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## Director of Coaching Junior Boy's Representative Program (<U18)

### Position Description

**RESPONSIBLE TO:** Operations Manager, who is ultimately accountable to MBA Executive & Committee

**MEMBER OF:** Committee of Coaches

**RESPONSIBLE FOR:** The overall development and performance of the Junior Boy's Representative Program, encompassing VJBL <U18 including athletes, head and assistant coaches.

#### KEY FUNCTIONS:

- *To develop and implement a Basketball program that will assist Junior Boy's Representative Coaches, Assistant Coaches, Support functions and Athletes to achieve their full potential.*
- *Help establish and maintain a strong culture of excellence and discipline for the program. Teach head and assistant coaches their responsibility as a role model and educator.*
- *Establish a basketball manual/document/handbook that encompasses the game play and training philosophy that will become the blueprint to future success.*
- *Identify and attract coaches to the association.*
- *Recognise and conform with the policies and procedures of the association and Basketball Victoria where applicable.*

#### KEY PERFORMANCE INDICATORS:

1. Attended the assigned:
  - 1.1 Committee of Coaches meetings (Monthly)

2. Contribute with other Committee of Coaches team members to Develop a 'Play Style Guide' that aligns with Melton Basketball Association "Culture" and Basketball Victoria's principles, encompassing offensive and defensive principles and structures.
3. Oversee, co-ordinate and schedule tryouts and selection process:
  - 3.1 Establish a schedule for the selection process for the three groups.
  - 3.2 Consult with coaches and provide input on individual player abilities.
  - 3.3 Make recommendations for representative player selections in consultation with the team coaches, for the forthcoming representative season
4. Oversee trainings, plan/run sessions, coach forums as required
  - 4.1 Assist the representative coaches to implement game and training programmes
  - 4.2 Examine coaching plans to ensure they comply with the coaching philosophy
  - 4.3 Provide advice and assistance to individual coaches as required
  - 4.4 Oversee the preparation of training schedules
5. Monitor and evaluate the progress of Coaches and Athletes and their respective development
  - 5.1 Attend home games and trainings, so as to be in a position to assess and advise coaches (attending away games is not required)
  - 5.2 Identify talented players within the association and ensure individual plans have been developed that will provide them with the best opportunity to meet their short term and long term goals
6. Work with other DOCs responsible for Junor Representative Programs to lead and oversee an MBA Athlete Development Program (ADP) for our rep athletes across all age groups (Invite Only, athletes invited to participate by Director of Coaching, and coaches will be encouraged to attend)
7. Lead and oversee an Academy Program for our rep players not participating in the MBA ADP across all age groups (Coaches encouraged to attend)
8. Lead and oversee a Rep Ready program for athletes wanting to take that next step
9. Lead and oversee 2 weeks of school holiday camps that cater for each age group during each of the school holidays
  - 9.1 Establish a schedule for the camps for the various age groups
  - 9.2 Arrange for suitable coaches to attend and assist with camps
10. Deliver one DoC lead Coach clinic/workshop per term (4 for the year)

11. This could be in the form of a coach clinic, a coach workshop/discussion, lead a training session for the club etc
12. Attend Basketball Victoria Coach Clinics as Personal Development, and then supply a clinic overview, notes and points of emphasis to our MBA Coaches to aid their development
13. Promote and attend any Basketball Victoria Skills Days, Academy selections, SDP Trials, and any other programs that MBA coaches and athletes can attend or are involved with
14. Collate and complete Basketball Victoria High Performance nominations for coaches and athletes as required
15. Conduct regular coaches meetings and discussion forums, as well as providing regular feedback and support for coaches
  - 15.1 Assist the representative coaches to implement game and training programmes
  - 15.2 Examine coaching plans to ensure they comply with the associations coaching philosophy and 'Play Style Guide'
  - 15.3 Provide advice and assistance to individual coaches as required
  - 15.4 Oversee the preparation of training schedules
16. Identify, recruit, assess and recommend VJBL head and assistant coaches
  - 16.1 Final appointments to be in conjunction with the Operations Manager, and then ratified by the MBA Board
17. Complete administration duties to support this role and the association
  - 17.1 Maintain an accurate Coach Database which includes coach accreditation details, WWC details and all other relevant information
  - 17.2 DOC monthly report to be submitted to Operations Manager by COB 1<sup>st</sup> Tuesday of every month
18. Represent the MBA in a professional manner and ensure all coaches observe and adhere to the associations code of conducts
19. Work cooperatively with all MBA staff, board members, volunteers, and all coaches to promote a holistic program
20. Other duties as directed and required by the Operations Manager and the MBA Board

#### **PERSONAL ATTRIBUTES:**

- Must hold a current WWC card and have signed a Members Protection Declaration



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- Be able to be a positive and proactive voice for the sport within the Melton Shire
- Excellent interpersonal skills
- Proven organisational and management skills (personal and program)
- Sound administration and report writing skills relevant to position
- Provide leadership and quality control of all programs you are responsible for and be able to mentor and develop a broad range of coaches
- Able to work within a team environment
- Ability to preserve confidentiality and loyalty
- Must be the holder of an Association Coach Coaching Accreditation (Level 2) or a minimum of 5 years sustained high level coaching experience