

Position Description



Employer	Tennis Victoria
Position	Victoria State Academy - Contract Coach
Division	Tennis Operations
Position Reporting to	Head Coach of the Victoria State Academy program
Employment Status	Casual contract / per hour basis
Location	Melbourne Park, Olympic Blvd, Melbourne and other venues as required
Date	N/A

1. Organisation overview

Tennis Victoria ("TV"), as the governing body of tennis in the state, is responsible for the overall management, promotion and development of the game. Representing over 850 affiliated Clubs, Associations and centres, some 80,000 players and over 100 years of tradition, Tennis Victoria enjoys its position as one of the largest and most successful State Sporting bodies.

2. Overview of Role

The contract coach assists to deliver the day-to-day on court training program for athletes in the Victoria State Academy program under the direction of the Head coach of the Victoria State Academy.

3. Key Relationships

- a. Internal:
Tennis Victoria and Tennis Australia staff, Victoria State Academy coaching staff (especially Head coach)
- b. External:
Athletes, parents, officials, club administrators, private coaches and sport science providers.

4. Key Responsibilities

- (i) Delivery of the on-court training program under the direction of the Head coach.
Conduct and supervise off and on-court physical prep and cool down exercises
Conduct and supervise on-court training sessions as required to athletes including technical & tactical analysis and provision of match strategies
On court participation in match play activities as required
Supervision of match play sessions as required
Establish a cooperative on-court relationship with athletes and other Academy coaching staff
- (ii) Work in conjunction with the specialised coaching staff
Assist the Victoria State Academy Strength & Conditioning coach and other specialist coaches as required, including participation and or testing where required in fitness training sessions
Attend bi-monthly Academy staff meetings, workshops or similar activities as required (maximum 3 hours per month) at no charge to TV.
- (iii) Provide Tour or Tournament support to athletes at state, national and international events (as mutually agreed with contract coach and TV where applicable).
- (iv) Other duties as assigned

(viii)	<p>Environmental, Health and Safety Responsibilities</p> <ol style="list-style-type: none"> 1. Complies with Tennis Victoria's OH & S policies and procedures 2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace 3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Head Coach 4. Participates in meetings, training and other environment, health and safety activities 5. Does not wilfully place at risk the health or safety of any person in the work place 6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare 7. Cooperates with Tennis Victoria in relation to activities taken by Tennis Victoria to comply with OH&S and environmental legislation. 8. Maintains professional industry memberships and complies with all appropriate industry screening requirements 9. Will adhere at all times to the Tennis Victoria - Victoria State Academy staff guidelines 10. Will adhere to the Tennis Victoria private coach policy - while in the capacity of a contract coach, will not solicit any personal coaching business or attempt to obtain any similar such advantage from any athlete member of the Victoria State Academy who is not already a private pupil of the contract coach.
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5. Key Selection Criteria

Knowledge & Skills

Proven experience coaching within a large professional elite junior coaching program (required)
 Proven experience in developing junior players aged 10 to 18 inclusive to an elite level (required)
 Experience with technical analysis software (preferred)
 Experience with all aspects of junior athlete fitness and physical conditioning (preferred)
 Excellent interpersonal skills

Qualifications

Tennis Australia Club Professional or higher coaching qualifications (required and must be current)
 Working with Children check and National Police check or ability to obtain (required)
 Sport science related qualification (eg. Human Movement, fitness (desirable)

Competencies, Behaviours & Attributes

High level of personal fitness
 Proven ability to develop and maintain excellent communication and rapport with all Academy stakeholders
 Good time management skills and ability to prioritise multiple ongoing activities
 Proven ability to work in a team environment

This Position Description is approved by:

Program Manager: Ashley Naumann

Date: 6th, December 2010