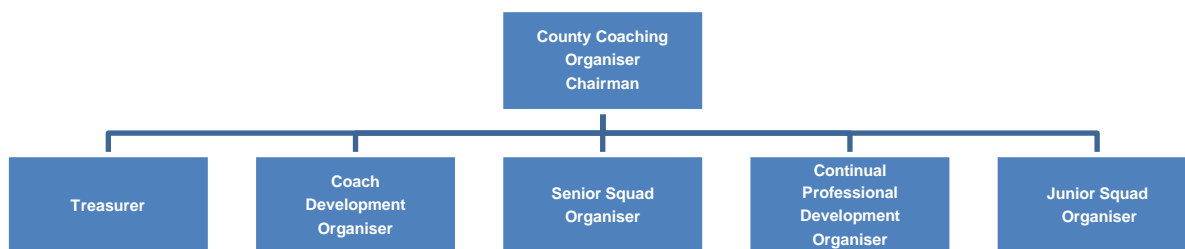


Lincolnshire Coaching Group Management Structure



Job Descriptions

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Lincolnshire Coaching Group Management Structure

County Coaching Organiser

- To manage all officers carrying out duties on behalf of the County Coaching Organisation
 - To have a clear structured communication plan
 - To keep a Coaches Register, complete with renewal dates
 - To assist where possible with any Coaching issues coaches have
 - To receive information from AGB/RCO and disseminate to all Coaches in the County
 - To organise and chair regular meeting with Coaching Managers
 - To organise and Chair meeting of Coaches to discuss Coaching requirements within the County through a structured agenda
 - To organise and manage the Coaching Strategic Development Plan and ensure evaluations and updates
 - To liaise with Lincolnshire Sports Partnership
 - To attend Coach Development Conference if possible
 - To attend the National Coaching Conference if possible
 - To write reports and present to County Meetings
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- **Regional Responsibilities**
 - To attend RCO meeting
 - To write and present written reports to each RCO meeting
 - To assist the RCO in managing the CC/Coach/Level 1 renewal process by either Chairing or being panel members.
 - To assist the RCO where possible to promote Archery GB directives relating to Coaching
 - To assist with writing and evaluating the Regional Coaching Strategic Development Plan

Lincolnshire Coaching Group Management Structure

Treasurer

- To Give financial advise relating to the Coaching Group
- To generally manage the Finances of the Coaching Group
- To receive and pay all invoices authorised by the CCO
- To arrange for and submit a full statement of accounts to the Coaching Group prior to the County AGM
- To manage and bank all income
- To Arrange for an Audit prior to the County AGM
- To attend regular meeting with the CCO

Lincolnshire Coaching Group Management Structure

Coach Development Organiser

- To Manage the requirements of Archers wishing to become coaches
- To arrange for Archers to attend suitable training courses
- To be aware of where Coaching Courses are being run
- To arrange for Venues, Educators/Assessors
- To work out all cost relating to the Courses
- To forward all finances to the Treasure
- Attend regular meeting with the CCO

Lincolnshire Coaching Group Management Structure

Senior Squad Training Organiser

- To arrange a minimum of twice a year, Squad Training Days, in the off season and if required a Meeting during the Summer
- Arrange all venues
- Arrange a cost plan, make every effort to pay all expenses with the view to at least break even
- Arrange for all coaches required
- Agree a programme with the coaches
- Put out an entry form and manage the entries received
- To manage the day events
- To forward all finances to the Treasure
- To attend regular meeting with the CCO

Lincolnshire Coaching Group Management Structure

Continual Professional Development Organiser

- To be aware of the Coach renewal criteria and the needs of the various Coach grades
- Advise and guide Coaches on the renewal process
- To make efforts to arrange Seminars/Workshops/etc to assist with their CPD points and renewals
- To do all costing for each workshop etc to financially break even.
- To arrange for Presenter/s/assistances
- To arrange venue
- Put out entry form and manage the entries received
- To manage the days events
- To forward all finances to the Treasure
- To attend regular meeting with the CCO.

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Lincolnshire Coaching Group Management Structure

Junior Squad Organiser

- To arrange a series of Junior meeting over the winter period, with the option of further meeting during the summer months.
- Arrange all venues.
- Arrange a cost plan, make every effort to pay all expenses and at least break even.
- Arrange for all coaches required.
- Agree a programme with the coaches.
- Put out an entry form and manage the entries received.
- To Manage the day's events
- To forward all finances to the Treasure
- To attend regular meeting with the CCO.