

# Coaching Committee Chair Roles & Responsibilities October 2014

The position of the Coaching Committee Chair is determined by the Chairs of the UKITF Committees which constitute the Development Committee, and Chair of the Development Committee.

## Coaching Committee Chair Remit

Overall accountability for running of Coaching Committee and Coaching Team

## Coaching Committee Chair Job Description

### Coaching Team

- In consultation with the Development Committee identify/appoint Coaching team members.
- Advertise coaching positions, review & reply to coaching staff applications.

### Team UK Squad Training

- Attend Team UK Squad training.
- Organise all practical aspects for Team UK Squad training, including;
  - Organise venue, dates etc.
  - Invite guest Coaches
  - Maintain and communicate attendance lists to Coaches/ Instructors/ Squad members
  - Collect squad fees

### Team UK Identification & Ranking of competitors

- In consultation with the UKITF Policies/Development Committees, amend the ranking/selection procedure when necessary and communicate to UKITF Instructors/Students
- Update & amend ranking lists after British & English Championships & then circulate.
  - Reply to questions & queries concerning ranking/selection lists & procedures where necessary.

- In consultation with the UKITF Policies/Development Committees, amend the UKITF funding procedure when necessary and communicate to UKITF Instructors/Students
  - Reply to questions & queries concerning UKITF funding procedure where necessary.

### International Competitions

- Circulate information regarding, collect & organise Team UK applications for International competitions.
- In consultation with the coaching team, select students for International team events.
- Communicate final Competitor eligibility and, for UKITF, funding for a given International Competition
- In consultation with the coaching team ensure all competitors are prepared/fit/able (Duty of Care) to compete in the International Arena
- As necessary, work with UK ITF central office on travel arrangements, documentation requirements (eg guardian release), identify additional requirements
- Be available to attend International Championships. Whilst at the Championships, and with the coaching team, Manage Team UK. Activities include, but is not limited to, attend the coaches meetings, ensure competitors are fit and able to compete, escalate competition disputes if necessary through the appropriate channels.

### Additional

- Provide regular updates/ communications such as news articles, updates to the Team-UK Facebook page and Team-UK website, as necessary.
- If required, and in consultation with the Development Committee, appoint one or more deputies for the Coaching Committee.