



# Application for Official Position

## **HEAD COACH – RECALL**

### **2019 QLD Representative Teams**

**Closing Date: - 11 May 2018**

***NOTE: Any coach who is appointed to a Head Coach position with a Queensland State Team is required to sit either the basic (their 1<sup>st</sup> year as a Head Coach) or the open (each year after that) umpiring exam. A pass mark of 85% for the basic exam and 80% for the open exam is required.***

Tick the box of the team you wish to apply for. Alternately, you may place numbers in preference order if you wish to be considered for a position with more than one team.

\*Championship dates listed are still to be confirmed

	<b>Team</b>	<b>Venue</b>	<b>Allocated Dates</b>
	Qld Under 19 Women	Blacktown, NSW	21-27 January 2019
	Qld Under 17 Girls	West Beach, SA	5-11 January 2019

### **APPLICATION FORM**

Name: Mr/Mrs/Ms/Miss \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: H \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

I require an on diamond official shirt **Y / N** Size Required \_\_\_\_\_

I am a Registered Financial Member of \_\_\_\_\_ Softball Association.

I hold a current Blue Card. Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

I hold a current Coaching Accreditation. Level: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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 SQI and SAL through your District Association.*

Signed District Association Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Additional Information**

- Softball Queensland will supply all officials with their on-diamond shirt. Officials are required to purchase the remaining items of the required-on diamond and off diamond uniform.
- Officials will be invoiced for the share cost of the team kitty and a \$50 bond.
- All appointed officials are required to attend the TID Camp 2-3 June and State Team Camp 27-28 October
- All officials must attend the two training sessions per week

**Applicant Resume**

Please complete this form in full as the information is used in the assessment process and for National Championship Programs.

**Coaching Accreditation Details and other accreditations:**

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**Experience relevant to the position of Head Coach:**

ie. 1996 Coach DA U16 Girls Team – 2<sup>nd</sup> place at State Championships

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***On a separate sheet of paper, please address the following competencies and explain how you would apply your skills and/or demonstrate your experience in these areas relevant to the position/s you have nominated for:***

- ◆ Programming
- ◆ Coaching Methodology to be used
- ◆ Leadership and Team work
- ◆ Communication and Interpersonal Skills
- ◆ Organisation and Time Management

**Additional Interests and Hobbies:**

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**Nominations must be received at SQI by 11 May 2018**

Return application to:

Softball Queensland Inc  
Operations Manager  
C/- Sports House South  
1/866 Main Street  
Woolloongabba Q 4102

## DUTIES, ROLES AND RESPONSIBILITIES OF THE TEAM/SQUAD HEAD COACH

The Head Coach shall:-

- (a) Be appointed to the position for approximately 12 months or until such time as the position has been declared vacant.
- (b) Liaise at all times with the Operations Manager and Satellite Coaches regarding training programs.
- (c) Be responsible for the development and conduct of Squad/Camp/Team programs, training and game management in consultation with the Elite Program Head Coach and Assistant/Specialist Coaches.
- (d) Attend all Squad and team training sessions and camps. Any intent to conduct training sessions outside the Brisbane area **must** be requested in writing to the Operations Manager at least 4 weeks prior to the session.
- (e) Assist with implementing other SQI and SAL programs where applicable.
- (f) Attend Coaching Technical Directorate meetings to develop, implement and review coach and athlete development programs (if living in SE QLD). If not resident in SE QLD, maintain regular contact with the Coaching Technical Directorate to discuss programs.
- (g) Attend courses and seminars conducted by Softball Queensland, Softball Australia and other lead agencies to ensure knowledge is updated.
- (h) Advise the Manager, Assistant/Specialist Coach/s and Statistician of training programs and set times, etc. in conjunction with them after consultation with the Operations Manager.
- (i) Maintain comprehensive documentation of incidents and resultant procedures and outcomes in consultation with the Manager.
- (j) Ensure all players in regional Squads, and their Satellite Coach, are informed in writing and in detail what training requirements are expected of them.
- (k) During tournaments, select the playing team each day in consultation with the Assistant/Specialist Coach/es and heeding advice from the Manager (on any illness, injury or disciplinary action, which may exclude a player from playing,) and Statistician.
- (l) Submit team to Manager and Captain (if appointed) prior to its announcement.
- (m) Notify the Statistician of statistics required and when needed.
- (n) Ensure all SQI team playing equipment - kit, bag, balls, etc. is returned to the SQI office within 21 days of return from Championships.
- (o) Provide written reports/feedback on Squad programs and each individual athlete's performance, attitude and behaviour. The report is due to the Operations Manager 21 days prior to final selection of the State Team. Such report to be forwarded to the selectors for their information and consideration.
- (p) Within 21 days of return from the Championship, submit a complete, honest, full and frank report, in conjunction with all other team officials, to the Operations Manager, including but not limited to accounts regarding the following:
  - Uniforms
  - Travel - flights/ground transport
  - Accommodation and food
  - Injury and illness
  - Conduct of players
  - General observations
  - Team Selection
  - Incidents/problems experienced
  - Administrative personnel evaluation
  - Weekly training and pre-tournament training
  - Tournament Play (team/individual/opposition assessment/results)
  - Playing Venue
  - Communication with SQI Office & other personnel
  - Recommendations for improvement in any/all areas
  - Self evaluation (on a separate sheet)
- (q) Set agreed outcomes, in consultation with the High Performance Committee, for the team's performance at each event/tournament.
- (r) Hold a Suitability Card from the Commissioner for Children and Young People.
- (s) Abide by the SAL/SQI Codes of Ethics/Conduct
- (t) Abide by the Softball Queensland Inc Constitution including Rules, By-Laws and Policies.