



## **Position Description Head Coach HSREP06**

### **Scope**

To provide scope of frame work for the rep team and staff to operate and encompass preparation for the team instruction, standard of behaviour motivation, skill and mental development at representative level for the age group of the team.

### **Skills**

- Must have Level 3 Australian Sports Commission Coaching accreditation and be current
- A strong knowledge of Battery coaching
- Good interpersonal skills
- The coach must be a communicator, negotiator, time manager, innovator and motivator to his staff and team.

### **Team Roles & Responsibilities (Sheet attached)**

- Accept responsibility for the preparation of the team.
- Accept responsibility for all your actions taken.
- Complete team Roles and Responsibilities form with the input of all team staff, Assistant coaches, Manager, Statistician (copy attached)

### **Coaching Program**

- Co-ordinate and supervise an innovative, creative and game specific coaching program.
- Co-ordinate the scope and sequence outlines for the team.
- Prepare a scope and sequence outline covering my areas of responsibility.
- Prepare a fitness program for the players to ensure peak fitness for the State Championships.
- Identify any skill areas requiring focus for individual players and set up a specific program to accomplish in timeframe provided.
- Liaise with players for individual Batting, Pitching, Catching with coaches.
- Encourage officials to set goals related to both their personal development and the team's performance.
- Provide specific opportunities for the development of team officials.

### **Training**

- Be in attendance no later than 15 minutes prior to the start of each training session.
- Co-ordinate and allocate time for all activities.
- Prepare a training program for each session in the areas for which you are responsible.

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- Accept responsibility for organizing all equipment necessary for the activities you will be conducting.
- Exempt players from participation in certain activities or on the advice of team officials

### **Decision Making**

- Formulate decisions on behalf of the team, after collecting, collating and considering all the available information, and accept responsibility for these. Final authority rests with the Head Coach.
- Encourage all officials to offer advice and suggestion and to be involved in the decision making process.
- Exempt players from attendance at training after consultation with the Manager

### **Communication**

- Ensure that regular communication is maintained with coaching staff, players and parents either directly or through the Team Manager as a group or where required individually ensuring female is always present with players.
- Communicate and interact with team staff, players, parents, and Association officials utilizing the Team Manager where necessary.
- Clearly state all policies, testing that they are being understood and followed.

### **Team Staff Meetings**

- Conduct team staff meetings
- Co-ordinate and chair meetings and discussions with assistant Coaches, Players, Manager, Statistician in the formation and running of Team.

### **Trainee Coaches**

- Trainee Coaches are to be given structured program and roll
- Encourage he/she to develop, grow and learn all they can about that roll
- Be included in all team discussions
- Be equally informed on all team matters
- Have an input in all decisions

### **Head Coaches Responsibilities**

- After Team Staff input, consider, select the Team for each Game.
- Determine Batting Line Up for each Game
- Co-ordinate Team offensive strategies
- Determine signaling series for each Game
- Conduct Pre-Game meeting
- Supervise Pre-Game warm-up
- Organise & conduct throwing & batting section of pre-game warm-up
- Conduct pre-game on the diamond warm-up
- Coach from 3<sup>rd</sup> Base Coaches box
- Give signals to Batters, 1<sup>st</sup> Base Coach and Baserunners
- Control Outfielders positioning & adjustments
- Seek/Consider advice of Team Staff in relation to strategy, player performance and substitutions
- Determine and announce changes to team during the game
- Advise Statistician of positional changes, substitutions and Re-entries
- Advise Umpire of positional changes, substitutions and Re-entries
- Request TIME to question umpire decisions
- Conduct Post-Game meeting

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**Dress & Behaviour Standards**

- Training Dress codes of Players and Team Staff is paramount.
- Playing Dress code of all players and team staff must be clearly outlined
- Maintain the Behaviour Standards for players and team staff, required by the Association, in any training session, representative game or while on tour in representing the Association. All Team Staff must wear their HDSA uniform at all training sessions
- Be aware of Code of Behaviour expected of Parents. Refer to Parent Code of Behaviour (HSCOMPRO003)

**Policy**

- Ensure that Team Staff have an input and clear understanding of Team Policies and those affecting team below:
  - Coaches-Code of Behaviour (HSCOMPRO005)
  - Player-Professional Behaviour and Attitude Policies (HSCOMPRO004)
  - Parent-Code of Behaviour (HSCOMPRO003)
  - Administrator-Code of Behaviour (HSCOMPRO006)

**Injury Recovery**

- Head Coach to ensure Team Manager has a Medical Advice form signed for each Player and current
- First aid kit is at all training, games, Regional's and State Championships.
- Encourage all players to have and use "Ice and Easy" bags. This reduces injury time and handles swelling issues promptly.

**Optometrist**

- Sports Optometrist-all players are advised to have their eyes tested prior to start of training program. Copy of results to Team Manager.

