



North Coast Academy of Sport  
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## **North Coast Academy of Sport AFL FEMALE PROGRAM - STAFF APPLICATION PACK 2018**

### **About the Academy**

Established in 1989, the North Coast Academy of Sport aims to assist young athletes from the region to achieve sporting excellence. The Academy is a non-profit organisation covering a NSW coastal region extending from Laurieton to Tweed Heads. Programs in numerous sports are offered, with the Academy working closely with the relevant state and regional sporting associations.

### **About the AFL Program**

The Academy's AFL Program was being established in 2016 with the major aim being to assist the individual development of each athlete so that they progress further in the sport.

The AFL Female Athlete Development Program is supported and endorsed by AFL NSW/ACT and will commence in January 2018 and run to April 2018 (TBC). The program will provide recognition and motivation to identified emerging talented female athletes in the U14-U16 age groups, with a stated goal to achieve selection to the NSW State Teams.

The program will provide coaching, training, and competition to improve athlete development with a view to:

- Develop the fundamental skill level of athletes as well as providing education and personal development opportunities, which will enhance their opportunities for selection in NSW Junior Teams;
- Prepare athletes to a level where their transition to any NSW State Team is seamless in terms of programs or pathways;
- Increase the level of success of those athletes at competition and events in Female AFL competition nationwide;
- Provide coach development opportunities for Academy coaches and other suitable support personnel in the region.

Applications for the 2018 AFL Female squads will be called for early 2018. The selected squad will be announced following trials.

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*Giving Our Athletes The Edge*

## **Program Structure**

The AFL program involves activities which will consist of:

- Trial Day/s
- Induction Presentation Day & Sports Education Program
- 20 Training Sessions: program calendar to be shaped by appointed Head Coach, NCAS staff and AFL NSW/ACT staff
- Academy Games 2018 Competition – Newcastle 27-29 April 2018
- Satellite Training Sessions: dependent on squad demographics

## **Staff Structure**

The staffing structure includes:

- Head Coach
- Development/Skills Coach
- Manager

# North Coast Academy of Sport

## POSITION DESCRIPTION



### 2018 AFL Female Program Head Coach

#### Duties of the position

1. In consultation with the other AFL program staff, AFL NSW/ACT and Academy representative, plan, develop and co-ordinate a quality regional program for talented junior athletes under the principle of the Academy's STEP guidelines.
2. Set and monitor daily coaching plans for camps.
3. Attend all program activities.
4. Supervise, instruct and evaluate athletes in the program.
5. Liaise with specialist consultants and guest coaches as required.
6. Manage a small staff team. This includes the supervision and direction of staff at program activities, assisting with the professional development of and the annual evaluation of staff.
7. Provide reports in writing or verbally on program activities suitable for annual reports, newsletter, camp reports and academy awards etc.
8. **Dependent on selected squad demographics there may be scope for collaborative roles with two Head Coaches of dual training centres (e.g. Coffs Harbour and Port Macquarie) to ensure consistency in program planning and delivery. Alternatively, there is scope for a Head Coach to take on a Coordinating role to oversee program planning and delivery across the whole region.**

#### Qualifications, Experience and Selection Criteria

##### Highly desirable

1. Current Level 1 Coaching Accreditation or higher, with aspirations to complete level 2
2. Current First aid certificate
3. Demonstrated recent experience coaching AFL teams at representative level will be favourably considered
4. Demonstrated AFL program planning and monitoring skills
5. Demonstrated leadership skills including staff leadership and professional development skills
6. Media, PR and sponsor servicing skills
7. An understanding of the application of sports science to talent development programs
8. A sound understanding of the pathways available within the sport and how this relates to programs such as NCAS
9. Highly developed communication skills
10. Computer skills, including email
11. Good organisational skills
12. Willingness to build a strong team culture
13. Reliable and available weekends and committed to attending all Academy events.

#### Remuneration

An annual honorarium will be paid to the Head Coach at the completion of the program, once they have been assessed by the NCAS Executive Director as fulfilling their commitment to the program. This amount is to help reimburse you for all incidental expenses you have incurred in the completion of your duties as Head Coach e.g. fuel, phone calls, etc. There is no further claim for reimbursement of expenses. Further information can be provided by the NCAS office upon enquiry.

