



COACHING APPLICATION & APPOINTMENT POLICY

The Heathmont Jets Junior Football Club seeks to appoint the best available coaches to oversee each of its teams. At the end of each season, the Club will declare all coaching positions vacant and invite existing and prospective coaches to apply for a coaching position for the following season.

COACHING APPLICATION & APPOINTMENT PROCESS

Coaching positions will be advertised on the Club's website and distributed broadly via email to the Club's player/parent/coach contact list at the end of each season. The Committee also has the discretion to seek candidates by whatever other means they see fit including wider advertising in local papers, following up personal recommendations, etc.

All coaches must apply or reapply for a coaching position by following the application process and by submitting the relevant application forms (available for download from the Club's website).

APPLICATION PROCESS

1. Nominate for a coaching position using the ***Coaching Application Form***.
2. Submit application form to the Director of Football by the nominated date.
3. All applications will then be considered by the ***Coaching Appointment Sub-Committee*** – this will consist of the Director of Football, the Football Operations Manager and a member of the Club Executive (note: The Coaching appointment Sub-Committee reserves the right to reject any applicant without suitable attributes - see below - or a suitable application).
4. Short-listed applicants will then be interviewed by the Coaching Appointments Sub-Committee.
5. The coaching application, presentation during the interview and response to questions from the coaching appointment sub-committee will be used as the basis for evaluation and selection of coaching applicants.
6. After the interview process, recommended appointments will be submitted to the Committee of Management for ratification.
7. The Director of Football will then offer positions to successful applicants.

Dates for this process will vary by year however the objective of the Club is to have all coaching appointments finalized by the end of the year prior to the next season.

COACHING ATTRIBUTES

Coaches must be able to demonstrate that they have the right attributes to coach relevant to the applicable age group. These include but are not limited to the following:

1. Be suitably qualified:

- Coaches must have a Level 1 Junior (5-12 years) or Youth (13-18 years) qualification or in receipt of a Level 1 qualification by May 31 in the year that they are coaching (Note: the Club will pay the costs associated with coaches undertaking a Level 1 Coaching Course).

- Coaches must have a valid “Working with Children” permit prior to commencing pre-season training and for the duration of the season.
- Coaches must attend ALL of the scheduled Coaches’ Forum Evenings conducted by the Director of Football – the dates of these will be provided in advance of the season.

2. Act responsibly and appropriately by:

- Adhering at all times to the Heathmont Jets Junior Football Club’s and the EFL’s Coaching Codes of Conduct.
- Adhering at all time’s to the Club’s football and coaching policies.
- Not entering into any commercial arrangements or make purchases without the consent of the President, Vice President or Treasurer.

3. Display a sense of professionalism and commitment to their team and the Club by:

- Being suitably and appropriately prepared and organised for all training sessions, match days and other Club events (e.g. family nights; Presentation Night; etc).
- Arriving promptly for training sessions and games.
- Communicating appropriately and effectively with players, parents, opponents, umpires and Club officials.

4. Display fairness, integrity and respect by:

- Displaying sincerity and honesty when dealing with players, parents, opponents, umpires and Club officials.
- Adhering at all times to the Club’s football and coaching policies.
- Maintaining accurate records of the number of games played by each player and the amount of game time each player receives throughout the season.

5. Demonstrate leadership and emotional control by:

- Basing actions on reason and not emotions.
- Controlling their emotions and positively influencing others in their team (e.g. Assistant Coach, Runner, parents, etc) to do the same.
- Setting goals and sharing a vision with their team.
- Displaying confidence and instilling belief in players.
- Being aware of and responsive to the individual sensitivities of players within their team.
- Seeking out, listening and responding positively to feedback from others.
- Building an appropriate support network and in doing so enlist a Team Manager, Assistant Coach and Runner who are responsible and who are prepared to act in accordance with the Club’s culture, values and policies.

COACHING TENURE

Coaches shall be appointed for one year. Coaches can be reappointed to coach the same group of players in subsequent years but no coach will be able to coach the same age group of players for more than three (3) consecutive years. This is to ensure that ensure players are exposed to a wide variety of instruction over the course of their junior career at the Heathmont Jets JFC.

Coaching tenure will be reset where an applicant does not coach for a season or is appointed to coach a different group of players.

RESIGNATION OR FORFEITURE OF COACHING POSITION

In the event that a Coach resigns or forfeits their position during the course of a season, the position of Coach for that team will become vacant and the process for appointing a coach will be followed in order to find a replacement coach. The Director of Football can appoint an interim Coach until a replacement is selected. This will usually, but not necessarily be the team's Assistant Coach.

ASSISTANT COACHES

It is expected that all team coaches will appoint a suitable assistant coach who will be subject to the same expectations of conduct and behaviour as team coaches. Coaches should refer to the list of coaching attributes when considering possible candidates for the position of assistant coach.

Assistant coaches are encouraged to obtain their Level 1 Coaching Accreditation and will (along with all support staff) need to have a current "Working with Children" permit. Assistant Coaches are also strongly encouraged to attend the scheduled Coaches' Forum Evenings conducted by the Director of Football – the dates of these will be provided in advance of the season.

The Club encourages Assistant Coaches to use this appointment as a coaching pathway within the Club. For example, a third season appointment of a coach can serve as a transition year with a handover to a suitably accredited and experienced Assistant Coach in the following year.

Effective Date and Review

This policy is effective from **1 December 2014** and will be reviewed annually in August of each year.