



VANCOUVER ATHLETIC FC

Role Title:	Player Development Coach Coordinator
Position Type:	Volunteer Position
Reports To:	Player Development Director
Approximate Hours:	100 hours per year
Timings:	Throughout the calendar year

Role Detail

To provide support to the Head Coach and Player Development Director, coordinating all coaches for player development activities throughout the season.

In conjunction with Head Coach requirements formally engage with contract coaches to ensure player development sessions run according to plans and timelines. This will include;

- Ensuring contracts are sent out and returned signed within the agreed timelines.
- Responsibility for making sure new coaches sign up as a coach in the registration system.
- Ensuring all police record checks are in place and up to date.

Prepare coach agreements for the following:

- Event (Month of engagement)
- Fall Player Development (September)
- Winter Player Development (December)
- Spring Break Camp (February)
- Spring League (April)
- Summer Camp (June)
- Summer Camp (July)

Work with the contract coaches to ensure an availability calendar is in place for the season.

Ensure a schedule is in place and visible to all parties to show all sessions and associated activities for player development coaches.



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Distribute coach training questionnaires and ensure they are populated and filed in a central repository prior to the scheduled training development sessions.

Notify the club administrator when any communications need to be sent for future sessions.