



Richmond Rowing Club Inc.  
7 Boathouse Drive Melbourne Vic 3004

## **Position Description**

**Position title:** Senior Coach

**Reporting to:** The Head of Rowing

**Hours:** Indicative 16-18hr per week, averaged across a 12-month period

**Location:** Richmond Rowing Club, 7 Boathouse Drive, Melbourne, 3004

## **Purpose of the position**

The Senior Coach will coach a squad and/ or crew of Rowers.

In addition, the Senior Coach will support Club coaches (paid and volunteer) and provide administrative support for the rowing program. The rowing program supports the club members' goals and aspirations, individually and as crews.

The rowing club is managed by an executive committee that is appointed by the membership each year. This position reports directly to the Head of Rowing.

## **Responsibilities and duties**

This Position Description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive, and it is expected that specific tasks and functions may change from time-to time.

Responsibilities include:

- Assist in the development and planning of a Rowing Program, with the Head of Rowing, including implementation and assist with logistical matters
- Liaise with the Head of Rowing to coordinate program training times, regatta participation, rowing camp sessions and associated boat and coach allocation for the Rowing Program
  - Ensure all members and coaches are aware of training/regatta times, training schedules
- Coach a squad and/ or crew of Rowers within the program
- Encourage a sense of team and Club spirit
- Ensure that all records for Rowers, including attendance, safety certification/compliance and incident reporting are up to date and maintained
- Report any breaches of behaviour guidelines to the Head of Rowing
- Attend regular scheduled meetings as required
- Maintain strong and open channels of communication with all relevant stakeholders/key contacts
- Manage members and support coaches in a professional, mature manner that role models exemplary behaviour and standards and is in line with Richmond Rowing Club's reputation and ethos
- Abide by the Coaches' Code of Ethics as outlined by the Australian Coaching Council and the Rowing Australia Code of Conduct
- Abide by all policies, expectations, laws and directives

- Work with the Head of Rowing to ensure the rowing programs are operating in a safe manner and in compliance with RRC's safety plan, sport governing body, state and federal law

**To be successful in this position, it is essential that you possess:**

- Demonstrated experience in managing rowing programs
- Proven experience in coaching adults to successful results including State and National, or International level
- Level 2 Rowing Coaching Accreditation (Rowing Australia) or working towards
- Rowing Victoria Coxswain Accreditation
- ASCA Level 1 Qualification (highly desirable)
- Level 2 First Aid Qualification
- Current Boat Operator's and Vehicle Licence
- An enthusiastic and inclusive approach to coaching with the ability to motivate participation from differing levels and abilities
- Exceptional organisational and time management skills
- Strong communication skills; both written and verbal
- A high level of self-awareness and the ability to maintain positive relationships
- Demonstrated conflict resolution skills, maintaining a balanced perspective when making decisions
- Insurances as appropriate to the role
- Ability to work flexibly under minimal supervision
- Excellent IT skills and experience with Microsoft Programs
- Basic knowledge of boat maintenance and rigging
- A current National Criminal Record Check and VIT or WWCC

**Relationships/ Stakeholders/ Key contacts**

- This position reports directly to the Head of Rowing (the Employer)
- Members/ Athletes – positive, collaborative relationships to be developed
- Rowers who are interested in joining the Club – communication will be required
- Captain of the Boats – a working relationship will be required
- Facilities coordinator – a working relationship will be required
- Richmond Rowing Club Committee – communication may be required from time to time through the Head of Rowing
- Rowing Victoria – contact may be required from time to time
- MLC – communication and contact may be required from time to time
- Other Coaches in collection of Regatta entries for final sign off from Head of Rowing and Boat Captain

**Compliance with Rowing Australia, Rowing Victoria, and Richmond Rowing Club Policies**

- Coaches should be excellent role models for the club members.
- Familiarisation with the policies of the governing bodies and the club is critical, in particular Child Safety, Equity/Participation in Sport, Privacy, Safety, Codes of Behaviour, Member Protection Policy
- Familiarisation with local waterway rules, use of megaphones and cycling rules is also required

<https://rowingaustralia.com.au/rowing-australia-policies/>

<https://www.rowingvictoria.asn.au/about/rulespolicies/>

<https://www.richmondrowing.com.au/documents/>