



"Our vision is to create a positive, healthy, life enhancing sporting experience"

ROLES AND RESPONSIBILITIES OF PEAK TRAMPOLINE COACHES.

Position Title: Trampoline, Double Mini and Tumbling Coach

Reports to: Senior Coach/Club Manger

Category: Casual / permanent/permanent part time

Pay Award: Fitness Industry Award

<http://www.tcci.com.au/Workplace-Relations/Awards-A-Z/Fitness-Industry-Award>

Date of review: To be reviewed and distributed to the board for ratification December 2019

ORGANISATION SUMMARY

Peak Trampoline is a not for profit organisation governed by a voluntary Board of Directors. We are affiliated to Gymnastics Australia, our governing state association is Gymnastics West Australia.

Our vision is to create a positive, healthy, life enhancing sporting experience. Peak Trampoline provides this opportunity to all ages and all levels of ability through recreation programs, competition squad training from level 4 to International. Our athletes enjoy a fun filled safe environment which allows them to progress at their own rate.

Part of Peak Trampolines vision is to create a workforce of positive, proactive and engaging coaches who demonstrate the ability to communicate effectively both in and out of the workplace. Coaches must have the ability to progress athletes safely and at an appropriate rate to the individual's ability.

UPDATING EDUCATION AND ACCREDITATION

Updating is a term used at Gymnastics Australia to encompass learning, education, professional development, professional learning or training. Gymnastics Australia asks that you undertake regular learning. The purpose of learning is to ensure that you maintain your competency.

Learning occurs every time you are in the gym, at a competition or event. Learning occurs when you reflect on your coaching or judging performance, discuss your experiences, observe and work with others. Learning will occur in a classroom, on the job, reading an article, doing an online course, in a workshop or training course. Your opportunities to learn are endless.

Peak Trampoline provide the opportunity to all coaches to advance their skills, this is done by providing the following: (see Peak Professional Development Policy)

- Providing information on courses appropriate to the individual Coach's level of coaching.



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- Mentoring through the courses provided by the Senior Coach/Club Manager.

The following link takes you straight to the coaching information provided by GWA.

http://www.gymnastics.org.au/GA/Get_Involved/Coaches/Shared_Content/Get_Involved/Coaches/Coaches.aspx?hkey=0f88fc00-7c33-43a7-aa42-5ec7bb8a4d26

CORE RESPONSIBILITIES

- Make sure you arrive in time to prepare for the session ahead (3.45 weekdays, 8.15 and 8.45 Saturdays unless requested otherwise)
- Senior Recreation Coach L Shellabear will conduct the daily equipment check:
 1. End decks pushed in.
 2. Safety mat's lined up across the middle.
 3. Water bottles removed, gaps between podium matting checked.
 4. Check the planning for the session and get any resources necessary to complete the session.
 5. Communicate any required information to the Recreation Coaches prior to the session.
- All coaches MEET AND GREET THE ATHLETES. Use this time to take the paper register, discuss any injuries, chat to them about their day. (This will help build relationships and trust).
- All coaches feedback to athletes during the warm up.
- Make sure athletes understand the rotations.
- Follow the timing format gaining maximum use of the trampolines for the athletes.
- Unless matting from the side please stay up on the trampolines, if you need to take your water bottle then do so.
- After sessions are completed the Recreation coaches must return all equipment used and leave the Gym tidy ready for the next day.
- After the squad sessions the Senior Coach will make sure that the fitness area is tidy and that all heavy weights are stacked safely and off the Olympic bars.
- The Lead Recreation coach will evaluate sessions and discuss any issues arising with the Senior Coach/Club Manager on a daily basis prior to the program.
- Before leaving the session make sure the planning for the next week is in that days file and all resources are returned for other coaches to use.

ROLES AND RESPONSIBILITIES OF THE SENIOR COACH, SENIOR REC COACH AND SENIOR SQUAD COACH

- Senior Coach and Senior Recreation Coach provide a frame work for the term showing progressive activities covering the full range of recreation levels.
- Senior Squad Coach to provide macro plan for 2019 and micro plans based around competition peaks throughout 2019 to the Senior Coach/Club Manager and the Board member with responsibility for HP. This will increase the ability of the squad athlete to continually progress to a higher competitive level

PLEASE BE AWARE PLANNING IS REQUIRED AS PAPER COPY TO BE AVAILBLE FOR ANY MEMBER TO VIEW. THIS IS PART OF OUR COMPLIANCE AS A NOT FOR PROFIT COOPERATION.

- Senior Coach/Club Manager to mentor coaches from beginner level to intermediate level through to Advanced.
- Senior Coach/ Club Manager to provide the opportunity for appropriate continued professional development to all coaches (see Peak Professional Development Policy)



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- Senior Coach/ Club Manager will make sure all technical members have enough affiliation points for their annual technical membership and that their WWC is up to date.
- Senior Coach/Club Manager to liaise with the Chairman and the Board and be the link to the Board for the Senior Squad Coach, Senior Rec Coach and all other coaches.
- Senior Squad Coach to complete a process of collating skill and routine level information for TRP, DM, Tumbling with squad athletes.
- Senior squad Coach to complete a monthly Health Check of the Gym and report back to the Senior Coach/Club Manager any issues arising.
- Senior Coach/Club Manager to feed back to the Board on Health and Safety at each Board meeting.

COMMUNICATION

The Senior Coach/ Club Manager will communicate with all coaches including the Senior squad Coach, Senior Rec Coach and the board by email, text and phone call.

admin@peaktrampoline.com.au

0431409575

COMMUNICATION RESPONSIBILITIES

In order for the Senior Coach/ Club Manager to fulfill duties required to maintain the governance of Peak Trampoline it is vital that emails, texts and phone calls are responded to at the earliest possible opportunity. No longer than 48 hours. (it is always good practice to acknowledge receipt of any communication)

- Term time coaching information and Rota will be communicated to relevant coaching staff 1 week prior to the start of the term by email confirmation will be required.
- Communication to coaches and Administration from the Club Manager or Board members will be sent by email or SMS at any point throughout the week. Coaches must respond to this email within 48 hours. If the email is sent between 4pm Saturday and 9am Monday then the response must be within 48 hours of 9am Monday. (Also see Peak Communications Policy)
- Any email communication requiring action will have a deadline attached. This deadline must be kept. If there is an issue related to the completion of the action then the recipient must email the Senior Coach/ Club Manager straight away in order to create an appropriate, achievable deadline and to enable the Senior Coach/Club Manager to support the coach in completing the required action.
- Information on coaching hours for birthday parties and School Holiday Program will be communicated by text and email. It is the coach's responsibility to inform the Senior Coach / Club Manager of their availability within 24 hours of the initial message.
- It is the coach's responsibility to inform the Senior Coach/ Club Manager of any change of details.



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ESSENTIAL ATTRIBUTES

- Excellent organizational skills.
- Good communication skills.
- The ability to work independently and as part of a team.
- Committed and motivated to moving Peak forward in its vision of expansion.
- The ability to communicate with athletes on a professional level.
- Present an enthusiastic and energized manner at all times.