### **Communications**

1. The head coach will be required to communicate effectively with all program staff to ensure the smooth running of the program. They are ultimately accountable to the Academy's Program Management Committee for the overall success of the program.
2. The head coach will liaise with the Academy's Executive Director and Sports Program Manager as required on matters related to the ongoing co-ordination of the program.
3. The head coach will from time to time be required to represent the Academy for media interviews or special events such as Academy awards, meetings etc.

### **Mandatory Requirements**

All Academy program staff are obliged to satisfactorily clear a NSW Working with Children Check.

### **Term**

The Head Coach position will be contracted for one program term - 2018. Under the discretion on the Sports Management Committee the head coach may be offered a program extension.

### **Professional Development Support**

NCAS offers all our coaches and managers a yearly allocated payment separate to honorarium to assist with any professional development expenses you have throughout the year. Contact the Academy office for further details.

# **North Coast Academy of Sport**

## **POSITION DESCRIPTION**



### **2018 AFL Female Program Manager**

#### **Duties of the position**

The main duties of the Program Manager include:

1. Assisting in the planning and evaluation of the AFL program.
2. In the instance dual training centres are established, the Manager role will encompass both centres, and as such regular communication with both centres' Head Coaches is critical.
3. Booking /set up of venues, accommodation, transport, catering, training equipment and consultants as required for each event.
4. Assisting in the ordering of supplies and services via the Academy office.
5. Communication with athletes and their families either through the Academy Office, in person, by e-mail, post or telephone.
6. Working with coaching staff on matters related to the safe and efficient conduct of the program.
7. Working with the Academy office in the management of the program: Including costings and budgets.
8. In conjunction with the other program staff, AFL NSW/ACT and Academy representative, assist in developing a regional program for talented junior athletes.
9. Attend all combined training sessions and all program activities at their local centre.
10. Liaise with specialist consultants and guest coaches.
11. Willingness to build strong team culture.

#### **Qualifications, Experience and Selection Criteria**

Highly desirable

1. Sport administration / committee experience, preferably in the sport of AFL
2. Current First aid certificate
3. Demonstrated AFL program planning and monitoring skills
4. Developed communication skills
5. Good organisational skills
6. Budgeting and accounting skills
7. Computer skills, including email.
8. Confidentiality (commitment to supporting the individual athlete with respect to the potential conflict with association/club commitments).

#### **Remuneration**

An annual honorarium will be paid to the manager at the completion of the program, once they have been assessed by the NCAS Executive Director as fulfilling their commitment to the program.

This amount is to help reimburse you for all incidental expenses such as fuel, phone calls, stationery, and similar incidental expenses that you have incurred in the competition of your duties.

No further claim for reimbursement of expenses can be claimed. Further information can be provided by the NCAS office upon enquiry.

#### **Mandatory Requirements**

All Academy program staff are obliged to satisfactorily clear a NSW Working with Children Check.

### **Term**

The Manager position will be contracted for one program term - 2018. Under the discretion on the Sports Management Committee the manager may be offered an extension.

### **Communications**

The Manager will be required to communicate effectively with other program staff to support the success of the program. All program staff report to the Head Coach.

The Manager may also liaise with the Academy's Sports Program Manager from time to time in relation to the running of the program. The Manager is ultimately accountable to the Academy's Program Management Committee.

### **Professional Development Support**

NCAS offers all our coaches and managers a yearly allocated payment separate to the honorarium to assist with any professional development expenses you have throughout the year. Please contact the Academy office for further details.

