



LGFA Coach Developer Role Description

LGFA COACH DEVELOPER ROLE DESCRIPTION

Minimum Experience required:

- Holder of a level 1 coaching award or above within the Gaelic Games Code, plus at least 5 years coaching experience at appropriate levels (evidence to be provided)
- OR**
- Experience of tutoring/facilitating learning of adults or young people for recognised NGB's/organisations

Knowledge:

- Up to date knowledge of the LGFA coaching pathway and qualifications
- Understanding of the adult learning principles

Skills:

- Ability to:
 - Plan and organise
 - Facilitate group learning effectively
 - Utilise IT and all resources
 - Be consistent in delivery of all courses to a high standard
- Positively promote LGFA

Personal:

- Demonstrate exemplary personal behaviour and conduct themselves appropriately at all times. This includes adherence to the LGFA Coach Developer code of conduct
- Be Open minded

Overall Aim:

- Deliver high quality LGFA coaching course/programmes according to the aims and outcomes of the specific courses

Main Duties & Responsibilities:

Course Delivery:

- Prepare and deliver high quality courses in accordance with the syllabus and general requirements for the course
- To maintain high quality standards in course delivery
- Be familiar with all supplementary Coach Developer notes
- Observe and evaluate coaches and provide constructive feedback
- Facilitate group interaction to help participants, share, solve and discuss different issues

- Ensure the appropriate equipment by utilising resource pack provided
- Utilise modern delivery methods and IT resources on all course delivery
- Demonstrate an understanding of generic Coach Developer training principles
- Comply with LGFA Code of Conduct at all times (See enclosed)
- Can commit to developing coaches for the NGB once training has been completed

Administration:

- Liaise with the key course organiser to ensure all administrative procedures are in accordance with course requirements
- Ensure completion of course attendance and evaluation forms in accordance with Sport Ireland and submit to the LGFA Development Support Administrator within **ONE WEEK** of course completion date
- Distribute the course participant resource material and ensure all participants are fully aware of the requirements to receive qualification from the LGFA where applicable
- Complete payment claim form and submit to the LGFA Development Support Administrator on or before the last Thursday of every month
 - Coach Developer fees are as follows:
 - **Shadow** n/a as integrated with Training process
 - **Assist** Travel plus Coach Developer Fee
 - **Deliver** Travel plus Coach Developer Fee
- Coach Developer will receive following course delivery Fees:

○ Fundamentals Coaching Programme	110 Euro
○ Level 1 and Level 2 Coaching Programme	120 Euro per day
○ Ready, Steady, Coach Programme	60 Euro
○ Coaching Workshops	60 Euro
- Identify a replacement Coach Developer if unable to deliver a course you have been assigned to originally and communicate same with the LGFA Development Support Officer
- Communicate with LGFA National Development Manager in relation to any problem that may arise
- The Association is committed to assigning **2** Coach Developers per Course at all times. However circumstances may arise which will require the Association to deviate from this, having exhausted all other avenues – including a Coach Developer pulling out late in the week of the course, numbers dropping below the required 20 but still 15 coaches attending (ratio would be then 1 Coach Developer:15 coaches) or a course which has high numbers and only 1 Coach Developer available, a Coach Developer who is available on the same date may be asked to assist the greater number course if their original course has low numbers (below 20) and two Coach Developers

- Courses may be cancelled by the Coach Developer on the day if numbers are any lower than **12** for all courses.

Continuous Professional Development:

- Coach Developers are required to attend the **mandatory** LGFA Coach Developer in-service where applicable during the year. If a Coach Developer is unable to attend the assigned date for the Coach Developer in-service, then direct contact must be made with National Development Manager to outline reasons for same. If reasons provided are **not deemed acceptable** then Coach Developer may be unable to continue in Coach Developer role. If reasons are **acceptable** then a points penalty of **minus 100** will be incurred at start of Coach Developer season for missing the session. In addition, it will be the responsibility of the Coach Developer to catch up on in-service content as outlined by LGFA.
- Coach Developers are encouraged to attend conferences/events/other in-services that are identified as useful in the continuous development of the Coach Developer
- Coach Developers should continually self-reflect on course delivery and actively seek to improve different aspects of their Coach Developer performance. Coach Developers should inform the LGFA National Development Manager of any areas that they need further development in and endeavour to attend any further training provided by LGFA.
- Coach Developers observe/co-Coach Developer with other Coach Developers as appropriate

Accreditation:

In order for the Coach Developer to maintain their accreditation they **must**:

- Attend the **mandatory** LGFA Coach Developer in-service which occurs on an annual basis or when necessary twice a year.

