



Job Title:	Instructor/Coach	Job Category:	Appointed
Group:	Support		
Estimated Hrs./WK:	2-3 Hours	Term of Office:	2 Years
Job Description			
<p>Over View</p> <p>The Instructor/Coach is the primary support person for the association in the development of both new and existing members. They are responsible for the delivery of both the “Come & Try” and “Advanced Come & Try” programs as endorsed by Archery Australia.</p>			
<p>Role and Responsibilities</p> <p>The Instructor/Coach should:</p> <ul style="list-style-type: none"> • Provide support and advice to the assistant instructor/coaches and helpers within the coaching team • Be prepared to delegate organisational jobs which do not need your coaching skills e.g. keeping the register, equipment and venue hire • Brief all helpers and assistant coaches on the aims of the session and the purpose of each activity. Involve all helpers and make sure they are made aware of the value of their input • Liaise with the club committee of Management to ensure there are regular, appropriate, competitive opportunities for members • Ensure that you are well briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical impairments or disabilities • Plan and deliver instruction/coaching sessions appropriate to the ability of participants • Make participants aware of their progress • Identify and recruit, in line with club procedures, additional volunteers to assist in the running of club activities e.g. parents • Provide information on where the participant can continue in the sport, and liaise with Regional Governing Body (RGB) to access State and national structure for talented performers • Abide by and promote sound ethics and club policy; child protection, fair play and equal opportunities to all members • Ensure that all coaching staff qualifications are kept up to date • Liaise with the Equipment Officer to ensure that the equipment is correct and is kept in good working order • Be aware of and follow the procedures for recording accidents • The coach should be aware of the clubs Health & Safety policy and Emergency Procedures and take their own responsibility for Health & Safety. 			
<p>Knowledge and Skills Required</p> <p>The Instructor/Coach is someone who is able to:</p> <ul style="list-style-type: none"> • Motivate performers and volunteers, and communicate effectively with them 			



- Make things FUN
- Use time efficiently and effectively
- Provide structured planning and make best use of time available
- Show an appropriate level of technical knowledge
- Break skills down if appropriate, analyse skills and make improvements
- Make use of appropriate equipment and adapt if necessary
- Provide advice on sports science and lifestyle guidance.

Qualifications

The minimum qualification required for instructor are:

- Completion of Beginning Coaching General Principles (ASC – NCAS)
- Completion of Archery Australia – Archery Instructor Course (NCAS)

Desirable

- Statement of Attainment – Unit SISOARC301A of SIS10 Training Package, or
- Certificate III in Outdoor Recreation (SIS30410)

Reviewed By:	President	Date:	22 November 2011
Approved By:	Committee of Management	Date:	
Last Updated By:	Secretary	Date:	22 November 2011