# **North Coast Academy of Sport**

## **POSITION DESCRIPTION**



### **2018 AFL Female Program Development/Skills Coach**

#### **Duties of the position**

1. In conjunction with the other program staff, AFL NSW/ACT and Academy representative, plan, develop and conduct a regional program for talented junior athletes under the principle of the Academy's STEP guidelines
2. Attend all program activities
3. Supervise, instruct and evaluate athletes in the program
4. Liaise with specialist consultants and guest coaches

#### **Qualifications, Experience and Selection Criteria**

##### **Highly desirable**

1. Current Level 1 Coaching Accreditation, with aspirations to complete Level 2
2. Coaching experience at club level or higher level at the targeted age group.
3. Current First aid certificate
4. Demonstrated AFL program planning and monitoring skills
5. An understanding of the application of sports science to talent development programs
6. A sound understanding of the pathways available within the sport and how this relates to programs such as NCAS
7. Highly developed communication skills
8. Experience working effectively within a small team
9. Good organisational skills
10. Demonstrate skills required to be on athlete selection panels
11. Confidentiality
12. Reliable, available weekends and committed to attending Academy events

#### **Remuneration**

An annual honorarium will be paid to the assistant coach at the completion of the program, once they have been assessed by the NCAS Executive Director as fulfilling their commitment to the program. This amount is to help reimburse you for all incidental expenses such as fuel, phone calls, stationery, and similar incidental expenses that you have incurred in the competition of your duties. No further claim for reimbursement of expenses can be claimed. Further information can be provided by the NCAS office upon enquiry.

#### **Mandatory Requirements**

All Academy program staff are obliged to satisfactorily clear a NSW Working with Children Check.

#### **Term**

Assistant coaches are contracted for one program term - 2018. Under the discretion on the Sports Management Committee the development/skills coach may be offered a program extension.

#### **Communications**

Assistant Coaches will be required to communicate effectively with other program staff to support the success of the program. All program staff primarily report to the program's Head Coach. The coach may also liaise with the Academy's Sports Program Manager from time to time. The coach is ultimately accountable to the Academy's Program Management Committee.

### **Professional Development Support**

NCAS offers all coaches and managers a yearly allocated payment separate to the honorarium to assist with any professional development expenses you have throughout the year. Please contact the Academy office for further details.

## **North Coast Academy of Sport PROGRAM STAFF APPLICATION**



# AFL Female Program 2018

## **IMPORTANT NOTES**

1. Applications close **Sunday 11th February 2018**
  2. It is a requirement applications are emailed to [programs@ncas.org.au](mailto:programs@ncas.org.au) to allow efficient distribution to selection panel members
  3. Interviews (if required) for the positions will take place during the week commencing 12th February 2018.

Please include a recent head and shoulders photo

## **POSITION/S APPLYING FOR**

Applicants may apply for one or more positions and must indicate such by ticking one or more boxes below:

- Head Coach
  - Manager
  - Development/Skills Coach

## DETAILS

**NAME:** \_\_\_\_\_

POSTAL ADDRESS & P/CODE:

**EMAIL ADDRESS:**

**PHONE:** Home:                   **Bus:**                   **Mob:**

FAX: \_\_\_\_\_ Current CPR: Yes / No \_\_\_\_\_

**ASSOCIATION:** \_\_\_\_\_ **CLUB:** \_\_\_\_\_

National Coach Accreditation Scheme Level: Expiry Date:

**Working With Children Number:** **DOB:**

**Brief history of playing and/or coaching experience:**

**RESPONSES TO SELECTION CRITERIA**

In the box below, please specifically and accurately respond to each of the numbered selection criteria for the position/s to which you are applying, to allow the selection panel to accurately assess your application. It is recommended to cut and paste the selection criteria into the box below and then provide your response after each criterion. If you wish to provide additional information not covered with your above responses, please also include in the section below:

(Expand this section space in your reply document if needed, or attach additional sheets)

**What unique qualities do you think you could bring to the program?**

(Expand the space in your reply document if needed, or attach additional sheets)

**REFEREES**

Please provide the name, email and phone numbers of two referees that the selection panel can contact to support your application:

**DECLARATION**

I ..... agree that I have provided accurate information in my application.

Signed:..... Date:.....

**FOR FURTHER INFORMATION**

D'Arcy Van den Bossche, Sports Programs Manager  
North Coast Academy of Sport  
Phone: (02) 6620 3073 / 0477 773 228  
Email: [programs@ncas.org.au](mailto:programs@ncas.org.au)

**APPLICATIONS CLOSE**

Please ensure this form is completed in full and returned by e-mail to: [programs@ncas.org.au](mailto:programs@ncas.org.au) by  
**Sunday 11<sup>th</sup> February 2018**