



Forth Canoe Club

Club Committee Voluntary Role: *Coach Coordinator*

Role Description:

Hours per week: average 2 to 6 hours (flexible)

Location of voluntary activity: member's home and regular visits to boathouse

Commitment period: Until January 2016 and continuing subject to re-election at the AGM

Introduction:

Forth Canoe Club is Scotland's oldest, largest and one of its most active clubs covering every discipline of canoeing. For the Club to operate successfully, it is necessary for members of the club to put themselves forward and accept voluntary roles, these roles make up the committee who oversees the management of the club. We are a simple constituted members club, not incorporated, a charity or a CASC.

Turnover is approximately £30,000 a year. The calendar year is used as the financial year. The accounts for 2012 are viewable at

<http://www.forthcc.com/sites/www.forthcc.com/files/fcc-accounts-2012.pdf>

Outline of role:

This role is vital to the day-to-day and long-term future of Forth Canoe Club. The member in this role will accept responsibility for overseeing coaches and coaching activities at the club.

The member will need good people skills to identify and recruit potential coaches and will need administrator skills to organise coaching sessions.

Outline of tasks:

- Maintain the list of coaches and their qualifications on the website and be familiar with their experience
- Recruit new coaches and be responsive to anyone enquiring about being a coach
- Be familiar with the BC qualifications
- Encourage club coaches to go on BC and other training courses as appropriate
- Help coaches apply for funding from SCA, Coaching Edinburgh and elsewhere for these courses
- Plan a budget for coaching activities each year as part of the committee's annual budgeting
- Liaise with child protection officer to ensure all coaches have disclosure
- Liaise with SCA Regional Coaching Officer for Lothians and ensure the club is represented at coaching forums
- Schedule (or delegate) club night beginners sessions each year and administrate bookings
- Schedule (or delegate) baths sessions each year and administrate bookings
- Maintain the club coach handbook and take new coaches through it
- Liaise with the contracted Club Coach and line manager to ensure their activities fit in with the other coaching activities
- Liaise with discipline coaches to ensure their activities fit in with the other coaching activities
- Organise occasional club coach meetings to discuss current developments
- Report on coaching activities at committee meetings
- Maintain (or delegate) a rota of club night bank minders

Forth Canoe Club, August 2015