



## Position Description

Assistant Coach – Sydney University Boat Club

POSITION DETAILS	
<b>POSITION TITLE:</b>	Assistant Coach – Sydney University Boat Club (SUBC)
<b>REPORTS TO:</b>	SUBC Head Coach (Men) SUBC President SUSF High Performance Manager
<b>DEPARTMENT:</b>	High Performance Department
<b>LOCATION:</b>	The Arena Sports Centre Tarban Creek Training Centre
<b>EMPLOYMENT STATUS:</b>	Full-Time 1 year Maximum Term

HUMAN RESOURCES STATUS	
Does this position fall under the definition of Child Related Employment?	YES
Does this position require the employee to undergo criminal reference check?	YES
Does this position require the employee to demonstrate good driving record or possess a good driving record or possess a specific driver's licence?	YES
Will the employee be required to make disclosure of pecuniary interest?	YES
Could there be a conflict of interest with a secondary employment?	YES

STAKEHOLDERS	
<b>Primary Internal Stakeholders/Contacts</b>	SUBC Members SUSF Staff
<b>Direct Reports</b>	None
<b>Primary External Stakeholders/Contacts</b>	Relevant contacts at Rowing Australia, Rowing NSW and NSWIS Relevant Secondary Institutions Relevant Contacts for Recruitment Purposes Sponsors



## The Organisation:

Sydney Uni Sport and Fitness (SUSF) is a dynamic organisation providing sporting, recreation and fitness services to the University and general community. This involves the management of over 40 sporting clubs, a number of fitness, health and other sport-related facilities, and the coordination of University and community based sport and recreation programs.

## General Description:

The Assistant Coach (AC), SUBC reports directly to the Head Coach – Men (HCM) and is primarily responsible for assisting the HCM in preparing and developing athletes within the SUBC program. The day-to-day management of this role will be the responsibility of the HCM. The role will involve coaching and managing athletes of all ranges and abilities within the SUBC program, and will be focused on achieving the high performance & elite development targets of SUBC, in line with the overall strategy of the club.

The role will encompass work across 5 days a week (plus flexible and extended hours) in line with the normal training structure of elite development rowing. This includes camps and competitions both within Sydney and Interstate and is highly correlated with the summer rowing season.

## Duties:

### 1. Programming:

- 1.1. Liaise with the HCM to produce and monitor a monthly and weekly training program for a squad or rowers under your responsibility.
- 1.2. Monitor and evaluate the Annual Training Program and objectives and results as pertaining to the SUBC program, with specific regard to your squad and athletes.
- 1.3. Distribute the training program in a timely manner each and every week to ensure the athletes can plan around other commitments.
- 1.4. Assist the HCM in developing and updating annually a four year rolling plan covering athlete recruitment, coaching, equipment, club development and performance objectives.

### 2. High Performance Coaching:

- 2.1. Implement the annual training program for a specific squad of athletes within the SUBC program.
- 2.2. Provide technical instruction to athletes to assist in their development
- 2.3. Maintain up-to-date knowledge of technical improvements in the sport of Rowing
- 2.4. Maintain an up-to-date knowledge of every athletes activities in and out of the boat
- 2.5. Liaise with Elite Athlete Program (EAP) staff to monitor and assist athletes in line with SUSF/EAP objectives for university students.
- 2.6. Assist the HCM to maintain documented goals and objectives for each athlete under your responsibility.



- 2.7. Utilise video camera footage and computer aided software to enhance the technical expertise of the athletes
- 2.8. Utilise all other technical facilities available through SUSF, SUBC and through NSWIS to maximise the performance of SUBC rowers.

### **3. Personnel Management:**

- 3.1. Work collaboratively with the HCM, Head Coach Women (HCW) and other SUBC coaches to produce the best possible outcomes for all SUBC rowers.

### **4. Recruitment & Retention:**

- 4.1. Assist the HCM to recruit the best potential rowing talent from all available school programs within NSW and around Australia.
- 4.2. Utilise talent identification criteria for the recruitment and retention of athletes for the Elite programs in consultation with the HCM.

### **5. Networking:**

In conjunction with the HCM:

- 5.1. Develop and maintain links with Rowing Australia (RA), Australian Institute of Sport (AIS), National Rowing Centre of Excellence (NRCE), NSW Institute of Sport (NSWIS) and NSW Rowing Association (NSWRA) in order to ensure performance of SUBC athletes is known to these bodies.

### **6. Administration**

- 6.1. Attend Coaches meetings of Sydney University Boat Club, and provide input and feedback relating to the relevant athletes within the program.
- 6.2. Provide the HCM and/or SUBC Executive Committee with written reports upon request.

### **7. Other Duties:**

- 7.1. Provide the HCM and SUBC with recommendations, when appropriate, on policies or procedures that may assist with club functioning and/or results
- 7.2. Delegate duties to scholarship holders when required
- 7.3. All other duties as specified by the HCM; President, SUBC; High Performance Manager, SUSF



## Qualifications & Experience:

### Essential:

- Professional Sport industry experience (3+ years)
- Level 2 (minimum) coaching accreditation
- Strong Communication & Interpersonal Skills
- Organisational & Time management skills
- Proven record producing Elite Rowing programs
- Proven record coaching Elite Rowers to State, National and/or International standard
- Experience using a Video Camera as a coaching aid
- Current Driver's License
- Experience towing Rowing Boat Trailers

### Desirable:

- Relevant tertiary qualifications – Degree in Sports Science or similar
- First Aid – workplace safety

## Accountability:

This position reports to and is accountable to the, HCM, President, SUBC, High Performance Manager and Executive Director, SUSF.

## Conditions of Employment:

- The position is in accordance with the terms and conditions of the Employment Agreement and the relevant modern award.
- The successful applicant may be required to complete a Working with Children Check as per NSW Government Legislation.
- The position has a 6 month probationary period
- The availability to work a 5 day week plus flexible/extended hours as required to meet the demands of the position and commensurate to the level of the position.
- SUSF reserves the right to alter this duty statement at any time.



**Signed and Accepted by:**

**Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Club President:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**Signature:** \_\_\_\_\_