



POSITION REQUIREMENTS

COACHES

Coaches are a vital part of the QUT Hockey Club Inc (“Club”). Coaches work closely with team Assistant Coaches and team Managers and report to the Club’s Management Committee, generally through the General Manager. The Coaches will also liaise with other persons who perform jobs for the Club other than the Management Committee such as the Uniform Coordinator and Equipment Coordinator.

This document sets out the Club’s expectations for team Coaches.

PRE-REQUISITES

Applications for Coach positions should be made in writing to the General Manager. The application must contain:

- a copy of their resume detailing their coaching experience; and
- a copy of their NCAS accreditation.

From time to time, the Club has members who are under the age of 18. Therefore, to be eligible to be a Coach for a Club team you to hold a current Blue Card from the Commission for Children and Young People and the Child Guardian (“CCYPCG”).

The CCYPCG website contains explanatory information about Blue Cards:
<http://www.ccypcg.qld.gov.au/>.

Blue Cards can be obtained by volunteers free of charge from CCYPCG by completing the application form at
<http://www.ccypcg.qld.gov.au/pdf/bluecard/forms/04-138-Volunteer-Form-NOV09-v1.1.pdf>.

It is essential that all Coaches hold a current Blue Card prior to the commencement of the regular playing season for the team, but preferably before the trial pre-season training commences.

All Coaches will be required to provide the Club with their Blue Card registration number for verification purposes. Until the Blue Card is verified, the Coach will not be able to participate in the Club as a Coach.

If you require assistance obtaining a Blue Card, please contact the Club’s General Manager.

It is preferable that the Coach is not a “Player Coach” (ie. a Coach who also plays in the team they are coaching).

PAYMENTS

All Coaches are volunteers; they are not employees of the Club.

Coaches are not paid, rather each Coach receives a nominal amount per annum on account of the reasonable expenses they incur as a result of carrying out the voluntary position for the Club. This amount will vary depending on the actual team being coached. Coaches are to come to an agreement with the Management Committee on the amount of these reasonable expenses prior to being appointed as a Coach.

Coaches will be reimbursed their reasonable expenses at the conclusion of their team's playing season only if the Coach has:

- completed, signed and returned to the General Manager an Australian Taxation Office "Statement by a Supplier" form (available at: <http://www.ato.gov.au/content/downloads/nat3346.pdf>);
- submitted a letter to the Club Treasurer in support of the "Statement by a Supplier" form indicating that they are undertaking the position for non-commercial reasons;
- provided the General Manager with a valid tax invoice for the agreed amount on account of the Coach's reasonable expenses (this invoice should not quote an ABN or contain an amount on account of GST); and
- completed a Club "Coach Information Form", ensuring that the Coach's bank account details have been included if the payment is to be made into the Coach's bank account or, where the Coach is also a player, indicating that the Coach would like the agreed reasonable expenses credited against their Club membership fees.

If you have any questions about payments to Coaches please contact the Club Treasurer or General Manager.

REQUIREMENTS

Coaches will need to familiarise themselves with:

- for women's turf and grass teams, the Brisbane Women's Hockey Association Inc's ("BWA") By Laws and Local Rules (available at <http://www.bwha.com.au/>); or
- for men's turf teams, the Brisbane Hockey Association Inc's ("BHA") "Competition Rules and Requirements" (available at <http://www.bha.org.au>).

The Coach will need to work closely with the team Manager to ensure the Club complies with the BWA and BHA requirements in these documents.

All Coaches are expected to perform the following duties:

Pre-season

- Attend and all team pre-season training sessions.
- Monitor player attendance at pre-season training.
- Assist with the distribution and collection of the Club Membership Forms (men and women) and BWA Membership Forms (women only) and return to General Manager.

- Liaise with the team Manager and other Coaches to prepare a list of players for grading purposes, if required, and provide to Women's Turf and Grass Coordinators and General Manager (women only).
- In conjunction with the team Manager, confirm player attendance for pre-season grading games and find replacements (if necessary) (women only).
- Attend and coach the team through all pre-season grading games in which the team is playing (women only).
- Place an order with the Equipment Coordinator at the commencement of the pre-season for equipment the team requires during the season.
- Arrange for collection of the team equipment from the Equipment Coordinator.
- Bring all Club equipment to each pre-season training session.
- Liaise with the other Coaches to prepare and provide final team lists to General Manager.

During the season

- Attend and run all team training sessions.
- Monitor player attendance at training sessions.
- Bring all Club equipment to team training sessions.
- Select and nominate starting and bench team for each game.
- In conjunction with the team Manager, confirm player attendance for games and find replacements (if necessary).
- Attend and coach the team through all team games.
- Ensure at least 11 players (maximum of 16) including a goal keeper are fielded for the team at each game.
- Manage player substitutions during the games.
- Generally ensure the Club complies with all BHA and BWHA requirements at games.
- Report to the General Manager in relation to any BHA or BWHA fines received by the Club for the team.

At the conclusion of the season

- Return all Club equipment to the Equipment Coordinator.
- Select and advise Management Committee of player awards for team (to be awarded at Club presentation day).
- Attend Club presentation day.