

YMCA Geelong Inc.

ABN: 29 064 925 688

A0025471J

YMCA BASKETBALL CLUB



Position Description- YMCA BASKETBALL CLUB

Position Title:	Coaching Director/Coordinator
Employment Status:	Volunteer (4-5 hours per week)
Department:	YMCA Basketball Club
Minimum Qualifications:	Level One Coach qualifications Working with Children Check National Police Criminal Record Check
Reports To:	YMCA Basketball Club Committee

The YMCA Movement

The YMCA is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The YMCA has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development. In 2013, the YMCA Geelong celebrated 60 years of community service across the greater Geelong region.

YMCA's across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in its future focus, growing in its impact on community and which values its people.

YMCA Geelong Inc.

YMCA Geelong Inc. has a proud history of serving Geelong and district for over 60 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. YMCA Geelong primarily operates out of owned facilities, the YMCA Newtown Stadium, YMCA Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

The YMCA is committed to the improvement of the communities in which it works as reflected in our Vision -**YMCA makes a difference to people's lives providing healthier, happier, connected communities.**

We employ 100 people in administration, management and service delivery roles across our operations at Camp Wyuna, Newtown, North Geelong and Bannockburn.

YMCA Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connect Geelong.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

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FACILITIES DESCRIPTION

The YMCA Newtown Stadium was opened in 1996. It is one of the major sports centres in Geelong region. The Centre hosts a number of prominent sporting associations:

- Southside Netball.
- YMCA Basketball Club
- YMCA Gymnastics Club

The facility comprises of two courts and gymnastics facility.

Programs and Services

- Basketball
- Netball
- Holiday program
- Gymnastics program
- Birthday Parties
- Special needs programs
- Casual hire
- Schools programs
- Children's sports programs

YMCA North Geelong is a satellite Gymnastics program at the Arena Complex in North Geelong. Along with Newtown Stadium it is one of the major Gymnastics Centres in the Geelong region. The YMCA hosts a number Gymnastics program that will be transitioned to be managed and administrated through centralised systems based at Newtown.

The facility comprises of one gymnastics facility set up predominately for the conducting of recreational and competitive gymnastics classes.

Whilst YMCA North Geelong is predominately set up for the conducting of gymnastics programs and conducts, competitive, recreational, pre-school, school, special education, birthday parties and activities, it is our expectation that other sport and recreation programs be developed and conducted from the venue.

We also auspice the YMCA Basketball Club.

History of the YMCA Basketball Club

The YMCA Basketball Club first competed in the Basketball Geelong competition in 1952 after being formed by the Geelong YMCA's first executive director, the late Jack Terrill and has enjoyed an excellent reputation in terms of the quality of its players, coaches and administrators. Current Supercats Captain and Adelaide 36ers NBL player, Nathan Herbert commenced his career with the YMCA as an Under 10 player. The YMCA also boasts previous Australian representatives in Trish Fallon and Russell Riches

Club Headquarters

The YMCA Basketball Club is very fortunate to have access to a two court basketball stadium owned by the YMCA Geelong as its club rooms and for training. Formally a warehouse the facility which is situated at 25 Riversdale Road Newtown was refurbished using 1000's of hours of volunteer labour back in the late 1990's and is now one of the best facilities in the area. The complex also boasts an extensive gymnasium area as well as function and meeting rooms which are available to the basketball club.

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Club Structure

Our club is run by a group of volunteers who do a fantastic job ensuring the best opportunity for all our players, families, coaches and officials. Within the club structure we have a coaching director who oversees the entire basketball program and works closely with the age level coordinators to make sure the competitions and age groups run as smoothly as possible. The committee meets on a monthly basis as the club headquarters in Newtown.

Basketball Geelong Competition

Currently the YMCA Basketball Club has approximately 36 teams competing on a weekly basis in the Geelong Basketball Club Competition which is played at the home of basketball in Geelong the Geelong Arena, situated in Victoria Street North Geelong

Our Teams

Our teams range from Under 10 in the boys and girls program all the way through to the elite Senior teams in both the Division 1 Men's and Women's Programs.

Teams play in a range of grades from A grade to C grade, and in a number of age groups our club has teams in a number of the grades which enables players to play at a level that meets their skills, but also provides for an opportunity to progress within the Club. Tryouts are held prior to the change of seasons to ensure players play in the most appropriate grade

Training Times and Venues

All teams who participate for the YMCA basketball club have access to training times at the YMCA stadium in Newtown. All training is undertaken on a Monday and Tuesday night with training times varying from 60 to 90 minutes each week.

Description

Position Summary

The Coaching Director is a member of the Coaching team at YMCA Basketball Club, which works towards setting and achieving goals to develop and support coaches and basketball programs.

Specifically the Coaching Director makes recommendations and provides guidance and knowledge on issues relating to coaching, coach development, coaching pathways, coaching appointments, coach enquiries. The role is volunteer positions for 4-5 hours a week and requires the co-ordinator to be on the floor supervising the coaches, conducting appraisals and mentoring coaching staff.

Duties and Responsibilities

The role of the Coaching Director is to work with both the club and the individual coaches to develop programs, provide guidance and build coaching resources within the YMCA basketball club.

Development / Club Structure:

- To develop a club structure with clearly defined roles for each of the coaches.
- To develop a basketball program to be implemented across the basketball club defining skills and fundamentals to be taught and practiced at each age group.

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- To create a resource guide that can be distributed to all coaches for use in both training and match environments.
- To create a standardised template (eg. Levels A, B & C) for club coaches to use at pre-season try-outs sessions in accordance with YMCA skills and development expectations.
- To build an age level/skills development matrix to gauge the development of our junior players year on year.
- Annual review of YMCA coaching outcomes against that of national, state and elite teams frameworks.

