



**World Championship Campaign 2020**  
**NZ Coach Position Description**  
Co-Coach Senior Women

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<b>POSITION</b>	New Zealand Senior Women Co-coach
<b>BACKGROUND</b>	<p>In response to feedback from our elite women players and the High-Performance Subcommittee, the NZCPA Board have decided to appoint Phil Hart as Co-coach for the 2020 World Championships campaign. We are seeking a mature (attitude) Co-coach to work alongside Phil to help build a team capable of winning the Championship.</p> <p>The tour and training camps are set by the coaches. Typically, the program is as follows:</p> <ul style="list-style-type: none"><li>• 1-3 Pre-Selection Camps – weekend</li><li>• Selection Event – weekend</li><li>• 3-4 Training Camps – weekend</li><li>• Optional participation in NZ domestic competitions – weekend</li><li>• Tour is 3-4 weeks culminating in the World Championships in Rome, Italy.</li></ul>
<b>REPORTS TO</b>	Squad Director/Executive Director
<b>APPOINTMENT</b>	Appointed by the Board of Directors who shall make an offer in writing with this position description, relevant policies, and the Squad Contract attached.
<b>DISBURSEMENTS</b>	All reasonable position related expenses to be reimbursed on evidence of receipts.
<b>FUNCTIONAL</b>	Co-coach of Senior Women's team
<b>RELATIONSHIPS</b>	Team Managers U21 Women's Team Coaches Squad members Squad support staff (if appointed) Squad Director Executive Director Other Managers

**Overall Purpose**

The Co-Coach's over-riding objective is to work closely with the appointed co-coach and the players in their appointed Team so that the Team has the best chances of achieving the Association's objectives for that Team.

## **Responsibility**

The Co-Coaches are responsible for coordinating their Team's pre-competition preparation, all Team training, and their Team's efforts during competition. All requirements must be reasonable and communicated clearly as early as possible to the Squad and Squad Manager. The Co-Coaches have the coaching authority over the Teams during competition.

## **Personal Qualities (desirable)**

- Ability to work within a coaching structure where roles are shared.
- Availability to invest the required time into the coordination of Squad coaching activities.
- Availability to attend all selection events, all training camps, and the whole Tour.
- Commitment to the fulfilment of the Association's Squad objectives.
- Proven people management and delegation skills, and the ability to work within a team.
- Good oral and written communication skills.
- Previous coaching experience appropriate to the appointment.
- CNZ and Association Coaching qualifications appropriate to the appointment.
- An understanding of the place of sports science in Canoe Polo.
- A high degree of understanding of the personal, tactical and strategic skills of Canoe Polo.
- A very good understanding of the needs of sports people.
- A coaching style that is suitable to the Team's level, and the Association's Team objectives.
- Open to development and new ideas, and receptive to feedback.
- A current first aid certificate.

## **Guiding Policies**

- [Squad Guidelines](#)
- [Disputes Policy](#)
- [Code of Conduct](#)
- [Selection Guidelines](#)
- Drugs Policy

## **General:**

*Selection:* The Co-Coaches:

- Are normally the selectors for their Team, unless conflicts of interest need to be mitigated. Additional selector/s will be appointed for the final selection event.
- Are able to release players prior to final selection if they don't meet the required standards. This may include (but not limited to) physical preparation/ team dynamics/ game understanding.

*Powers of Delegation:* The Co-Coaches are empowered to delegate tasks to Players.

*Injury Prevention:* The Co-Coaches:

- Must always be on the lookout for early signs of injury and advise treatment promptly.
- Are responsible for ensuring all Players warm up properly (appropriately) for games and training.

*Variations to these Guidelines:* May be made in consultation with the Squad Manager.

**Pre-Tour:** (non-training)

*Lines of Communication:* Establish and maintain with players, Squad Manager, Captain, and others as required. Work and plans should be developed with the Captain so that they are aware of the coaching objectives. This will enable the Captain to act in the Coaches absence. It is relevant that the Captain and Coach agree on objectives.

*Familiarisation with Policies:* Copies of all relevant Policies should be obtained from the Squad Director.

*Training Camps:* Plan the schedule and detailed content of Training Camps. Communicate the content to the Players through the appropriate person (determined by the Squad Manager).

