



IPSWICH HOCKEY ASSOCIATION INC.

Established 1931

ABN 54 159 436 239

65 Briggs Road, Raceview 4305
Phone (07) 3288 6985
Facsimile (07) 3294 0214
Email: secretary@ipswichhockey.com

REGIONAL COACHING DIRECTOR Ipswich Hockey Association

The following is the application package for the above position. Please ensure your written application, as per the application package, is forwarded to:

Margret Mantell
Secretary - Ipswich Hockey Association Inc.
via email to secretary@ipswichhockey.com
by no later than Friday 30 November 2018.

Your written application should address your qualifications and experience in relation to the Selection Criteria contained within these documents. Your written application should be no more than 5 pages in length.

General Information

- The Ipswich Hockey Association Inc. was established in 1931 and operates its 2 artificial and 4 grass fields from 65 Briggs Road Raceview.
- Situation of Position – Ipswich Region.
- Contract Term – initially 3 years.
- Remuneration – to be confirmed with successful candidate.
- Prerequisites for the job – refer to attached Position Description.
- Please supply 3 referees names and contact phone numbers - include at least one professional and one personal referee.
- Following receipt of all applications a short list of applicants will be drawn up by the selection panel of those applicants to be interviewed. Applicants will be interviewed at the Briggs Road Complex.

Selection Criteria

- SC1 Hold a minimum of a level 2 Coaching Accreditation (HockeyEd).
- SC2 Possess suitable computer literacy particularly in Microsoft Word, Excel and in use of the internet and social media, and the ability to undergo further training if required.
- SC3 Proven hockey coaching experience at various levels including juniors.
Experience in attending schools to introduce prospective players to the game of hockey.
Proven track record of assisting potential elite hockey players in succeeding at Queensland and Australian representative level.
- SC4 Exhibit high level interpersonal and communication skills, with a demonstrated ability to clearly and concisely convey information, both orally and in writing, to a variety of audiences. Includes experience of interaction with all members of an association.
- SC5 Proven ability to identify needs and plan, implement, evaluate and improve programs with the aim of increasing the standard of coaches and players.

Additional Factors

Refer to the Position Description for further information on the specific vacancy and requirements when addressing each of the selection criteria.



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POSITION DESCRIPTION

Job Title:	Regional Coaching Director (RCD)
Reports to:	President of Ipswich Hockey Association Inc. (Ipswich Hockey)
Job Purpose:	To drive the recruitment, participation, retention and development of players and coaches within the Ipswich region.
Reporting aspects:	The RCD is required to provide regular monthly progress reports to Ipswich Hockey regarding all activities and progress against key performance indicators.
Employment Status:	Full Time (3-year Fixed Term)
Date:	November 2018

KEY TASKS & ACTIVITIES

- 1 **Planning, Policy and Advice**
 - 1.1 In conjunction with Ipswich Hockey, establish a flexible annual plan that focuses on player and coach recruitment, participation, retention and development. The annual plan to be approved by Ipswich Hockey.
 - 1.2 Lead the implementation of the plan including hands on activity, monitor and report performance, and make the necessary adjustments to deliver agreed outcomes.
- 2 **Recruitment and Participation**
 - Recruitment Programs
 - 2.1 Actively promote awareness of the HookIn2Hockey (Hin2H) program to the Ipswich Hockey community.
 - 2.2 Contact and liaise with club personnel and coaches regarding the planning and delivery of the program to ensure a consistent outcome of the Hin2H program.
 - 2.3 Initiate, manage the establishment of and conduct recruitment programs such as school visits, Come 'n' Try Days, Inclusive programs and U7 and U9 competitions, in particular to ensure that Hockey Queensland Inc. (HQ) Key Performance Outcomes are achieved, to ensure continued funding of the RCD role in Ipswich
 - 2.4 Assist in program reporting, evaluation and forward planning.
 - Sporting Schools Program
 - 2.5 Establish strong links to assist with the delivery of the Sporting Schools program within the Ipswich region.
 - 2.6 Assist to provide links between both schools and clubs to ensure a pathway into the regular club competition.

Other Programs

- 2.7 Conduct Summer Skills and other holiday period type programs during the off season as appropriate to focus on skills deficiencies.

