

## Orienteering Tasmania

### POSITION DESCRIPTION

#### TEAM COACH FOR TASMANIAN JUNIOR TEAMS

##### 1. APPOINTMENT OF TEAM COACHES

- 1.1. For any Tasmanian representative junior team competing outside or within Tasmania, a Team Coach may be appointed by the Board who shall be responsible to the Board.
- 1.2. The Team Coach shall be appointed in accordance with OT's "*Member Protection Policy - Procedures for Appointment of Junior Team Officials and Assistants*".
- 1.3. When appointing several Team Officials for Junior Teams, there should be at least one of each gender.
- 1.4. When appointing Team Officials for a School Team, there should be at least one teacher if required by the rules of the Event.
- 1.5. If practicable, the Team Coach should be appointed not less than six months before the event.
- 1.6. The Director, Performance shall call for applications for the position of Team Coach through an advertisement in "*O-Know*" allowing a period of no less than one month for applications to be received. Each application should be accompanied by a statement detailing the applicant's experience relevant to the position.
- 1.7. The appointment shall be made by the Board on the recommendation of the Director, Performance.

##### 2. RESPONSIBILITIES OF TEAM COACH

- 2.1. The Team Coach shall be responsible for coordinating coaching programs, both in Tasmania and interstate, specifically aimed at preparing that Team for participation in the specified Event.
- 2.2. The Team Coach shall liaise with the Team Manager regarding any special requirements or suggestions he/she might have.
- 2.3. If necessary the Team Coach can be asked to take on the role of Assistant Manager to assist the Team Manager in his/her duties during the Event.
- 2.4. Specific responsibilities of the Team Coach shall include, but are not necessarily limited to, the following unless otherwise determined by the Board:
  - (a) To organise coaching and training for the Team both in Tasmania and interstate after the Team is selected.
  - (b) Organise briefing sessions before each event to provide Team Members with relevant information and to assure participants are well prepared.
  - (c) Assure juniors are aware of the procedural requirements of each event and supervise them in their preparation.
  - (d) Organise post-mortem sessions after each event.
  - (e) Ensure juniors are properly fed, hydrated and rested before each event and that proper recovery techniques are followed in between events.
  - (f) In consultation with the Team Manager, make appropriate arrangements for medical treatment where necessary for Team Members where a Medical Officer is not appointed to the Team.
  - (g) To make recommendations to the Team Manager on matters relating to team selection, replacement of Team Members due to injury, etc. that may be required after the Team has left Tasmania.

- (h) In consultation with Team Members, to undertake further selection from runners for the selected Team if required for a specific competition and to determine team running orders in individual events (where this can be nominated) and in relays.
  - (i) To attend meetings of the Selection Panel as required.
  - (j) To provide support to the Team Manager in the maintenance of discipline and appropriate conduct of Team Members in accordance with OT's "Athlete Agreements", "Codes of Conduct" and "Anti-harassment Policy".
- 2.5. The Team Coach shall be required to accompany the Team throughout its official period of travel, training and competition. This requirement may be varied only with the specific permission of the Board. Throughout this period, the Coach is expected to put the interests of the Team ahead of any personal interests.
- 2.6. The Team Coach is to provide a written report to the OT Board within six weeks of the completion of the competition. In the event of circumstances beyond the control of the Coach precluding the completion of a full report by the due date, an interim report shall be presented, and shall be completed as soon as practicable. The report is to include:
- (a) A report on significant training and coaching activities undertaken by the Team
  - (b) A report on any changes to the Team for any reason.
  - (c) A technical analysis of the results of Team Members.
  - (d) A report on any performance problems experienced by Team Members due to injury, psychological factors, etc.
  - (e) Identification of any problems with coaching, training and preparation for the event.
  - (f) Recommendations.

### **3. POWERS OF TEAM COACH**

- 3.1. The Team Coach shall have the power to co-opt assistants for the execution of his/her duties during the Team's preparation period in Tasmania.
- 3.2. The Team Coach shall be responsible for recommending to the Team Manager any changes to the Team composition as a result of injury or other performance factors after the Team has left Tasmania.
- 3.3. If further selection of runners from the selected Team is required for a specific competition, this shall be the responsibility of the Team Coach who may consult with the Team Manager, Team Captain(s) and other Team Members as he or she sees fit, unless the Board has determined an alternative procedure. If no Coach is appointed to the Team, the Team Manager shall have this responsibility.

### **4. DISCHARGE OF RESPONSIBILITY OF TEAM COACH**

The Team Coach's responsibility shall be discharged with the presentation to and acceptance by the Board of the Coach's report.

### **5. INFORMATION FOR TEAM OFFICIALS**

- 5.1. It is OT policy that on any junior trip there is a "no alcohol" rule for all juniors. Any adult driving a bus must have a zero blood alcohol level at all times.
- 5.2. Team Officials are not to offer alcohol or drugs to any Team Member.
- 5.3. Any Team Official travelling and staying with the Team must have an up to date Police Check<sup>1</sup>.
- 5.4. At any time, Team Officials should put the interests of the juniors in the Team ahead of their personal interests.

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<sup>1</sup> If a teacher is appointed as a Team Official he/she will not require a police check provided he/she has a current teacher registration which includes a police check.

- 5.5. Team Officials are required to have a current and appropriate drivers licence and Passenger Licence for the operation of any vehicle used by the Team during the Event.
- 5.6. Team Officials are expected to be familiar with OT policies, guidelines and information relating to:
- Team travel (e.g. “Athlete Agreement”, “Codes of Conduct”, etc...)
  - Sponsorship
  - Badges
  - Track Suits
  - Running Suits
  - Competition Equipment
  - Tasmanian (and Interstate) Government Obligations
  - Drugs in Sport Requirements
  - Funding
  - Team Member Feedback.