Coaching:

- Provide opportunities for YMCA coaches to develop their skills and knowledge through accredited coaching courses assisted by the YMCA basketball club
- Develop an introductory program for our junior players (15-18 year olds) who are interested on the basics of coaching and the responsible interaction with children.
- Liaise with all YMCA coaches at least on a monthly basis and assist them in developing training programs and conducting training sessions. Attend various games and training nights on a semi-regular basis to provide real-time feed back and guidance. The club committee will provide a list of coaches requiring the most assistance initially.
- To source and provide information for all coaches on a regular basis including information on drills, developments in basketball, rule interpretations and the like.
- To identify new coaches and scope potential applicants for the following season.
- Implementation of a mentoring program for new coaches to the club to assist them to fulfil their role

Other:

- Implement at least one coaching workshop per season to further development of all of our coaches. This should cater for entry-level coaches looking to learn basics as well as semi-experienced coaches to implement high-level coaching techniques and outcomes in accordance with elite competitions. The type and structure of the camps to be discussed and agreed with the YMCA committee.
- To work in conjunction with the club to look at pathways to bring players into the YMCA basketball club particularly in the younger age groups.
- Assist age group co-ordinators and coaches in selections by means of tryouts for seasons if required.
- Attend a minimum of one committee meeting per season to provide feedback to the YMCA Committee on Coaching developments
- Annual report to the committee on program, developments and initiatives
- Co-operate with the YMCA with respect to legislative occupational health and safety requirements, the 'YMCA General Health and Safety Guidelines', and 'YMCA Management Responsibilities for Occupational Health and Safety'.

Coaching Allowance:

The role of Coaching Director/Coordinator is a voluntary one; however an allowance of \$600 will be paid each 3 months to cover expenses such as travelling, administration and office-type expenses.

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The role will be subject to review on an ongoing basis by the YMCA Basketball Club, and can be ceased by either of the parties by the giving of reasonable notice (1 month) where practical.

General

- Read, understand and conform to YMCA policies and guidelines around the safety of children as outlined in the YMCA's Safeguarding Children and Young People Policy.
- Work as part of a team and show a high level of professionalism.
- Be punctual in both attendance of shift and attendance at staff meetings.
- Serve as a role model for the principles of inclusion and tolerance.
- Maintain high standards of presentation and personal grooming.
- Serve as a role model for effective problem solving and conflict resolution.
- Be committed to maintaining the work area in a clean, safe and presentable state.
- Conduct yourself in a manner consistent with the values of the YMCA; Honesty, Responsibility, Caring and Respect.

Key Selection Criteria

Qualifications & Licenses

- Coaching qualification Level 1 Basketball Coach
- Complete YMCA Geelong Safeguarding Children Online Training
- Safeguarding Children and Young People Training
- Current Working with Children Check

Safeguarding Children and Young People

In addition to meeting your core functions, duties and responsibilities as outlined in the Position Description, you are also required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines in the YMCA Geelong Staff and Volunteer Handbook, as well as comply with all aspects of our Safeguarding Children and Young People Policy and Procedures. You will receive a copy of the Staff and Volunteer Handbook, Policy and Procedures during your induction process. The main responsibilities of your position at YMCA Geelong with regards to Safeguarding Children and Young People are as follows:

- Promote a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.
- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your care.
- Act as a positive role model for children and young people.
- Report any suspicious concerns, allegations or disclosures of alleged abuse to management.
- Maintain valid Working With Children Check (employee) documentation.
- Undergo National /International Criminal History Checks at the discretion of management, the cost of this is to be paid by the employer.
- Report to management any criminal charges and convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Understand and work under the guidelines of the YMCA's Safeguarding Children and Young People Policy and procedures and Code of Conduct.

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Occupational Health & Safety

- Take reasonable care for your own health and safety, and for the health and safety of others.
- Co-operate with the YMCA with respect to legislative occupational health and safety requirements, the 'YMCA General Health and Safety Guidelines', and 'YMCA Management Responsibilities for Occupational Health and Safety'.

Authority / Accountability

- Ensure the equipment and environment is safe for patrons.
- Immediately respond to customers' needs and concerns to ensure quality of service meets agreed standards.
- Report to the President with any queries, concerns, etc.

Conditions of Employment

This position is in accordance with the terms and conditions;

- This position is in accordance with the terms and conditions of the YMCA Volunteer Handbook
- The position is a voluntary position with YMCA Basketball Club under the auspice of YMCA Geelong Inc.
- Holding a current Working with Children's Check. (WWCC)
- Subject to Police Records check before commencement of employment and throughout your employment with the YMCA.
- Subject to a 12 week probationary period.
- First Aid and CPR are a requirement of employment.
- Disclosure of all pre-existing medical conditions and injuries.
- Undertaken Induction training session and Safeguarding Children and Young People Online training prior to commencement of first shift.
- Complete a pre-employment medical screening if required and be Fit for Work.
- Must organise own reliable transport.
- Requires flexible work hours
- Complete and submit a YMCA Geelong Application Form (www.geelong.ymca.au – click on YMCA Jobs tab).
- Acknowledge, implement and comply with YMCA Policies and Procedures (www.geelong.ymca.au – [YMCA Policies](#)).
- An honorarium will be provided to offset the costs associated with the position which will be negotiated between the successful candidate and the YMCA Basketball Club Committee.

Approved by: Shona Eland

Position: CEO – YMCA Geelong

Date: 10/05/2016

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Acknowledgement of Position Incumbent

I acknowledge that I have read and understood the requirements of YMCA Basketball Club-Volunteer Basketball Coaching Director position.

Name: _____

Signature: _____ Date: _____