



TANKERTON FOOTBALL CLUB

www.tankertonfc.co.uk
Registered Charity no. 1154570

Job Responsibilities: **C**oaching Development Officer (CDO)

Role description:

The Coaching Development Officer (CDO) is ultimately responsible for the playing side of the club. They coordinate the coaches to ensure that training and fixtures take place effectively with the right resources and the right venues. The CDO arranges regular coaching meetings to support the coaches, and coaching practice at the club and to ensure that the coaches participate in ongoing coach development courses. They are also responsible for the Coach Mentoring Programme at the club.

- Attend Executive Committee and team manager meetings, AGM and **CS** workshops.??
- Uphold the club constitution, procedures, policies and codes of conduct.
- Recruitment, vet and approve new coaches.
- Ensure all Club Coaches hold a minimum of FA Level 1 and FA CRB check.
- Provide coaches with a training / support programme.
- Ensure that the club operates and maintains equality and respect for all members of the club.
- Develop and drive forward the clubs 'Coaching Development Policy'.
- Establish and administer a coaching library, and provide the Comms Officer with material for Coaches corner on the web
- Co-ordinate the coaching programme throughout the club
- Working with Volunteer Co-ordinator and club Secretary actively identify and recruit female volunteers, parents and players to become Coaches and to help provide other services for club activities.
- Work with all club officers and officials to provide information on the development of coaches and players.
- Control team manager and coaches' records and review mandatory certifications.
- Liaise with KFA with regards to coach development and junior football leader opportunities

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| Coaching Development Lead | 2.0 | 1.12.24 | 1.12.25 | RM | 1/2 |



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- Working with Kent FA and Christ Church University to facilitate local and in house courses including First Aid, safeguarding, youth modules and levels 1 & 2
- Work with the Volunteer co-ordinator to ensure all coaches are CRB checked, undertake safeguarding and have had the necessary documentation checked.
- Book courses to maintain mandatory certifications and education in line with development policy.
- Provide information, instruction and feed back to all team managers and coaches.
- Be a good role model for all and teach good habits.
- Establish and/or support a coach mentoring programme
- Oversee Coach Mentors in mentoring coaches, assistants and junior coaches.
- Maintain membership of the FA Licensed coaches club.
- Continue to develop as a club officer.
- Working with the venue co-ordinator to ensure teams have the training pitches and times they require.
- Assisting in driving the technical programmes of our junior & youth network
- Overseeing & ensuring the continued improvement, growth & development of managers, coaches & players.
- Ensure that at least one coach per year obtains FA Level 2 qualification
- Ensure that at least one coach per year attend The FA Youth Award (Level 3) Module one
- Ensure that at least one coach per year attend The FA Youth Award (Level 3) Module two
- The continued co-ordination, development, improvement & progression of all sections & age-groups within the club.
- The seamless transfer & progression of players, managers & coaches within the club

Policy Version Control. Summary of Changes:

| Job Role | Version | Reason for Change | Effective Date | Next Review | Author |
|---------------------------|---------|-------------------|----------------|-------------|--------|
| Coaching Development Lead | 2.0 | Role Update | 1.12.24 | 1.12.25 | RM |

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