



GIPPSLAND SPORTS ACADEMY IN CONSULTATION WITH TENNIS VICTORIA IS CALLING FOR APPLICATIONS TO FILL THE HEAD COACHING POSITION OF THE QUALITY INN LATROBE CONVENTION CENTRE GIPPSLAND SPORTS ACADEMY TENNIS PROGRAM FOR 2012

Business/Function: Strategic Player Mentoring, Training and Development

Location: Gippsland

Role: Head Academy Coach

Purpose:

The purpose of this position is to provide high quality strategic tactical mentoring and training for tournaments for selected athletes in the 2012 Academy program with the purpose of preparation for State & National selection.

Reports To:

1. Gippsland Sports Academy, Chief Executive Officer
2. Program Manager (Minimum fortnightly contact) and Members of the Tennis Program Advisory Panel
3. Tennis Victoria Player Development Officer (Advisory Role)

Organisational Background & Context:

1. The Gippsland Sports Academy (GSA) is a community-based organisation which provides developmental opportunities for young athletes. It covers the full extent of Gippsland, (involving the six municipalities East Gippsland, Wellington, Latrobe, Baw Baw, South Gippsland and Bass Coast) from the south-eastern fringe of Melbourne through to the New South Wales border, including the mountain communities of the Great Dividing Range and the diverse areas of South Gippsland.
2. By providing programs and services to bridge the gap between club and elite levels, the aim is to assist athletes to develop to high levels of performance.
3. GSA also strives to overcome disadvantages faced by regional athletes, such as fewer local resources and greater travelling distances. The Gippsland Sports Academy will provide the opportunity for talented young sports people based in Gippsland to reach their potential in their chosen sport and personal life.
4. Tennis Victoria is the governing body for tennis in Victoria and is committed to providing a quality service to the broad community with integrity and professional excellence. Through open communications and a dedication to equal opportunity, our vision is to be the most outstanding sporting body in Australia. Tennis Victoria is a partnership Sponsor with the Gippsland Sports Academy.



Responsibilities:

Strategic Tactical Mentoring, Training and Player development –

The Head Coach will

- Be responsible for the planning and delivery of the on-surface aspects of the Program in conjunction with the Gippsland Sports Academy, Tennis Victoria in a way that ensures the Program follows relevant State Sport Associations/Victorian Institute of Sport protocols/models to ensure the Program is on the sport's talented player pathway.
- Consider the technical, tactical, physical and mental aspects of the sport when developing plans in collaboration with the Tennis Program Advisory Panel for delivery on-surface.
- Submit a training schedule to GSA Tennis Program Advisory Panel for approval by the GSA Board prior to Program commencing.
- Co-ordinate and conduct training as determined by the Tennis Program Advisory Panel in collaboration with the appointed Coach (and Subject to GSA Board approval) as being required for Program delivery.
- Effectively relate with young people in developing their tennis ability, their physical fitness, development of a positive personal outlook and be able to guide and mentor the Squad to a high level and standard throughout the program.
- Liaise closely with the Program Manager – Tennis Program.
- Liaise closely with support personnel such as sport science staff, Tennis Victoria, Tennis Advisory Panel members and private coaches of athletes within the program.
- Promote the Gippsland Sports Academy aims and objectives and encourage all athletes to achieve excellence in their sporting and personal pursuits.
- Own and utilise considerable level of technical knowledge, excellent interpersonal skills, good managerial skills and always portray a thoroughly professional manner.
- Maintain up-to-date knowledge in the latest techniques and trends within the sport of tennis, and where required, strive to improve individual coaching qualifications
- Be prepared to take training sessions in all six municipalities of Gippsland.
- The coaches, players and management team will be expected to abide by the relevant "Code of Ethics" and have a preparedness to adhere to all policies and procedures as outlined by GSA and Tennis Victoria.
- Will wear only authorised apparel whilst attending any GSA event.
- Support and promote GSA and the Tennis Victoria's policies and programs, especially in regards to talented player development.



