

MEMO: All Clubs & Interested Parties
FROM: Redlands Softball Association
DATE: 7th December 2020
SUBJECT: RSA DIRECTOR OF COACHING

Dear Club Secretaries

Nominations are hereby called for the position of Director of Coaching of the Redlands Softball Association Inc. The Director of Coaching will be responsible for the establishment and all aspects of the planning and implementation of the Redlands Coaching Technical Directorate. The successful applicant will be appointed for a period of two (2) years.

QUALIFICATIONS & EXPERIENCE

- The Redlands Director of Coaching shall hold a current National Accreditation of not lower than Level Three (3) and be conversant with office procedures.

DUTIES INCLUDE

- Acting as chairperson of all meetings of the Coaching Technical Directorate
- Ensuring Orientation to Coaching Courses are conducted throughout Redlands annually
- Reporting monthly to the Board on the activities of the Coaching Technical Directorate and attend when necessary and present an Annual Report to the AGM
- Liaising with the State Coaching Director and other state personnel
- Representing RSA at the state coaching meeting held annually by QSA or to recommend to the Board an appropriate representative as required
- Attending seminars, courses and meetings conducted by QSA Inc. and other agencies where appropriate and approved by the Board
- Appointing personnel to assist the Directorate in carrying out the work entailed in each program.
- Ensuring the maintenance of a register of names and addresses of accredited coaches together with details of Levels acquired and the dates.
- Arranging the preparation and storage of teaching materials
- Determining the budgets for the RSA coach education and athlete development programs for submission to the Finance Operational Committee.
- Being a member of the Representative Operational Committee and attend all meetings of that committee.

Redlands Softball Association

P P.O. Box 62 Cleveland QLD 4163 | **A** Sturgeon Street Ormiston QLD 4160

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- Liaising with each Affiliate to provide assistance with:
 - improving the standard of coaching
 - recruiting and developing coaches
 - conducting coaching courses and programs
 - conducting athlete development programs

COACHING TECHNICAL DIRECTORATE DUTIES INCLUDE:

- Conducting and supervising RSA athlete development programs where selected players shall attend to receive specialised coaching.
- Appointing appropriately qualified coaches and other personnel to conduct athlete development programs.
- Acting in the role of Ambassadors for Redlands Softball
- Undertaking any duty not otherwise mentioned herein as directed by the Board.
- Utilise the services of the Development Officer.

Nominations are to be in the hands of the RSA Administrator by 12.00noon Friday 15th January 2021, and must be:

- (a) submitted in writing on the prescribed form (attached);
- (b) signed by the nominee;
- (c) accompanied by full details of the nominee's qualifications for the nominated position.

Yours sincerely

Janelle Kronk
Secretary
Redlands Softball Association Inc.

NOMINATION FOR THE POSITION OF RSA DIRECTOR OF COACHING

APPLICATION FORM

Name: Mr/Mrs/Miss: _____

Address: _____

_____ Postcode: _____

Phone: H _____ W _____ M _____

Fax: H _____ W _____

E-mail: _____

Occupation: _____

Please supply your resume detailing your competencies, qualifications and experience for selection purposes and any further information relevant to the position.

Closing date for nominations: 12.00noon, Friday 15th March 2021

I am a Registered Financial Member of _____ Softball Club, the Redlands Softball Association Inc is my registered home association and I am the holder of a current Suitability Card from the Commission for Children and Young People.

I have read the attached information and understand the duties and responsibilities of the position I am nominating for.

Signature of Applicant: _____ Date: _____

(It is mandatory that all nominees be financial with Redlands Softball Association and QSA Inc)

Note: Where in the opinion of the RSA Committee of the Redlands Softball Association (R.S.A.) no suitable applications are received for a particular position, the Board of Management may at it's discretion, make an appointment from outside of the written applicants, provided always such appointee meets the selection criteria, or where no applicants are received, has the basic skills, experience or personnel suitability necessary to meet the job.

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