

# **SOFTBALL SA Inc STATE / REPRESENTATIVE TEAM HEAD COACH**

## **POSITION DESCRIPTION**

### **PRIMARY PURPOSE OF THE ROLE:**

The focus area of this position is the management and organisation in the preparation of a State / Representative Team for competition in domestic or National Championships / Tournaments.

The role of the Head Coach is to:

- Provide leadership, direction and support to all members of the squad / team;
- Provide an advanced training program, with the assistance of any appointed Assistant / Specialist Coaches, for the continuing development of the athletes selected in the squad / team;
- In conjunction with the Team Manager, formulate and implement rules for the welfare and conduct of all members of the team while in camps, at training and participating in domestic tournaments and / or National Championships;
- Develop clear communication and team work among the team's coaching and management staff regarding delegation of responsibilities and duties.

### **QUALIFICATIONS:**

The Head Coach shall:

- Be a current registered member of Softball SA Inc;
- Have, as a minimum, a Level 3 NCAS coaching accreditation and a willingness to undertake Level 4;
- Have a minimum of three (3) years experience in coaching;
- Be required to have successfully completed the updated version of Play by the Rules;
- Be required to attend a Member Protection Session conducted by Softball SA Inc;
- Be in possession of a current National Police Certificate;
- Be in possession of a current Driver's Licence.

### **TERM OF APPOINTMENT;**

The appointment to the position of Head Coach is for a two (2) year period and shall be subject to a mid-term review. Continuation of the appointment beyond the mid-term review is subject to the agreement of the Head Coach and the State Teams Committee.

### **PERSONAL ATTRIBUTES:**

#### **PERSONAL**

- Possess effective time management and administration skills;
- An acceptance of irregular and long hours of work;
- An ability to work effectively in a team environment;
- Have self discipline and integrity within the team environment;
- Capacity to travel domestically for extended periods;
- Have well developed interpersonal skills and good communication skills, both oral and written.

#### **SPORT ACUMEN**

- Have a sound knowledge of contemporary trends in softball;
- Have a reasonable level of specialist knowledge in at least one aspect of offensive or defensive play;
- An understanding of the standards and demands of the National Championship / Tournament environment;
- An understanding and empathy for the needs of team members;
- Maintain a "Duty of Care" to the players of the team for whom they are responsible.

## **SPORT DELIVERY**

- An ability to identify the strengths and weaknesses in a player's skills;
- An ability to manage individual differences between various members of the team;
- A co-operative and energetic style;
- Demonstrated success in the role of an assistant coach or head coach at club level.

## **TASKS**

The Head Coach shall:

- Act as Chairperson of the Team Selection Panel;
- If applicable, participate in the National Draft Selection Process / Meeting;
- Manage the preparation of player development and training programs;
- Develop specific programs for individual athletes as required;
- In conjunction with the Team Manager, plan and prepare budgets for team camps, if applicable, and for domestic or National Championships / Tournaments that the team is to participate in;
- Attend and manage the supervision of training camps for the athletes, if applicable;
- With the assistance of the Team Manager, other support staff and the athletes draw up a code or rules for the whole team while attending any domestic or National Championship / Tournament;
- Meet with the Team Statistician and agree on the scope and detail of the records to be made by the team and player's performances during any game in which the team participates;
- If required, give directions to the Team Statistician to attend the appointed area and participate in the toss for innings and benches;
- If required, give direction to the Team Statistician in the undertaking of all scouting and charting activities;
- Review the statistics from each game, provided by the Team Statistician, as soon as practicable after the conclusion of the game;
- At the conclusion of each National Championship / Tournament ensure a complete set of player statistics is made available by the Team Statistician;
- Oversee, with the assistance of Assistant Coaches, the review of an athlete's performance;
- Give direction to Assistant Coaches for their on-diamond roles;
- Allocate warm up and / or warm down roles for the Assistant Coaches;
- Investigate and take disciplinary action, if required, on any reported matters concerning the athletes and / or other staff members;
- Give direction and support to other members of the Team Staff in the activities required of them;
- In consultation with the Team Manager, arrange for the counselling of any player who is deemed in need of such counselling while the team is in attendance at a domestic or National Championship / Tournament;
- In consultation with the Team Manager, plan activities on free days while the team is in attendance at a National Championship / Tournament;
- Sign, as required, a Softball SA Inc Officials' Agreement and comply with the obligations set out in the Agreement.

## **RESOURCES**

The Head Coach shall have the following resources available for the execution of the role:

- Other support staff (e.g. assistant coaches, team manager, statistician, etc);
- Assistance from the Office of Softball SA Inc in consultation with the State Teams Project Manager;
- The support and advice of the State Director of Coaching;
- Other resources that may be identified and available from time to time.

## **ACCOUNTABILITY**

The Head Coach is appointed by Softball SA Inc and is accountable to the State Teams Project Manager of Softball SA. While participating at a National Championship / Tournament, the Head Coach assumes the responsibility for the team with other members of the team accountable to the Head Coach.

The Head Coach is expected to develop and maintain communications with:

- Other officials appointed to the team;
- All the athletes comprising of the team;
- Appointed officials at competitions in which the team is participating;
- The State Director of Coaching.

The Head Coach is expected to comply with the Rules and Regulations of Softball SA Inc and in particular the following:

- Softball SA Inc Member Protection Regulations;
- Softball Australia's Anti-Doping Policy.

## **KEY PERFORMANCE INDICATORS**

The Head Coach should expect to negotiate a set of Key Performance Indicators (KPI's) with the State Teams Committee. These would be reviewed from time to time, usually at the conclusion of the National Championship / Tournament in which the team competes. They will be a principal basis for any review of the Head Coach role. They may be expected to cover, but not be limited to:

- The performance of the Head Coach in the undertaking of specific tasks;
- The overall performance of the team in the areas of expertise of the Head Coach;
- The quality of the Coaching and Training Programs initiated and driven by the Head Coach;
- The success of the Head Coach in the development of the athletes skills for which the Head Coach has had specific responsibility;
- The quality of the co-operation between the Head Coach and other support staff; especially while in attendance at a National Championship / Tournament;
- The interpersonal relationships that the Head Coach maintains with other members of the Team Staff and with the players;
- The on-diamond performance, if applicable, by the Head Coach;
- The timeliness and adherence to the provisions of the reporting mechanism at the conclusion of any domestic or National Championship / Tournament in which the team competes;
- Adherence to the terms of any Softball SA Inc Officials' Agreement and staff roles and responsibilities entered by the Head Coach.