Hookin2Hockey, Junior Fixtures and Training

- 2.8 Be active at the hockey fields during Hookin2Hockey sessions, including being on the turfs and grassed fields to monitor and where necessary assist coaches and helpers, particularly early in the season
- 2.9 Be at the hockey fields during junior games to monitor coaches and players. The RCD is not required to be at the fields at all times but to attend different teams games on different days during the weekend from week to week, to ensure viewing all junior groups during the season.
- 2.10 Attend 4.15pm to 6.30pm Tues/Wed/Thurs training sessions especially pre-season and regularly during the season to lend a hand to coaches and players as required. Be available to give feedback to coaches if they are amenable to such feedback at the conclusion of the training session. Be prepared to host a training session if requested by coaches from time to time as a learning experience for the coaches, particularly early in the season and pre-season.

3 Coach Development

- 3.1 Conduct a needs analysis of the group of coaches currently coaching Ipswich Hockey Representative teams and their various accreditations and standards, and establish a development plan to improve coaching standards and increase the number of accredited coaches in the region.
- 3.2 Work with club coaches to improve coaching standards at all levels of club coaching, including conducting regular coaching sessions with club teams as part of the development of club coaches in all grades.
- 3.3 Identify various coaching weaknesses and assist coaches in problem areas
- 3.4 Circulate training drills electronically to all coaches registered with Ipswich Hockey to receive such information
- 3.5 Conduct coaching courses in the region to ensure that coaches are accredited for their level of expertise and ensure computer-based database accuracy.

4 Representative teams

- 4.1 Identify, induct and mentor Ipswich Hockey representative coaches.
- 4.2 Be part of the Ipswich Hockey Appointments Panel for the appointment of Ipswich Hockey Representative coaches.
- 4.3 Liaise and meet with all of the coaches of Ipswich Representative teams to ensure teams are properly prepared for state titles. Review draft programs prepared by coaches to ensure all areas of preparation are covered in a 6 to 10-week program prior to state titles.
- 4.4 Attend training sessions with Ipswich coaches to ensure programs are being complied with, and to ensure Ipswich Representative teams are properly prepared so they have the best opportunity to advance their ranking at State level.
- 4.5 Attend intercity matches, local and State Titles when practical.
- 4.6 Following the completion of State titles, review the outcomes of the team at the State titles with an aim of improving processes and outcomes in future years.

5 Elite and Player Development

- 5.1 In coordination with HQ state team coaches, and the HQ Talent Development Manager, if applicable, conduct special training sessions for players selected in state teams to prepare them for national titles
- 5.2 In coordination with Hockey Australia coaches, if applicable, conduct special training sessions for players selected in national teams to prepare them for the competitions that they have been selected to represent Australia in.
- 5.3 Where Ipswich Representative players have been selected to trial for state teams, conduct training session with those players to prepare them for such trials.

6 Health and Safety

- 6.1 Actively report workplace hazards, injuries and accidents arising from workplace activities, providing recommendations for corrective actions to prevent or minimise the chance of recurrence.
- 7** Ensure compliance with the Workplace Health and Safety Act to ensure you do not expose yourself or others to an unnecessary risk.

8 Relationships

- 8.1 Develop and foster an effective working relationship with all members of the Ipswich Hockey Executive and the network of local Ipswich and club coaches to foster a collaborative environment and to provide resources and guidance to enhance their capacity to develop hockey particularly in the Ipswich Region.
- 8.2 Develop and foster an effective working relationship with the network of RCD/RDO's in Queensland to achieve a collaborative environment, deliver timely information and share information to promote hockey in the state of Queensland

9 Systems and Reporting

- 9.1 Provide monthly reports to the Ipswich Hockey Management Committee against key performance indicators and attend Ipswich Hockey Management Committee meetings to discuss the report and answer questions on the operation of the RCD in Ipswich.
- 9.2 Monitor trends across the network of hockey in the region and make recommendations for change to the Ipswich Hockey President as needed.

It should be noted that from time to time other duties may be required to meet the Business Objectives.

ACCOUNTABILITIES OF THE ROLE

1. Growth in Ipswich Hockey player numbers
2. Number of Hin2H registrations
3. Number of coach accreditations completed
4. Presentation and adoption of annual plan by agreed date

QUALIFICATIONS / EXPERIENCE / BEHAVIOURS

1. A minimum of Level 2 Coach accreditation
2. Knowledge of hockey coaching methods and the ability to disseminate that information
3. High level of skill in preparing and presenting correspondence, reports and submissions, including financial reports
4. Computer literate and able to process various software programs
5. Demonstrated experience working with volunteers in a sporting environment
6. Demonstrated ability to plan, determine priorities and resources to meet outcomes
7. Ability to work as part of a small team
8. A current driver's license
9. A current Blue Card

Additional Information – Work Environment

- Passionate about ensuring the success of hockey in Ipswich and Queensland
- The position will be required to do regular travel within the Ipswich region
Weekend, morning and evening s