Responsibilities (Cont.):

Strategic Tactical Mentoring, Training and Player development

- In carrying out the duties of the position, consider the safety of the environment, program and participants and be aware of the need for safety in sport and to protect people where practical against risk associated with the program.
- Take reasonable steps and care to avoid acts or omissions, which the Coach or members of the program can reasonably foresee could cause injury or potential liability.
- Provide all Squad members with adequate contact time throughout the program to ensure each player can be developed and reviewed appropriately.
- Provide individual feedback to players where required
- Liaise with local coaches in relation to squad members' development
- Complete other reasonable tasks as requested by GSA
- Keep attendance records for all sessions
- Travel to appropriate & approved tournaments with members of the Squad
- Submit a Police Check for Working With Children
- Hold a current Victorian Driver's Licence
- Attend meetings/workshops from time to time as requested by Tennis Program Advisory Panel
- Ensure timely completion of all administrative tasks as directed by GSA, Tennis Program Advisory Panel
- Ensure all staff adheres to all Tennis Victoria & GSA policies and procedures. Report to GSA immediately any policy breaches or serious misconducts are discovered.
- Participate in a Review Process in conjunction with the Tennis Program Advisory Panel and Tennis Victoria.
- At the conclusion of the program, the Head Coach is requested to complete the following review process.

Written evaluation of the program(s) highlighting key areas, such as:

- Selection process
- Player development - training sessions, etc.
- Organisation, administration communication, etc
- Details of the most positive and negative experiences with the program(s)
- Improvement Opportunities
- Selection of athletes into state or national squads or teams

The Report is to be supplied in writing to GSA as scheduled by the incumbent's agreement.



Key Competencies:

The Head Coach will:-

- Work towards KPI's as set by the GSA Tennis Advisory Panel and approved by the GSA Board
- Demonstrate experience in coaching talented tennis players
- Have a **current** Level 2 coaching accreditation– Minimum Club Professional Qualification
- Have an understanding of the player & competition pathway as developed by Tennis Victoria & Tennis Australia
- Have a solid understanding of current coaching techniques and methods
- Have the ability and desire to assist in the development of talented players
- Have a positive attitude towards personal development
- Have organisation & flexibility – Strong management skills & ability to manage a performance program
- Be articulate – Strong verbal & written communication skills
- Create teamwork – Strong collaborative/inclusive approach to player management
- Have daily access to email and mobile phone

Other:

Given the nature of the Academy Head Coach role that deals directly with a broad range of junior players, families and their private coaches in a localised area, it is paramount that Gippsland Sports Academy establishes mechanisms to avoid any conflicts of interest (perceived or real), between the tennis market (ie. the other Gippsland based Tennis Coaches) and the appointed Coach's private coaching business and activities.

In an endeavour to ensure this outcome, the following safeguards have been identified as appropriate for the term of employment with the Gippsland Sports Academy. The aim of these safeguards is provide both parties with a transparent position regarding the relationship and dealings between the role of Head Coach within the Gippsland Sports Academy and their role in the private tennis market.

It is intended that these safeguards will be reviewed on a six monthly basis with the Gippsland Sports Academy Chief Executive Officer and Program Manager to ensure they remain relevant to the role of Head Coach and the marketplace and to ensure they are still appropriate.

It will therefore be requested that;

- (a) The successful candidate will provide, on a "confidential basis", Gippsland Sports Academy with a list of all coaching venues, staff and coaching pupils involved in their business on a six monthly basis with the first one required upon appointment.



Other (Cont.):

- (b)** While employed with the Gippsland Sports Academy in an Academy Coaching Position from the commencement of the Academy Tennis program, the Head Coach may not enter into a new private coaching arrangement with any current Academy athletes with whom they do not already have an existing private Coaching relationship with (defined as at least 6 months in duration). The Head Coach may seek from the Gippsland Sports Academy, an exemption of this provision, in the event that special circumstances prevail.
- (c)** The Head Coach must agree that these safeguards listed above may be made public by Gippsland Sports Academy or Tennis Victoria to any interested parties (such as private coaches) upon written request or where Gippsland Sports Academy or Tennis Victoria and or the Head Coach feel that it is appropriate to do so.
- (d)** The Head Coach will immediately, in the event of a circumstance arising, make full and complete disclosure to the GSA Tennis Program Advisory Panel of the existence, nature and extent of any conflict, or potential conflict of interest, that they may have in any manner or capacity whatsoever with their duties or obligations under this Agreement.
- (e)** The Head Coach must not solicit or accept from any person any remuneration or benefit in excess of the official remuneration with the Gippsland Sports Academy for the discharge of duties.
- (f)** The Head Coach must avoid any circumstance where a person or persons can improperly influence or enjoy unduly favourable treatment by the Gippsland Sports Academy.