PLEASE NOTE IN RELATION TO COACH DEVELOPER INSERVICES:

- If a Coach Developer is unable to attend the assigned date for the Coach Developer in-service, then direct contact must be made with National Development Manager to outline reasons for same.
- If reasons provided are **not deemed acceptable** then Coach Developer may be unable to continue in Coach Developer role.
- If reasons are **acceptable** then a points penalty of **minus 100** will be incurred at start of Coach Developer season for missing the session. In addition, it will be the responsibility of the Coach Developer to catch up on in-service content as outlined by LGFA.
- Coach Developers who **miss two** successive Coach Developer in-service sessions and/or develop a pattern of failure to attend in-service sessions will be subject to **removal** from the Coach Developer group.

- If Coach Developer wishes to recommit to Coach Developer again then they will need to undergo the required training.
- Achieve the minimum Coach Developer points requirement as per the Coach Developer Accreditation Guidelines during a calendar year
- Adhere to the LGFA Coach Developer code of conduct to maintain accreditation
- Agree to on-going monitoring as part of the quality assurance process involving a review of evaluation forms, attendance at CPD and mandatory in-service events and observation visits
- Agree to re-take training or mentored support work should a quality assurance issue arise

Deployment:

- The LGFA National Development Manager will manage the deployment of Coach Developers
- Coach Developers are accredited in line with adherence to LGFA Coach Developer Code of Conduct
- Coach Developers will be monitored on an on-going basis as part of the quality assurance process involving a review of evaluation forms, attendance at CPD and mandatory in-service events and observation visits
- Coach Developers will receive on-going CPD Opportunities and support through the National Development Manager and Development Support Administrator

Grievance Policy:

- This procedure relates to aspects connected to delivery on the LGFA Coach Education Courses. Complaints under this procedure will relate to all aspects of delivery and will include such areas as:
 - Ineffective delivery by the Coach Developer
 - Omission in respect of the syllabus to be covered
 - Inappropriate activities by the Coach Developer including behaviour which may cause concern or offence to others
 - Irregularities in the way in which the course is delivered
- If there are any complaints made via the course evaluation forms at the end of the course and sent to the LGFA Development Support Administrator then the Development Support Administrator will inform the LGFA National Development Manager of same.
- In the event that a participant or fellow Coach Developer wishes to make a complaint then it must be submitted in writing within seven days of completion of the course to the LGFA National Development Manager
- It is important any complaint submitted is dated and signed

- An acknowledgement that the complaint has been received will be sent to the complainant within 10 working days
- The LGFA National Development Manager will decide, after considering the complaint, the appropriate course of action
- In most cases the National Development Manager will speak directly to the Coach Developer in question, within two days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage
- If it is necessary for the LGFA National Development Manager to carry out further investigations a written record will be kept of all meetings and interviews in relation to the complaint
- If further investigations are required then the Coach Developer may be suspended from Coach Developer until the matter is investigated fully
- Once the LGFA National Development Manager is satisfied that, so far as practical all the relevant facts are established, a decision will be made and the Coach Developer will be informed in writing in relation to outcome. The LGFA National Development Manager will give reasons for their decision
- Appropriate sanctions will be acted upon for breach of the LGFA Code of Conduct including loss of privileges (Coach Developer fees), suspension for a number of weeks or indefinitely or immediate expulsion from the Coach Developer group
- It should be recognised that the LGFA may regard some offences as so serious that a Coach Developer could require immediate expulsion with no prior warning. Such offences might include, but are not limited to, delivery of a course under the influence of alcohol or other substances, serious sexual misconduct or other serious incidents of unacceptable behaviour
- If the Coach Developer is re-instated then he/she will assist on courses for one year
- If a Coach Developer is suspended from the Association for any other reason they must inform the LGFA National Development Manager and a decision will be made on whether the Coach Developer will also be suspended from Coach Developer depending on the severity of the offence
- If Coach Developer has a grievance with LGFA that relates to any aspects connected to delivery on LGFA Coach Education courses then the Coach Developer must contact the LGFA National Development Manager in writing to outline areas of grievance. LGFA will endeavour to address all concerns where possible with immediate effect.