**Records**

- Manager to hold a copy of Medical Advice form signed and dated of each team player.
- Head Coach to ensure Team Manager maintains all records of attendances and Assessments at trainings/games and log of any training injuries.
- Obtain Medical clearance from parent and doctor on form provided if an injury occurs through the Team Manager

**General**

- Conduct meetings as and when necessary with Team Officials and/ or Players/Parents

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## **Protocol of a Rep Team**

### **Code of Behavior**

- Adhere to the Code of Behavior for Coaches and Officials, at all times, while representing the Association both on and off the field ensuring that your behavior to your female players is always beyond reproach.
- Member Protection forms must be completed for each Official and handed to the Team Manager who will pass them to the member protection officer.

### **Resources-Players and Team Staff**

If additional Players or Team Staff are required by the team for whatever reason all requests must be made through the Representative Convener only.

### **Debriefing**

At the end of a Rep Team season Team staff to hold meeting within one month with Rep Convener and a member of the selection panel to discuss:

- What worked
- What did not work
- What innovative training was carry out
- What can we learn and implement or change for next team

### **Coach Report**

Head coach to submit a report on the team including such Items as:

- Players grading form completed with assistance of all coaching staff
- Team strength, Players strength and weakness
- Refer Head Coach Final report process(HSREPPRO028)

### **Staff- Ethics**

- Must adhere to Code of Behavior for Coaches (HSCOMPRO005)

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## **Coach's Code of Conduct**

In addition to Softball Australia's values and general Code of Conduct, as a coach appointed by Softball Australia, a Member State or an affiliated association or club you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Softball Australia, a Member State or an affiliated association or club.

- 1 Respect the rights, dignity and worth of, and refrain from any discriminatory practices against, any person regardless of age, gender, ethnic origin, religion or ability.
- 2 Endeavour to ensure players' time spent with you is a positive experience.
- 3 Respect the talent, developmental stage and goals of each individual player.
- 4 Treat each player as an individual and help them reach their full potential. Provide training programs that are planned and sequential and suitable for the age, experience and ability of the players. Be fair, considerate and honest with players
- 5 Be reasonable in your demands on your players' time and ensure there is an appropriate balance between sporting involvement, education and career objectives.
- 6 Implement clear rules for players in training and general conduct.
- 7 Be professional in your appearance and manner and accept responsibility for your actions. Display high standards in language, manner, punctuality, preparation and presentation. Display control, respect, dignity and professionalism to all involved with softball, including opponents, coaches, officials, umpires, scorers, administrators, the media, parents and spectators. Encourage your players to demonstrate the same qualities.
- 8 Make a commitment to providing a quality service to your players, your affiliated club, association and state, and to Softball Australia, by continually improving your coaching knowledge and skill. Maintain and improve your NCAS accreditation. Seek continual self-improvement through performance appraisal and ongoing education.
- 9 Operate within the rules and spirit of the sport. Abide by and respect the policies governing softball and sport generally and the organisations and individuals administering those policies. Reject the use of performance enhancing drugs in sport and abide by the anti-drugs policies of the relevant national and international sporting organisations and government regulatory bodies.
- 10 Ensure physical contact with players is appropriate to the situation and necessary for the player's skill development. Inappropriate physical contact is a form of sexual harassment.
- 11 Refrain from any form of personal abuse. This includes verbal, physical and emotional abuse.
- 12 Refrain from making derogatory, demeaning or discriminatory remarks about any administrators, players, coaches or other players. This should include when using social media.
- 13 Refrain from any form of sexual harassment. This includes explicit, implicit, verbal and non-verbal sexual harassment.
- 14 Refrain from initiating a relationship with a player and also discourage, in a sensitive manner, an attempt by a player to initiate a sexual relationship with you.

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15 Provide a safe environment for training and competition. Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the players.

16 Show consideration and caution towards sick and injured players. Provide a modified training program where appropriate. Allow further participation in training and competitions only when appropriate. When necessary, follow the advice of a reputable doctor or physiotherapist when determining when a sick or injured player is ready to recommence training or competition.

17 Be a positive role model for softball and your players.

18 Do not tolerate acts of aggression.

19 Refrain from engaging in any behavior that is in breach of Softball Australia's Member Protection Policy.

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## Hornsby District Softball Association Inc REP STAFF ROLES AND RESPONSIBILITIES

TASKS	MAIN ROLES	MINOR ROLES
OUTFIELD		
INFIELD		
BASERUNNING		
BATTING		
BUNTING / SPECIAL HITTING		
FITNESS / RECOVERY		
WARM-UP / WARM-DOWN		
BATTERY		
TOTAL DEFENCE		
3 <sup>RD</sup> BASE COACH		
1 <sup>ST</sup> BASE COACH		
STATISTICIAN		
ADMINISTRATION MANGER		
SCOUTING		
SPORTSCODE / VIDEO ANALYSIS		
STRATEGIES / TACTICS		
TEAM SELECTION		
NUTRITION		
SPORTS PSYCHOLOGY		
SET UP / EQUIPMENT		

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