*Between Training Camps:*

- Monitor the Players goals, motivation, personal fitness, ball, boat and game skills, and psychological training programmes, fitness and skill test results, and maintain contact with any personal trainers, sports physiologists, nutritionists, etc used by the Players. Where areas are found to be deficient, work to resolve deficiencies.
- Ensure Players are thinking and practising the styles of game and tactics taught.
- Coordinate the monitoring of fitness and skill levels.

*Tour Preparation:*

- Thoroughly prepare the game and crisis plans for the Team for each game and competition the Team is to compete in.
- Envisage the types of games and competition environments the Team will come up against in conjunction with the Squad Coach and experienced Players, and plan strategies to combat them.
- Plan the between competition training and specify to the Squad Manager the venue needs. Ensure that the players will not get over tired with the proposed Tour itinerary and are optimally energised for competition.

*Squad Calendar and Tour Itinerary:* Negotiate with the Squad Manager. The Co-Coaches must remain sympathetic to the needs and requirements of other New Zealand Teams.

*Records:* Maintain records of all meetings and events. Collate data and records on the Players training schedules and progress.

*Reporting:* Maintain a regular reporting schedule with the Squad Manager.

**Pre-Tour:** (training)

*During Training Camps:*

- Coordinate the Teams training during Training Camps and especially pre-competition, pre-game, game, crisis and post-game strategies, tactics, skills and game analysis training.
- Assist and/or complete fitness assessment.
- Work in with the rest of the squad on joint sessions and activities.

*Coaching Assistants:* Direct assistant coaches to undertake short term coaching segments for their experience and to assist with the short-term programme. Train assistants to do tasks which will reduce workload and benefit the coaching programme (e.g. use of statistic sheets, video, timing, etc).

*Sport Science Specialists:* Work with the sports science specialists to ensure that the individual needs of the Players are met as appropriate.

*Other Coaches:* Work with the experience of other coaches in a Team, and where they fit in, use their ideas and experience for the benefit of the Team.

**On-Tour:** (between competitions)

*Development:* On-going development of the game plan and competition strategies in consultation with the Captain and Players as the Tour and Teams develop.

*During Training:*

- Coordinate the Teams training during Training Camps and especially pre-competition, pre-game, game, crisis and post-game strategies, tactics, skills and game analysis training.
- Assist and/or complete fitness assessment as required.
- Work in with the rest of the squad on joint sessions and activities.

*Competition Preparation:* Manage the pre-competition tactics, and the post competition analysis.

*Post-Competition Assessments:* Manage the post competition analysis (including video) so that all possible benefit is gained from the experience.

*Energy Budgets:* Ensure that the Players do not get over tired and are optimally energised for competition. Requirements in this area must be communicated to the Squad Manager and Players.

*Liaison:* Maintain on-going liaison with the Squad Manager to ensure harmony in arranging the competition, training, and other aspects of the Tour.

**On-Tour:** (during competitions)

*Programme:* The Co-Coaches must be intimately aware of the competition programme, and the Teams scheduled commitments. They should relay to the Squad Manager the Teams requirements for food, transport, etc.

*Control over Teams:* During competition the Co-Coaches have the coaching authority over the Team and related coaching matters.

*Games:* For each game the Co-Coaches are responsible for:

- Pre-game tactics (meetings, warm-up, individual Player preparation).
- Strategic game management.
- Post-game analysis.

*Game Statistics:* The Co-Coaches should coordinate the collection of game statistics and collate for use in the post-game and competition analyses.

*Video:* The Co-Coaches coordinates the taking of video footage as required.

*Other Input:* The Co-Coaches may use information/suggestions from other coaches as desired.

### **Post-Tour:**

*Final Report:* A full End of Tour Report, sent to the Squad Director, is required within one week of the Squad disbanding from all managers and coaches. The Co-Coaches report should include information under the following titles:

- Overall Impression
- Pre-Tour Detail
- Tour Detail
- Post-Tour Detail
- Performance of Players (notes on each player)
- Improvements to the Administration (Policies, Position Descriptions, Contracts, etc)
- Recommendations

The emphasis of the Co-Coaches report should be on the success (or otherwise) of the pre-tour training programmes and camp schedule, the effectiveness of the training schedule and amenities on Tour, and an analysis of the Team's performance against the Association's Squad objectives. Successful formulas, pitfalls and improvements should be highlighted. Notes may also be included on other aspects.

*Records:* All records made and collected for the duration of the Contract remain the property of the Association.