



## NZ Head Coach Position Description

Women's Squad, Men's Squad  
2021 Oceania Championship/ 2022 World Championship

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<b>POSITION</b>	New Zealand U21 Coach Women/U21 Coach Men
<b>REPORTS TO</b>	Squad Director/Executive Director
<b>APPOINTMENT</b>	Appointed by the Executive Director 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 RELATIONSHIPS</b>	Team Managers Other Managers Team Coaches Assistant Coaches Squad members Squad support staff (if appointed) Squad Director Executive Director

### Overall Purpose

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

Guide the U21 Assistant coach to ensure a consistent program to best ensure the Associations objectives.

### Responsibility

The Team Coach is 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 other Coaches, Squad and Squad Manager. The Team Coach has the coaching authority over the Teams during competition.

### Personal Qualities

- 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**

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|---------------------------|------------------------|
| • Child Protection Policy | • Selection Guidelines |
| • Disputes Policy         | • Drugs Policy         |
| • Squads Guidelines       |                        |

### **General:**

*Selection:* The Team Coach is automatically the Chief Selector for their Team.

*Powers of Delegation:* The Team Coach is empowered to delegate tasks to Players.

*Injury Prevention:* The Team Coach:

- Must always be on the lookout for early signs of injury, and advise treatment promptly.
- Is 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 Assistant Coach, Players, Squad Manager, Captain, and others as required. Work and plans should be developed with the Assistant Coach and Captain so that they are aware of the coaching objectives. This will enable the Assistant and/or Captain to act in the Coaches absence. It is relevant that the Captain and Coaches 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 Team Coach 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 work load and benefit the coaching programme (eg 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 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 Team Coach 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 Team Coach has the coaching authority over the Team and related coaching matters.

*Games:* For each game the Team Coach is responsible for:

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

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

*Video:* The Team Coach coordinates the taking of video footage as required.

*Other Input:* The Team Coach 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 Team Coach's 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 Team Coach's 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.