



## LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

**JOB TITLE:** Coach 7 A-Side

**RESPONSIBLE TO:** Livingston Hearts Executive Committee

**RESPONSIBLE FOR:** .....

**RECOMMENDED QUALIFICATIONS:** Early Touches Certificate (7 a-side)  
Coaching Young Footballers (7 a-side)  
Coaching in the game (7 a-side)

**SKILLS REQUIRED:** The coach should be able to:

- . Motivate performers and volunteers, and communicate effectively with them.
- . Make things fun.
- . Use time efficiently and effectively.
- . Provide structured planning and make best use of time available.
- . Show an appropriate level of technical knowledge.
- . Break skills down if appropriate, analyse skills and make improvements.
- . Make use of appropriate equipment and adapt if necessary.
- . Provide advice on sports science and lifestyle guidance.

### MAIN DUTIES:

- Consult with team captain/manager/organizer about the aims of the sessions.
- Be prepared to delegate organizational jobs which do not need your coaching skills i.e. keeping the register, equipment and venue hire.
- Brief all helpers and assistant coaches on the aims of the session and then purpose of each activity. Involve all helpers and make sure they are made aware of the value of their input.
- Liaise with the Club management Committee to ensure there are regular, appropriate and competitive opportunities for members.
- Ensure that you are well briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical impairments or disabilities.
- Plan and deliver coaching sessions appropriate to the ability of the participants.
- Make participants aware of their progress.
- Identify and recruit, in line with Club procedures, additional volunteers to assist in the running of club activities e.g. parents.
- Ensure the Management Committee is aware of all Club activities and ensure strong links and communication between each team throughout the season.

- Provide information on where the participant can continue in the sport and liaise with relevant bodies to access county and national structure for talented performers.
- Abide by and promote sound ethics and club policy; child protection, fair play and equal opportunities to all members.
- Ensure that all coaching staff qualifications are kept up to date.
- Take responsibility for ensuring that the equipment is correct and is kept in good working order.
- Be aware of and follow the procedures for recording accidents.
- The coach should be aware of the Club's Health & safety Policy and Emergency procedures and take their own responsibility for Health & Safety.
- Ensure that there is an accessible, well-stocked first aid kit at the venue and a telephone nearby.

**TIME COMMITMENT:** As required

**Signatures:**

**Coach:**.....  
**Date:** .....

**Secretary:** .....  
**Date:** .....