

# Role Description:

## Head Coach



**NAME OF CLUB:** Bere Alston Trekkers

**RESPONSIBLE TO:** Club Committee

---

The holder of the post of Head Coach must be a UK Athletics Coach qualified at level 2 or above.

### Typical Responsibilities:

- Produce a coaching development plan that is approved by the Management Committee.
- To liaise with the Management Committee on coaching matters
- Liaise with the Armada Network Coaching Co-ordinator for forthcoming courses and workshops.
- Produce a rota of Coaches/Leaders to help organise Club night
- To maintain an up to date register of coaches and leaders
- To hold regular meetings with Club coaches and leaders
- To ensure that minutes from meetings are distributed to the membership
- To recommend to the Management Committee potential LiRF and CiRF, where Club funding is required.
- To be aware of any medical issues or disabilities that members may have, to ensure the club can perform its Duty of Care towards all members
- Encourage and support running amongst members
- Positively promote BATs within and outside the club in order to retain and recruit new members.
- Attend committee meetings contributing positively and constructively.
- Manage succession and handover of role in service of smooth running of the club