



# PENICUIK ATHLETIC YOUTH FOOTBALL CLUB



## APPENDIX B JOB DESCRIPTIONS

### Job Title Responsible For

### Coach

- Plan, prepare and deliver the age-specific coaching programme in accordance with the Club's framework;
- Work with, support and learn from other coaches;
- Encourage and be positive at all times;
- Ensure that all administration procedures are adhered to including player consent forms;
- Be aware of the requirements for player registration;
- Perform or delegate the match secretary role;
- Establish an efficient and effective means of communication with parents;
- Communicate positively with parents and seek support from other coaches where required;
- Assist with the collection of fees where required;
- Taking responsibility for ensuring that the equipment is correct and is kept in good working order;
- Assist with club events;
- Act in accordance with the Club's stated policies;
- Act as an ambassador for the Club;
- Develop your own skills through courses, in-service sessions, reading and peer monitoring

Chairman  
Paul Mills

Vice Chairman

Secretary  
Carol Laird

Treasurer  
Lynn Bertram

Welfare Officer  
Sabrina MacManus



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**Purpose Of Post**

Making participation in football fun and enjoyable for all and developing the skills of the players

**Key Attributes**

- Minimum qualifications – at SFA level 1.2 or working towards;
- Minimum qualification for head coach – SFA level 3 or working towards;
- Enthusiastic and well organised;
- Good communication – can translate technical theory into game related practice;
- Good at delegation;
- Positive demeanour and make activities fun;
- Forward plan;
- Implement individual development programmes for players
- Evaluate sessions and seek continual improvement

**I agree to abide by the \*Club’s Child Protection Policies,  
 \*Coaches/Parent Helper’s  
 \*Code of Conduct and to adhere to the \*Bill of Rights for Young  
 Players**

Name (BLOCK CAPITALS)

SIGNED

DATE

ADDRESS

TEL NO.

EMAIL

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