



DSCJ Head Coach function

Job description

Responsibilities regarding coaching & management of coaches:

1. Assist in identification, recruitment and management of assistant coaches.
2. Overall team lead for the coaches also with regards to discipline, reliability and behaviour of the coaches / the coaching team.
3. Allocate age groups / teams to the other coaches considering coach skills & players age groups.
4. Ensure that coaches monitor and enhance the performance of players by providing tuition, encouragement and constructive feedback.
5. Ensure coaches attend matches of the ages groups they are responsible for – ensure that the coaching team notifies immediately should there be any problems with training attendance or match coaching.
6. Undertake semi-annual performance evaluation/appraisal in writing of the assistant coaches.
7. Note, if any, the areas for improvement in coaching performance and suggest how this may be achieved and supported.

Responsibilities regarding training sessions.

1. Ensure that training sessions start and end on time.
2. Ensure that sessions entail relevant skills training, tactics and techniques to players– based on existing skill levels and age.
3. Develop training programmes and methods for players that are engaging and enjoyable.
4. Ensure that there is appropriate equipment available for each training session. Notify the club should there be requirements for new equipment or update equipment.

Responsibilities regarding administrative work:

1. Manage match appointments / fixtures especially when the match dates as indicated by RCLFA cannot be met & matches have to be shifted to a different date.
2. Organize friendly matches and tournament participation after / based on agreement with the club's board.
3. Safeguard assets of the club, in particular the equipment stored in the container by the school field.
4. Ensure that access to the equipment is managed and controlled – know who has keys, ensure that the container is closed / locked after training sessions and matches.
5. Ensure that the asset check form is completed after every training session and match. Immediately notify the appropriate board member in case of:
 - a. Assets missing
 - b. Assets damaged
6. Ensure compliance with all health and safety regulations which are current standard & demanded by the RCLFA and/or SAFA.
7. Keep a training attendance record of players and coaches.