

BOCCIA NEW ZEALAND



Job Description **High Performance Coaching & Development Co-ordinator** **Voluntary**

Primary Role: To develop, maintain and execute a high performance plan for elite athletes through each Paralympic Games cycle utilising both own and key partner resources

Budget: Funding proposal required to execute the primary role is to be presented to the Executive who will approve the requirement and initiate fundraising. The subsequent level of execution will be determined by the level of funding acquired.

Expenses: All reasonable expenses incurred while the High Performance Coach is involved with approved duties/activities will be reimbursed. This includes documented phone calls, postage, travel and accommodation expenses.

Responsible To: President, Boccia NZ

Key Partners: Paralympics NZ

Review: Position subject to quarterly and annual review – reviews based on achieving agreed key performance indicators drawn from the High Performance Plan

Tasks:

- To develop and implement a high performance plan for Boccia NZ elite athletes by the 31st of January 2009 and to be presented to Boccia NZ by the 1st of February
- To co-ordinate a training camp for the elite athletes at least three times per year.
- To drive the support services offered by NZ Academy of Sport for Boccia NZs carded athletes
- To ensure that the HP plan remains relevant and reflects current world's best practice by completing a review of the programme six monthly i.e. July and January with a Boccia NZ and PNZ representative
- To ensure that elite athlete's individual coaches are integrated into overall high performance plan by engaging with them at;
 - individual planning meetings,
 - and request performance reports six monthly (July and January).
- To monitor performance, record results and ensure athletes are achieving the required level of improvement
- To identify athlete's having the potential to perform well at an international level then to integrate them into the programme within 12 weeks of identification.
- To provide recommendations to Boccia NZ on selection criteria and achievement standards for entry to the programme. This is to be conducted on a need by need basis and reviewed 6 monthly

- To be advisor to the selection panel for NZ representation
- To maintain an open communication channel between self, Boccia NZ and elite athletes
- To provide regular reports to Boccia NZ on individual athlete development and the overall effectiveness of the programme and to be presented at Boccia NZ committee meetings by the 1st of every month
- To inspire and develop a culture amongst the athletes in the programme of excellence, professionalism, achievement and pride
- To engage in a professional development plan by identifying opportunities to up skill ones skill set

Skills:

- Proven success at programme planning and implementation for international events
- Previous coaching and/or management experience at international events
- A passion for the sport
- The ability to manage programmes for a number of athletes
- Excellent communicator
- Administrative and logistical support experience
- A proven 'team' player
- Set up systems for managing succession

High Performance Coaching & Development Co-ordinator Application

Name _____

Address _____

Phone _____ Mobile _____

Email _____

Please state your skills and any other details useful regarding to this application.
 Please use a separate paper.

Send your application to Boccia New Zealand, 17 Gillingham Rd, Kamo, Whangarei, or email to
nickandkathy@xtra.co.nz

By Wednesday 1st of October 2008