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| Organisation: | S-Factor Academy |
| Role Title: | Athletics Coach |
| Responsible to: | Sporting Lead (Head Coach) |
| Role Description: | <p>A Coach usually performs many of the following tasks:</p> <ul style="list-style-type: none"> • Developing training programs • Maintaining records • Attending competitions • Giving feedback on performance • Assisting in sports promotion/development • Evaluating performance |
| Skills/Qualifications/Experience: | <ul style="list-style-type: none"> • Motivating • Professionalism • Being focused and amicable • Time management • People management • Planning and prioritizing • Nutrition • Communication and listening • Presentation • Being enthusiastic and trustworthy |

Main Duties

- Arrive at the venue in sufficient time prior to the start of the session.
- Inspect the activity area, take the necessary steps to minimise health and safety risks.
- Ensure First Aid Kit is available and that there is access to a telephone.
- Ensure that you and the participants are aware of emergency fire exits, extinguishers, telephone point and vehicle access.
- Inspect, assemble and dismantle sports equipment in a way appropriate to the activity that minimises health risks.
- Register participants prior to the start of the course.
- Inform a member of club committee as soon as possible of any incident or injury and complete the accident/ incident report form.
- Consult the club committee if you wish to prevent attendance at further sessions by an individual, for example due to unruly or disruptive/dangerous behaviour.
- Ensure the equipment used is in good repair. Inform the club committee of any replacement/ repairs required.

- Ensure that the venue is left clean, tidy and secure (if appropriate) at the end of each session.
- Ensure children are supervised at all times. In circumstances where a child has not been picked up from a session the coach must remain on the premises with the child and take the appropriate steps to ensure the safety of the child until the parent or guardian arrives.
- Be aware of good practice guidelines on child & vulnerable adult protection.
- Be aware of unauthorised personnel at the venue.
- Sessions should be organised in accordance with current National Governing Body recommendations.
- Plan and coach sessions in a way appropriate to the age and ability of the performers concerned in order to promote enjoyment and skill progression.
- Assist performers to gain a greater understanding of the rules, safe practices and appropriate behaviour in the sport concerned.
- Promote the values of fair play, particularly to groups of children.
- Ensure the venue is accessible at least 15 minutes prior to the start of the course.
- In liaison with the head coach ensure that there is a sufficient amount of equipment available for club training and competition.
- Ensure that all of the equipment and facilities are in good working order.
- Ensure coach/participant ratios are appropriate in accordance with relevant nationally recognised standards.
- Ensure that child & vulnerable adult protection guidelines are provided and adhered to by all staff working with children.
- Ensure that the club's safety procedures are understood and followed by all staff, coaches and volunteers.
- Ensure that a site risk assessment has been carried out.