

Volunteer Role Description

Position Title:	Head Coach
Sport	Wheelchair Basketball
Team	National Women's Senior Team
Reports to:	National Operations Manager

1. Role Summary

- a. The Head Coach is the most senior management role in the Women's Irish Wheelchair Basketball squad. He/she is responsible for leading and communicating with his/her own management team and IWA departments on all aspects related to the programme.

2. Definition of programme

- a. The National Senior Women's Team programme comprises of senior players aged 13 and over who play junior or senior club wheelchair basketball for a club registered in the Irish Wheelchair Basketball League or another jurisdiction registered in the IWBF. They must attend the Women's Academy.

3. Appointment

- a. The appointment of the Head Coach and all team management personnel is the responsibility of the National Sports Executive Committee.

4. IWA-Sport Liaison

- a. The persons assigned from IWA-Sport are the National Operations Manager (NOM) and appropriate staff as advised by the NOM. The NOM will agree communication responsibilities between the Head Coach, Team Manager and IWA-Sport staff.
- b. IWA-Sport staff are the only authorised persons permitted to liaise with the International Governing Body, the IWBF.

5. Responsibility

- a. The Head Coach is responsible for managing all elements of the National Wheelchair Basketball team. This includes delegating responsibilities to the Team Manager, and Assistant Coaches.
- b. **Other responsibilities include;**
 - All corporate matters should seek the approval of the IWA-Sport liaison in the first instance i.e. sponsorship, partnerships, use of corporate identity (logo), ordering team attire, fundraising etc.
 - The Head Coach should be knowledgeable and comply with the IWA-Sport Safeguarding policy and Code of Conduct. He/ She should be knowledgeable about the IWA-Sport Health and Safety policy and Emergency procedures and take responsibility for Health and Safety aspects during activities.

6. Role Description, essential skills, qualifications, and competencies

- a. Experience in a similar role at Club or International level
- b. Excellent communication and interpersonal skills
- c. Excellent delegation skills and a willingness to assign specific roles and tasks to other key management positions
- d. Strong planning ability with excellent organisational skills
- e. Demonstrate strong leadership qualities and have the ability to delegate effectively
- f. Ability to work independently and as part of a team

7. Essential requirements:

- a. Will be required to register as an IWA-Sport volunteer and complete successfully the Garda Vetting process, in accordance with IWA-Sport Volunteer recruitment policy.
- b. Sufficient time availability to carry out the role effectively.
- c. Required to undergo Safeguarding 1 training and undergo refresher training as required
- d. Willing to undergo continuous personal development training relevant to the role
- e. Must agree to all IWA Policies & Procedures and IWA Code of Conduct
- f. Must attend or coordinate the attendance of other management personnel, at domestic Irish Wheelchair Basketball competitions on a regular basis to stay informed of the active playing pool.
- g. Must attend where possible all training, competitions and related squad activities.
- h. Must be available, where possible, to travel for Women's GB league:
 - R1 – 4/5th November 2023 – University of Worcester
 - R2 – 3/4th February 2024 – Loughborough University
 - R3 – 2/3rd March 2024 – Cardiff Met University

8. Technical knowledge

- a. Have prior head coach/team management experience.
- b. Hold a minimum of a level 0 coaching award in either Wheelchair Basketball or running Basketball and agree to undertaking the next Coaching Award if made available during their term in the head coach role.
- c. Have a strong understanding of the rules and regulations of Wheelchair Basketball, including an awareness of classification, new technical updates and anti-doping rules.
- d. Demonstrate and develop tactical and strategic knowledge of Wheelchair Basketball alongside the management team.

9. General

- a. Responsible for overseeing and directing all elements of the activities plan, i.e. master training plan, competition plan, education plan, or other performance support services, communicating with the IWA-Sport liaison.

10. Competition duties: (with the support of IWA-Sport staff where required)

- a. Making decisions with the Team Manager and IWA-Sport liaison regarding the planning and coordination of training and competition logistics, competition entry forms, team kit, classification, travel and accommodation.
- b. Informing the Team Manager of decisions regarding training, competition, travel and activities schedule for the squad.
- c. Agreeing roles and responsibilities for other matters such as, accompanying team members for classification assessments where appropriate, coordinating appeals/protests etc on behalf of players, liaising with the local organising committee and/or IWBF regarding accreditation and all other competition matters.
- d. Ensuring a positive culture exists within the team that ensures adherence with the IWA-Sport Code of Good Conduct.

11. Communication

- a. Regular and on-going correspondence and communication with all squad members including players and management.
- b. Regular and on-going correspondence with the IWA-Sport liaison on all matters relating to the role and to support Public Relations of the team.
- c. External – nominated IWA-Sport staff are the only authorised persons permitted to liaise with the International Governing Body, International Wheelchair Basketball Federation (IWBF) Basketball Ireland and other external stakeholders.

12. Player and support staff selection

- a. Hold a minimum number of 'open trials' each season (currently agreed at 2) to ensure equity and transparency in the selection process of players.

- b. Together with IWA-Sport will be responsible for developing and applying the selection criteria for the team.
- c. Responsible for establishing a suitable panel of players for inclusion on the senior squad.
- d. Responsible for nominating to the NSEC for approval, a panel of two selectors to select squads to compete at international competitions as per IWA-Sport standing Orders.
- e. Responsible for nominating to the NSEC for approval, a team management structure of personnel to include, team manager, assistant coaches, personal assistants, physio, etc to effectively facilitate the delivery of the high performance plan.
- f. Responsible for recommending the selection of teams to include athletes and staff for ratification by the NSEC in line with IWA-Sport Standing order procedures and International Selection Criteria.
- g. Continually scout club teams for potential development players

13. Athlete performance

- a. Record and chart athletes performance
- b. Engage in regular feedback to the IWB squad and ensure each player has personal achievable goals set
- c. Create both individual and team training programmes for progression

14. Planning/Reporting

- a. Develop an annual plan of activities and associated budget for approval by the IWA-Sport liaison including, domestic training, international training camps and competitive international fixtures.
- b. Production of a detailed event report to include match results, classification results, anti-doping testing, etc to IWA-Sport within 21 days of returning from a domestic or international competition.

15. Anti-doping

- a. IWA-Sport condemns the use of prohibited substances or practices, generally known as doping, in sport. IWA-Sport has adopted the Irish Anti-Doping Rules.
- b. The National Wheelchair Basketball team shall adhere to Irish Anti-Doping rules.
- c. The Head Coach must liaise with the Team Manager and the IWA-Sport liaison to oversee the necessary anti-doping education training as required.

16. Accountability/Remuneration

- a. The role of Head Coach is a voluntary position.
- b. Reasonable expenses will be provided for during approved team activities including, but not limited to, travel and accommodation for competitions and training.
- c. All expenses related to the role must be agreed with the NOM before being incurred.

17. Term of appointment

- a. Start date: September 2023
- b. End date: To be reviewed annually

18. Term Extension

- a. The National Sports Executive Committee reserves the right to rollover any Volunteer appointment for a further determined period.

19. Volunteer Contract Termination

- a. The National Sports Executive Committee reserves the right to terminate any Volunteer Contract with immediate effect.