

Club Coaching Coordinator

As the Club Coaching Coordinator (CCC) you will be the link between the development of the coaching staff, the Coach Development Officer (CDO) and the WRU. You will also be the main contact for coaching matters within the club and actively aid the development of the club's coaches.

What kind of person should you be?

1. **A motivator** – coaches within your club will need to feed off your enthusiasm and motivation to progress themselves.
2. **A good organiser** – It is essential to keep records of qualifications of the club's coaching personnel as well as asking new coaching personnel for copies of certificates.
3. **Approachable and friendly** – coaches need to share their personnel development plans with you so it's important that they feel able to approach you and that you react positively to them at all times.
4. **A strong communicator** – you will receive information that can benefit coaches and so you must be able to share this information effectively with the coaches.

The core responsibilities

1. Maintain an up to date database of club coaching personnel and their qualifications.
2. Assist the club in developing its coaches by agreeing individual development plans. Assist the coaches in achieving their development objectives by communicating with the CDO.
3. Share with coach personnel development opportunities and course information received from the CDO.
4. Act as a point of contact for the WRU and share information with the WRU and the CDO about the current qualification status of the club's coaching personnel.

The commitment

1. A CCC is appointed for the whole season so you will be expected to perform the role for at least 12 months.
2. The time commitment will be around 2 – 3 hours a week at the maximum during the season.
3. The workload will increase slightly over the summer due to the training and induction of new coaching personnel. After this, it will be a more person oriented role (are the coaches getting to the courses?) alongside information sharing via email.

What do you get out of it?

This is an opportunity to positively influence the education of the coaches within the club and raise the standard of coaching in the club.



What does a Coach Development Officer expects a CCC to do?

This document has been drafted in consultation with the Coach Development Officers (CDO) and sets out guidance around the activities the CCC needs to complete during a season.

Through the annual WRU audit, the WRU award points to clubs who have in place a CCC. It is essential for the sustainability of clubs and the development of coaches that the CCC is actively performing the role. To assist in achieving this, set out below is the minimum expectations of a CCC:-

- For a CCC to be effective, the coaching personnel within the club need to be aware of who the CCC is, what the role is and what assistance you can offer. To achieve this, a CCC should aim to hold regular meetings (depending on the needs of the coaching personnel) but at the very minimum, this must be one meeting at the beginning and end of the season.
- To promote the development of coaching personnel who want to progress, CCC's should agree with the coaching personnel individual plans to further their development in accordance with the Pathway Recommendations. This will assist both the individual and the CCC in locating the correct opportunities. These plans should be copied to the CDO who can support the development process.
- A CCC's role is not limited to one particular section of the club. A CCC must work with all sections. If the size of the club makes this difficult then the Club can appoint a senior CCC with support CCC's. However, the senior CCC will be the individual responsible for the coaching development of the whole club.
- Each season the Club has to enter to MyWRU the details of the coaches for each team. The CCC is an important part of this process ensuring that accurate data is entered. To achieve this, the CCC will need to provide the data to the Club Secretary / Club Auditor.
- Evidence that the CCC is working with the Club Safeguarding Officer (CSO) to ensure coaches are CRB checked where necessary is also part of the role:-
 - In practical terms, if new coaching personnel join the club their CRB status needs to be established as soon as possible and then the CCC should assist the CSO in ensuring the personnel completes the required forms.
 - CRB's have a validity of three years. It is recommended that CCC's take the time to create a simple spreadsheet to record the CRB status and CRB start date of the coaches. This will assist the CCC's in monitoring when coaching personnel need to renew their CRB.
- In addition to monitoring the CRB status, the coaching level of the individuals can be added along with the dates of further qualifications. This list will assist the CCC in demonstration to the CDO that they have been active in promoting coach development within the club.

