



POSITION DESCRIPTION

Position: Coaching Coordinator

Member of the Executive Committee

Background: Coaches are a critical component of the Malvern Tigers Basketball Club. They are a key factor influencing the level of development and enjoyment a player experiences during a Season. Coaches are often regarded as the face of the Club and they influence the perception of the Club held by parents and the broader basketball community.

Responsibility: This position has responsibility for managing the coaching resources of the Malvern Tigers Basketball Club consistent with the Coaching Framework, reporting to the Executive Committee. The Coaching Coordinator has previous experience as Coach, Senior Coach or equivalent.

Appointment: This position is for the duration of no more than one year, concluding at the Club's Annual General Meeting. The appointee must be a General Member of the Executive Committee and approved by the Executive Committee.

Tasks:

- Coordinate coaching logistics, including Assessment Day, training schedules and court allocations. Work with the Facilities Coordinator to ensure sufficient training courts are available for both current and future seasons. Allocate teams to courts.
- Appoint coaches and allocate coaches to team. Pre-season, request and evaluate expressions of interest from potential coaches. Advertise for new coaches as needed. Appoint coaches consistent with the Coaching Framework. Allocate coaches to teams consistent with coaching ability in order to achieve the best coaching outcome for the Club.
- Monitor and evaluate performance of all coaches. Observe coaches at training and games, and obtain feedback on coaching performance from the Coaching Development Officer and parents. Formally evaluate the performance of all coaches at season-end. Address performance issues with coaches on a timely basis.
- Maintain coach talent map and succession plan, and retain key talent. Plan for the current and future coaching needs of the Club. Provide a pathway for coaches to develop and advance according to the Coaching Framework.
- Supervise the Coaching Development Officer. Support the Coaching Development Officer to uplift coaching capabilities across the Club.
- Assign mentor coaches for Assistant Coaches and Junior Coaches. Support coach development and advancement by establishing and monitoring mentoring by more experienced coaches in accordance with the Coaching Framework.
- Set and monitor coach reimbursement. Review and approve monthly coaching timesheets. Ensure coaches are reimbursed for expenses consistent with the Coaching Framework.
- Coordinate player evaluations. Before season-end, request and obtain player evaluations for all Junior and Girls players. Review player evaluations for fairness and consistently, and provide to Selection Panels for team selection consistent with the Team Selection Policy.



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Effort: This is a voluntary position within the Club and not remunerated. The expected time commitment is 20-30 hours per month. Given this workload, the role of Coaching Coordinator may be shared (e.g., separate Coaching Coordinators for Juniors and Girls).