

# **JOB PROFILE – DIRECTOR OF COACHING**

(Updated May 2019)

## **JOB TITLE**

Director of Coaching (DOC)

## **POSITION SUMMARY / RESPONSIBILITIES**

The Director of Coaching is responsible for Coach Education, Recruitment, and as an Advocate for all registered Coaches.

## **PERSON SPECIFICATIONS**

The DOC should possess the following knowledge, skills and attributes:

- Holder of MNZ Coaching Levels 1 & 2 Accreditation
- Able and willing to display positive leadership.
- Knowledge of MNZ Drills and Routine Requirements and Judging Criteria and Judging Sheets.
- Be familiar with the Constitution, Policies and Rules of Participation of MNZ
- Effective administrator, with good communication, written, listening and organisational skills.

## **REPORTING LINES / WORKING RELATIONSHIPS**

- Chief Executive Officer
- Board via the Chief Executive Officer
- Technical Manager and Director of Judging.
- Association Coaching Co-ordinator
- Sport NZ (Sport New Zealand)
- RST's (Regional Sports Trusts.)

## **KEY TASKS**

- Be an integral member of the Standing Working Party – Technical (TWP) and comply with the Terms of Reference as approved by the Board.
- Maintain a unified standard of drills, routines and judging, in conjunction with the TWP.
- Attend meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand.
- In conjunction with the TWP, develop and provide for Board approval, a recommended programme of education and training for Coaches, including accreditation and implement the approved education and training programme.
- Maintain a register of Coaches and accreditation status.
- Be responsible for leading coach recruitment and accreditation.
- Maintain communication through Association Coaching Co-ordinators.

## **PERFORMANCE EXPECTATIONS / KPI's**

- Create an education and training environment which is conducive to positive learning and which increases the skill levels of Coaches
- A unified standard of drills and routines is achieved and maintained.
- Attend meetings of the Technical Working Party.
- Attend Island Championships and New Zealand Championships if requested.
- Attend Annual Meeting of Marching New Zealand.
- Attend and facilitate all National Coaching workshops
- Attend appropriate development courses relevant to the position.
- Recommend changes to Coach Accreditation and Coach Development programme to the TWP.
- Satisfactorily handle communications with all coaches through Association Coaching Co-ordinators.

# JOB PROFILE – DIRECTOR OF JUDGING

(Updated November 2017)

## JOB TITLE

Director of Judging

## POSITION SUMMARY / RESPONSIBILITIES

The Director of Judging is responsible to the membership for ensuring that in conjunction with other members of the Technical Working Party, they complete tasks and implement strategies to achieve the goals and mission of the organisation ensuring at all times a unified standard of drills, routines and judging is maintained

## PERSON SPECIFICATIONS

The Director of Judging shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership.
- Knowledge of MNZ administration as it affects position of appointment and as it affects Teams and Judges.
- Thorough knowledge of MNZ Drills and Routine Requirements and Judging Criteria and Judging Sheets.
- Be familiar with the Constitution, Policies and Rules of Participation of MNZ
- Effective administrator, with good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

## REPORTING LINES / WORKING RELATIONSHIPS

The Director of Judging shall maintain direct liaison with:

- Chief Executive Officer
- Board via the Chief Executive Officer
- Technical Manager and Director of Coaching.
- Judging Accrerator/s.
- Association Chief Judges.
- Sport NZ (Sport New Zealand)
- RST's (Regional Sports Trusts)

## KEY TASKS

The Director of Judging shall undertake the following key tasks:

- Be an integral member of the Standing Working Party – Technical and comply with the Terms of Reference of the Working Party as approved by the Board.
- Maintain a unified standard of drills, routines and judging, in conjunction with the Technical Manager and Director of Coaching
- Attend meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand.
- In conjunction with other members of the Technical Working Party, develop and provide for Board approval, a recommended programme of education and training for Judges, and implement the approved education and training programme.
- Consult with the Judging Accrerator/s in preparing a programme of accreditation for Judges, and ensure the responsibilities of all Judging Accrerator/s are fulfilled and apply training where necessary
- Promulgate results of Accreditation to Judges
- Review/recommend changes to the Judge Accreditation programme and also the development needs of Judging disciplines with a view to making recommendations to the Board in January each year on strategies to recruit and retain Judges.
- Submit to the Board for approval as per the Process Guidelines – Selection of Island & New Zealand Championships Judging Panels, recommended Judges for appointment to Island Championships, New Zealand Championships and International Judging Panels
- Maintain communication with Association Chief Judges.
- Create an environment which is conducive to achieving MNZ goals