



## **AC COACHING CO-ORDINATOR DUTY STATEMENT**

The coordinator should have good computer and organisational skills to take on the position of AC Coaching Coordinator and member of the Association Croquet Committee. The duties may be shared or delegated to a subcommittee.

Duties include:

- Assume responsibility for conducting, organising and publishing AC coaching, croquet and development squad training;
- Update coach qualification and player achievement records and ensure that details are updated on the Croquet SA website;
- Chair AC coaching sub-committee meetings, ensuring minutes are taken & distributed;
- Liaise with Croquet SA and the AC National Coaching Director on AC coaching matters;
- Liaise with the AC Programme Co-coordinator re use of lawns for training days, workshops etc;
- Arrange the purchase of all AC coaching equipment (achievement pins, manuals badges);
- Prepare and submit AC coaching information for publication in Hoop Points and on the Croquet SA website;
- Maintain the database of coaching library resources & purchase new materials for same. Conduct a periodic audit and ensure that borrowed items are returned;
- Be the link to the State Coaching & Officiating Network (Dept. of Rec. & Sport).
- Reports to AC Director