches for example; course fees, workshops etc. fees, travel mileage claims, coaching equipment costs, and other coaching related claims and confirm to the Club Treasurer by email that these expenses can be paid. Invoices need to be sent to the Club's Treasurer or the Treasurer needs to be advised to expect an invoice including the details of the amount, supplier details and what the invoice is for.**
- 9. Check and assess coaching equipment requests exceeding £100 before seeking approval for payment from the Management Committee.**
- 10. Keep abreast of training facility matters and assist the Training Facilities Focal Point with ensuring all venues are booked and fit for the Club's purpose. Lead Coaches have an important role in this regard.**
- 11. Arrange for the Coaching Sections on the Club's website to be kept up to date with content and information.**
- 12. Assist the Clubmark Co-ordinator with coaching matters and ensure Coaches are informed and following both Club & Clubmark rules.**

**19th November 2018**